Official Handbook & Casebook of the National Junior College Athletic Association

Compiled by the
Executive Committee of the NJCAA

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NJCAA Region Map



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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 Kentucky and 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
Region 12 Indiana, Lower Michigan and Ohio
Region 13 Minnesota, North Dakota, South Dakota, Upper Michigan Peninsula and Wisconsin
Region 14 Eastern Texas
Region 15 Lower New York
Region 16 Missouri
Region 17 Georgia
Region 18 Alaska, Idaho, Nevada, Oregon, Washington, Western Montana, Colorado west of the Continental Divide and Utah
Region 19 Delaware, Eastern Pennsylvania and New Jersey
Region 20 District of Columbia, Maryland, Western Pennsylvania and West Virginia Panhandle
Region 21 Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island and Vermont
Region 22 Alabama
Region 23 Mississippi and Louisiana
Region 24 Lower Illinois

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Tifton, GA 31794
Office: 229-391-4939
Fax: 229-391-4931
Email: jballenger@abac.edu

REGION 18 - Joel Bate
College of Southern Idaho
315 Falls Ave., Box 1238
Twin Falls, ID 83301
Office: 208-732-6836
Fax: 208-734-0245
Email: jbate@csi.edu

REGION 19 - Karen Freed
Salem Community College
460 Hollywood Avenue
Carneys Point, NJ 08069
Office: 856-351-2693
Fax: 856-351-2690
Email: kfreed@salemcc.edu

REGION 20 - Michelle Ruble
College of Southern Maryland
8730 Mitchell Road
La Plata, MD 20646
Office: 301-934-7508
Fax: 301-539-4783
Email: mruble@csmd.edu

REGION 21 - Cynthia Washburne
Manchester Community College
Great Path, MS #7
Manchester, CT 06040
Office: 860-512-3353
Fax: 860-512-3351
Email : cwashburne@mcc.commnet.edu

REGION 22 - Michelle Ivey
Marion Military Institute
1101 Washington Street
Marion, Alabama 36756
Office 334-683-2359
Fax 334-683-2393
Email: mivey@marionmilitary.edu

REGION 23 -
Office:
Fax:
Email:

REGION 24 - Zach Loll
Wabash Valley College
2200 College Drive
Mt. Carmel, IL 62863
Office: 618-262-8641 ext. 3860
Fax: 618-545-3028
Email: lollz@iecc.edu

2012-2013 MEN'S DIVISION
ASSISTANT REGIONAL DIRECTORS

REGION 1 - Art Becker
Scottsdale Community College,
9000 E. Chaparral Road
Scottsdale, AZ 85256-2626
Office: 480-423-6616
Fax: 480-423-6663
Email: art.becker@sccmail.maricopa.edu

REGION 2 - Jerry Thomason
North Arkansas College
1515 Pioneer Drive
Harrison, AR 72601
Office: 870-391-3287
Fax: 870-391-3119
Email: jthomaso@northark.edu

REGION 3 - Dudley "Skip" Bailey
Monroe Community College
1000 E. Henrietta Road
Rochester, NY 14623
Office: 585-292-2833
Fax: 585-292-3845
Email: dbailey@monroecc.edu

REGION 4 - Wally Reynolds
McHenry County College
8900 U.S. Hwy. 14
Crystal Lake, IL 60012-2761
Office: 815-455-8580
Fax: 815-455-8899
Email: wreynold@mchenry.edu

REGION 5 – Forrest Allen
Midland College
3600 N. Garfield
Midland, TX 79705
Office: 432-685-6436
Fax: 432-685-6414
Email: fallen@midland.edu

REGION 6 - Robert Larson
Garden City Community College
801 Campus Drive
Garden City, KS 67846
Office: 620-276-9606
Fax: 620-276-9646
Email: robert.larson@gcccks.edu

REGION 7 - Bill Carlyle
Walters State Community College
500 S. Davy Crockett Pkwy.
Morristown, TN 37814
Office: 423-585-6758
Fax: 423-318-2579
Email: carlylems@aol.com

REGION 8 - Mike Matulia
Lake Sumter Community College
9501 US Highway 441
Leesburg, Florida 34788
Office: 352-323-3643
Fax: 352-323-3646
Email: matuliam@lscc.edu

REGION 9 - Kevin O'Connor
North Platte Community College
601 W. State Farm Road
North Platte, NE 69101
Office: 308-535-3758
Fax: 308-535-3794
Email: oconnork@mpcc.edu

REGION 10 - Christopher Parker
Patrick Henry Community College
645 Patriot Avenue
Martinsville, VA 24112
Office: 276-656-0313
Fax: 276-656-1014
Email: cparker@ph.vccs.edu

REGION 11 - William Krejci
Southwestern Community College
1501 Townline St.
Creston, IA 50801
Office: 641-782-1459
Fax: 641-782-3312
Email: krejci@swcc.cc.ia.us

REGION 12 - Tom Shaw
Kellogg Community College
450 North Avenue
Battle Creek, MI 49017-3397
Phone: 269-965-4151
Fax: 269-962-2215
Email: shawt@kellogg.edu

REGION 13 - Cam Stoltz
Dakota County Technical College
1300 145th Street
Rosemount, MN 55068
Office: 651-423-8462
Fax: 651-423-8536
Email: cam.stoltz@dctc.edu

REGION 14 -
Office:
Fax:
Email:

REGION 15 - Christopher D. DePew
Sullivan County Community College
112 College Road
Loch Sheldrake, NY 12759
Office: 845-434-5750 ext 4313
Fax: 845-434-7262
Email: cdepew@sunysullivan.edu

REGION 16 - Jay Mehrhoff
East Central College
1964 Prairie Dell Road
Union, MO 63084
Office: 636-584-6585
Fax: 636-583-8030
Email: mehrhoj@eastcentral.edu

REGION 17 - Alfred Barney
Georgia Perimeter College
3251 Panthersville Road
Decatur, GA 30034
Office: 678-891-2362
Fax: 678-891-2951
Email: alfred.barney@gpc.edu

REGION 18 - Robert Nielson
Snow College
150 E. College Ave.
Ephraim, UT 84627
Office: 435-283-7037
Fax: 435-283-7429
Email: Robert.nielson@snow.edu

REGION 19 - Jack Sullivan
County College of Morris
214 Center Grove Road
Randolph, NJ 07869-2086
Office: 973-328-5252
Fax: 973-328-5330
Email: jsullivan@ccm.edu

REGION 20 - Dick Holler
Westmoreland County Community College
145 Pavilion Lane
Youngwood, PA 15697
Office: 724-925-4129
Fax: 724-989-1150
Email: hollerr@wccc.edu

REGION 21 - Thomas E. Stewart
Holyoke Community College
303 Homestead Ave.
Holyoke, MA 01040
Office: 413-552-2162
Fax: 413-552-2135
Email: tstewart@hcc.mass.edu

REGION 22 - Jack Robertson
Faulkner State Community College
1900 Hwy. 31 South
Bay Minette, AL 36507
Office: 251-580-2135
Fax: 251-580-2135
Email: jrobertson@faulknerstate.edu

REGION 23 - Jeff Willis
Louisiana St. Univ. @ Eunice
PO Box 1129
Eunice, LA 70535
Office: 337-550-1287
Fax: 337-550-1425
Email: jwillis@lsue.edu

REGION 24 - Dave Klemm
Lincoln College
300 Keokuk Street
Lincoln, IL 62656
Office: 217-732-3155
Fax: 217-519-2738
Email: dklemm@lincolncollege.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-Present	Joe Tubb	South Plains College	Levelland, Texas

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-Present	Mick McDaniel	Tompkins Cortland Community College	Dryden, New York

*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-Present	David Elder	Georgia College Athletic Association	Demorest, Georgia

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

Vice-President--Men

1949-1964	Charles E. Sesher	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 and Treasurer--Men

1938-1942	Hilmer G. Lodge	San Mateo Junior College	San Mateo, California
1942-1946	Larry Hanson	Reedley College	Reedly, California
1946-1952 *	George Hoy	Phoenix College	Phoenix, Arizona

1974-1997	Martin Dittmer	Ellsworth Junior College	Iowa Falls, Iowa

1st Vice President--Women

2009-Present	Norma Dycus	Sinclair Community College	Dayton, Ohio

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

2nd Vice President--Women

2009-Present	Bryce Roderick	KJCCC	Arkansas City, Kansas

*Secretary and 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 and 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 and 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*; From 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 ..... W. Wayne Baker

OCTOBER 1, 2012 **Deadline for 2012-2013 Membership Dues**

Fall Championships

OCTOBER 24-26, 2012 **NJCAA DIVISION III WOMEN'S TENNIS NATIONAL CHAMPIONSHIP** *Bids Due 2013 (2013-15)*
Tournament Location: Billie Jean King/USTA National Tennis Center
Tournament Director: Mike Pelliccia
Nassau Community College
1 Education Drive
Garden City, New York 11530
Office: 516-572-7522 / Fax: 516-228-3531 / Email: michael.pelliccia@ncc.edu
NJCAA Representative: Tim Drain

NOVEMBER 8-11, 2012 **NJCAA DIVISION III WOMEN'S SOCCER NATIONAL CHAMPIONSHIP** *Bids Due 2013 (2014-16)*
Tournament Location: Tompkins Cortland Community College, Dryden, New York
Tournament Director: Mick McDaniel
Tompkins Cortland Community College
170 North Street
Dryden, New York 13053
Office: 607-844-8211 / Fax: 607-844-6536 / Email: mcdanim@tc3.edu
NJCAA Representative: Ron Case

NOVEMBER 8-11, 2012 **NJCAA DIVISION III MEN'S SOCCER NATIONAL CHAMPIONSHIP** *Bids Due 2015 (2016-18)*
Tournament Location: Herkimer County Community College, Herkimer, New York
Tournament Director: Don Dutcher
Herkimer County Community College
Reservoir Road
Herkimer, New York 13350
Office: 315-866-0300 x8255 / Fax: 315-866-1789 / Email: dutcherdm@herkimer.edu
NJCAA Representative: Bruce Springer

NOVEMBER 9-10, 2012 **NJCAA DIVISION III VOLLEYBALL NATIONAL CHAMPIONSHIP** *Bids Due 2015 (2016-18)*
Tournament Location: UCR Regional Sports Center, Rochester, Minnesota
Tournament Director: Shelley Boettcher
Rochester Amateur Sports Commission
30 Civic Center Drive SE
Rochester, Minnesota 55904
Office: 507-280-4725/ Email: sboettcher@rochsports.com
NJCAA Representative: LuAnn Zimmick

NOVEMBER 10, 2012 **NJCAA DIVISION I MEN'S & WOMEN'S CROSS COUNTRY NATIONAL CHAMPIONSHIPS**
Tournament Location: Rend Lake College, Ina, Illinois *Bids Due 2017 (2018-20)*
Tournament Director: Eric Alberter
Rend Lake College
468 North Ken Gray Parkway
Ina, Illinois 62846
Office: 618-437-5321 x1719 / Fax: 618-437-5677 / Email: albertere@rlc.edu
NJCAA Representative: David Elder/Kurt McAfee

NOVEMBER 10, 2012 **NJCAA DIVISION III MEN'S & WOMEN'S CROSS COUNTRY NATIONAL CHAMPIONSHIPS**
Tournament Location: Delhi College Golf Course, Delhi, New York *Bids Due 2013 (2014-16)*
Tournament Director: Bob Backus
SUNY Delhi
2 Main Street
Clark Field House
Delhi, New York 13753
Office: 607-746-4677 / Fax: 607-746-4119 / Email: backusrh@delhi.edu
NJCAA Representatives: David Elder/Kurt McAfee

NOVEMBER 12-17, 2012 **NJCAA DIVISION I MEN'S SOCCER NATIONAL CHAMPIONSHIP** *Bids Due 2014 (2015-17)*
Tournament Location: Darton College, Albany, Georgia
Tournament Director: Martha Snow
Darton College
2400 Gillianville Road
Albany, Georgia 31707
Office: 229-317-6796 / Fax: 229-317-6640 / Email: martha.snow@darton.edu
NJCAA Representative: Greg Silcox

NOVEMBER 12-17, 2012 **NJCAA DIVISION I WOMEN'S SOCCER NATIONAL CHAMPIONSHIP** *Bids Due 2013 (2014-16)*
Tournament Location: Melbourne Catholic, Melbourne, Florida
Tournament Director: Jeff Carr
Brevard Community College
3865 N. Wickham Road
Melbourne, Florida 32935
Office: 321-433-7054 / Fax: 321-433-5769 / Email: carrj@brevardcc.edu
NJCAA Representative: JoAnn Rogers

NOVEMBER 15-17, 2012 **NJCAA DIVISION I VOLLEYBALL NATIONAL CHAMPIONSHIP** *Bids Due 2015 (2016-18)*
Tournament Location: Missouri State University-West Plains, Missouri
Tournament Director: Paula Wiedemann
Missouri State University-West Plains
Attn: Volleyball Office
128 Garfield Avenue
West Plains, Missouri 65775
Office: 417-255-7950 / Fax: 417-255-7952 / Email: paulawiedemann@missouristate.edu
NJCAA Representative: Marci Henry

NOVEMBER 15-17, 2012 **NJCAA DIVISION II VOLLEYBALL NATIONAL CHAMPIONSHIP** *Bids Due 2013 (2014-16)*
Tournament Location: Owens Community College, Toledo, Ohio
Tournament Director: Lynn Hoehn
Owens Community College
P.O. Box 10,000
Toledo, Ohio 43699-1947
Office: 567-661-7715 / Fax: 567-661-7012 / E-mail: lynn_hoehn@owens.edu
NJCAA Representative: Carl Heinrich

NOVEMBER 17, 2012 **NJCAA MEN'S AND WOMEN'S HALF MARATHON CHAMPIONSHIP** *Bids Due 2013 (2013-15)*
Tournament Location: South Plains College, Levelland, Texas
Tournament Director: Joe Tubb/Chris Beene
South Plains College
1401 South College Avenue
Levelland, Texas 79336
Office: 806-894-9611 x2220 / Fax: 806-897-0139 / Email: jtubb@southplainscollege.edu/cbeene@southplainscollege.edu
NJCAA Representatives: David Elder/Kurt McAfee

Winter Championships

FEBRUARY 21-23, 2013 **NJCAA MEN'S WRESTLING CHAMPIONSHIP** *Bids Due 2014 (2016-18)*
Tournament Location: Richard O. Jacobson Exhibition Center at the Fairground, Des Moines, Iowa
Tournament Director: Jack Denholm
Des Moines Area Sports Commission
400 Locust Street, Suite 265
Des Moines, Iowa 50309
Office: 701-845-7160 / Fax: 515-689-9980 / Email: jack.denholm@vcsu.edu
NJCAA Representative: Al Williams

FEBRUARY 23-24, 2013 **NJCAA MEN'S ICE HOCKEY CHAMPIONSHIP** *Bids Due 2013 (2014-16)*
Tournament Location: Monroe Community College, Rochester, New York
Tournament Director: Skip Bailey
Monroe Community College
1000 E. Henrietta Road
Rochester, New York 14623
Office: 585-292-2833 / Fax: 585-292-3845 / Email: dbailey@monroecc.edu
NJCAA Representative: Jeff Wiley

FEBRUARY 28 - MARCH 2, 2013 **NJCAA MEN'S & WOMEN'S BOWLING CHAMPIONSHIP** *Bids Due 2013 (2015-17)*
Tournament Location: Transit Lanes, Buffalo, New York (Erie CC)
Tournament Director: TJ Ruggiero
108 Mayville Avenue
Tonawanda, New York 14217
Office: 716-874-2476 / Email: HDSG09@aol.com
NJCAA Representative: Gary Broadhurst

MARCH 6-9, 2013 **NJCAA MEN'S & WOMEN'S SWIMMING & DIVING CHAMPIONSHIP** *Bids Due 2018 (2020-2022)*
Tournament Location: Erie Community College, Buffalo, New York
Tournament Director: Peter Jerebko
Erie Community College
121 Ellicott Street
Buffalo, New York 14203
Office: 716-851-1220 / Fax: 716-851-1219 / Email: jerebko@ecc.edu
NJCAA Representative: Skip Bailey

MARCH 8-9, 2013 **NJCAA MEN'S & WOMEN'S INDOOR TRACK & FIELD NATIONAL CHAMPIONSHIP**
Tournament Location: Texas Tech University, Lubbock, Texas *Bids Due 2013 (2014-16)*
Tournament Director: Jonathan Murray/Diane Wholey
Texas Tech University
Box 43201 (6th and Boston Ave.)
Lubbock, Texas 79409-3021
Office: 806-742-3355 x287/ Fax: 806-742-0365 / Email: jonathan.murray@ttu.edu/diane.wholey@ttu.edu
NJCAA Representative: Bryce Roderick/Joe Tubb

MARCH 14-16, 2013 **NJCAA DIVISION III MEN'S BASKETBALL NATIONAL CHAMPIONSHIP** *Bids Due 2015 (2017-19)*
Tournament Location: Sullivan County Community College, Loch Sheldrake, New York
Tournament Director: Christopher DePew
Sullivan County Community College
112 College Road
Loch Sheldrake, New York 12759
Office: 845-434-5750 x4313 / Fax: 845-434-7262 / Email: cdepew@sullivan.suny.edu
NJCAA Representative: John Kuntz

MARCH 14-16, 2013 **NJCAA DIVISION III WOMEN'S BASKETBALL NATIONAL CHAMPIONSHIP** *Bids Due 2015 (2017-19)*
Tournament Location: UCR Regional Sports Complex, Rochester, Minnesota
Tournament Director: Ben Boldt
Rochester Amateur Sports Commission
30 Civic Center Drive SE
Rochester, Minnesota 55904
Office: 507-285-8448 or 280-4701 / Fax: 507-280-4703 / Email: bboldt@rochsports.com
NJCAA Representative: Donna Genova

MARCH 18-23, 2013 **NJCAA DIVISION I MEN'S BASKETBALL NATIONAL CHAMPIONSHIP**
Tournament Location: Hutchinson, Kansas
Tournament Director: Jerry Ricksecker
20 Compound Drive
PO Box 1907
Hutchinson, Kansas 67504-1907
Office: 620-662-3331 / Fax: 620-662-9978 / Email: jlr@martindell-law.com
NJCAA Representative: Randy Stange

MARCH 18-23, 2013 **NJCAA DIVISION I WOMEN'S BASKETBALL NATIONAL CHAMPIONSHIP** *Bids Due 2014 (2016-18)*
Tournament Location: Bicentennial Center, Salina, Kansas
Tournament Director: Tiffany Benien
PO Box 586
Salina, Kansas 67402-0586
Office: 785-827-9301 / Fax: 785-827-9758 / Email: tbenien@salinakansas.org
NJCAA Representative: Darren Pannier

MARCH 19-23, 2013 **NJCAA DIVISION II MEN'S BASKETBALL NATIONAL CHAMPIONSHIP** *Bids Due 2013 (2015-17)*
Tournament Location: Danville, Illinois
Tournament Director: Dick Shockey
Danville Area Community College
2000 E. Main Street
Danville, Illinois 61832
Office: 217-443-8762 / Fax: 217-554-1651 / Email: dshockey@dacc.edu
NJCAA Representative: Thom McDonald

MARCH 19-23, 2013 **NJCAA DIVISION II WOMEN'S BASKETBALL NATIONAL CHAMPIONSHIP** *Bids Due 2015 (2016-18)*
Tournament Location: Illinois Central College, East Peoria, Illinois
Tournament Director: Susan Sinclair
Illinois Central College
One College Drive
East Peoria, Illinois 61635
Office: 309-694-5429 / Fax: 309-694-5549 / Email: ssinclair@icc.edu
NJCAA Representative: Scott Barlow

NJCAA Annual Meeting

APRIL 4-7, 2013 **NJCAA ANNUAL MEETING**
Coeur d'Alene Resort, Coeur d'Alene, Idaho

Spring Championships

MAY 4-10, 2013 — **NJCAA DIVISION I WOMEN'S TENNIS NATIONAL CHAMPIONSHIP** — *Bids Due 2014 (2015-17)*

Tournament Location: Jim Reffkin Tennis Center, Tucson, Arizona
Tournament Director:
Jim Reffkin Tennis Center
50 S. Alvernon Way
Tucson, Arizona 85711
Phone: 520-791-4896 / Fax: 707-772-4896 / Email: meghanhouk@reffkintenniscenter.com
NJCAA Representative: Tim Drain

MAY 9-11, 2013 — **NJCAA DIVISION III MEN'S & WOMEN'S OUTDOOR TRACK & FIELD NATIONAL CHAMPIONSHIP**

Tournament Location: Howard Community College, Columbia, Maryland — *Bids Due 2013 (2014-16)*
Tournament Director: Diane Schumacher
Howard Community College
10901 Little Patuxent Parkway
Columbia, Maryland 21044
Office: 410-772-4522 / Fax: 410-772-4062 / Email: dschumacher@howardcc.edu
NJCAA Representative: Bryce Roderick/Tom Stewart

MAY 11-12, 2013 — **NJCAA MEN'S LACROSSE CHAMPIONSHIP** — *Bids Due 2014 (2015-17)*

Tournament Location: Nassau Community College, Garden City, New York
Tournament Director: Mike Pelliccia
Nassau Community College
1 Education Drive
Garden City, New York 11530
Office: 516-572-7522 / Fax: 516-228-3531 / Email: michael.pelliccia@ncc.edu
NJCAA Representative: John Jackson

MAY 11-12, 2013 — **NJCAA WOMEN'S LACROSSE CHAMPIONSHIP** — *Bids Due 2012 (2013-15)*

Tournament Location: Monroe Community College, Rochester, New York
Tournament Director: Skip Bailey
Monroe Community College
1000 E. Henrietta Road
Rochester, New York 14623
Office: 585-292-2833 / Fax: 585-292-3845 / Email: dbailey@monroecc.edu
NJCAA Representative: Don Dutcher

MAY 12-17, 2013 — **NJCAA DIVISION I & III MEN'S TENNIS NATIONAL CHAMPIONSHIP** — *Bids Due 2014 (2015-17)*

Tournament Location: Plano, Texas
Tournament Director: Craig Leverette
Collin County Community College
2800 E. Spring Creek Parkway
Plano, Texas 75074-3300
Office: 972-337-1756 / Fax: 972-881-5796 / Email: cleverette@collin.edu
NJCAA Representative: Art Becker

MAY 12-17, 2013 — **NJCAA DIVISION I MEN'S GOLF NATIONAL CHAMPIONSHIP** — *Bids Due 2013 (2014-16)*

Tournament Location: The Rawls Course at Texas Tech University, Lubbock, Texas
Tournament Director: Joe Tubb
South Plains College
1401 South College Avenue
Levelland, Texas 79336
Office: 806-894-9611 x2220 / Fax: 806-897-0139 / Email: jtubb@southplainscollege.edu/
NJCAA Representative: Joe Tubb

MAY 13-16, 2013 — **NJCAA WOMEN'S GOLF NATIONAL CHAMPIONSHIP** — *Bids Due 2015 (2016-18)*

Tournament Location: Longbow Golf Club, Mesa, Arizona
Tournament Director: Jay Larscheid
Longbow Golf Course
5601 East Longbow Parkway
Mesa, Arizona 85215
Office: 480-807-5400 / Fax: 480-807-2576 / Email: jayl@longbowgolf.com
NJCAA Representative: Carl Heinrich

MAY 15-18, 2013 — **NJCAA DIVISION I SOFTBALL NATIONAL CHAMPIONSHIP** — *Bids Due 2014 (2015-17)*

Tournament Location: Canyons Complex, St. George, Utah
Tournament Director: Steven Bingham
City of St. George Recreation
285 South 400 East
St. George, Utah 84770
Office: 435-627-4560 / Fax: 435-627-4569 / Email: binghams@sgcity.org
NJCAA Representative: Norma Carr

MAY 15-18, 2013 **NJCAA DIVISION II SOFTBALL NATIONAL CHAMPIONSHIP**
Tournament Location: Traceway Park, Clinton, Mississippi *Bids Due 2014 (2015-17)*
Tournament Director: Ray Holloway
Traceway Park
200 Soccer Row
Clinton, Mississippi 93056
Office: 601-924- 6082 / Fax: 601-925-6101 / Email: rholloway@clintonparksandrec.com
NJCAA Representative: Berdy Kuiken

MAY 16-18, 2013 **NJCAA DIVISION III SOFTBALL NATIONAL CHAMPIONSHIP** *Bids Due 2014 (2015-17)*
Tournament Location: Rochester Community & Technical College, Rochester, Minnesota
Tournament Director: Shelley Boettcher
Rochester Amateur Sports Commission
30 Civic Center Drive SE
Rochester, Minnesota 55904
Office: 507-280-4725 / Fax: 507-280-4703 / Email: sboettcher@rochsports.com
NJCAA Representative: Jean Musgjerd

MAY 16-18, 2013 **NJCAA DIVISION I MEN'S & WOMEN'S OUTDOOR TRACK & FIELD NATIONAL CHAMPIONSHIP**
Tournament Location: Hutchinson Community College, Hutchinson, Kansas *Bids Due 2015 (2016-18)*
Tournament Director: Randy Stange
Hutchinson Community College
1300 North Plum Street
Hutchinson, Kansas 67501
Office: 620-665-3530 / Fax: 620-665-3394 / Email: stanger@hutchcc.edu
NJCAA Representatives: Bryce Roderick/Tom Stewart

MAY 21-24, 2013 **NJCAA DIVISION II MEN'S GOLF NATIONAL CHAMPIONSHIP** *Bids Due 2015 (2016-18)*
Tournament Location: Goose Pond Colony Golf Course, Scottsboro, Alabama
Tournament Director: Ryan Patterson
Goose Pond Colony Golf Course
417 Ed Hembree Drive
Scottsboro, Alabama 35769
Office: 256-574-5353 / Fax: 256-259-3127 / Email: ryan@goosepond.org
NJCAA Representative: Dale Vos

MAY 25-31, 2013 **NJCAA DIVISION III BASEBALL NATIONAL CHAMPIONSHIP** *Bids Due 2015 (2016-18)*
Tournament Location: Tyler Junior College, Tyler, Texas
Tournament Director: Tim Drain
Tyler Junior College
P.O. Box 9020
Tyler, Texas 75711
Office: 903-510-2458 / Fax: 903-510-2434 / Email: tdra@tjc.edu
NJCAA Representative: Skip Bailey

MAY 25-JUNE 1, 2013 **NJCAA DIVISION II BASEBALL NATIONAL CHAMPIONSHIP** *Bids Due 2014 (2015-17)*
Tournament Location: David Allen Memorial Ballpark, Enid, Oklahoma
Tournament Director: Bill Mayberry
David Allen Memorial Ballpark
301 South Grand Ave.
Enid, Oklahoma 73701
Office: 580-234-2407 / Fax: 580-249-3574 / Email: 17bill@suddenlink.net
NJCAA Representative: Rod Lovett

MAY 25-JUNE 1, 2013 **NJCAA DIVISION I BASEBALL NATIONAL CHAMPIONSHIP**
Tournament Location: Sam Suplizio Field; Grand Junction, Colorado
Tournament Director: Jamie Hamilton
205 North 4th Street
Grand Junction, Colorado 81501
Office: 970-243-6600 / Fax: 970-243-3914 / Email: jamieh@hlic.com
NJCAA Representative: David Elder

JUNE 4-8, 2013 **NJCAA DIVISION III MEN'S GOLF NATIONAL CHAMPIONSHIP** *Bids Due 2014 (2015-17)*
Tournament Location: Chautauqua Golf Course; Chautauqua, New York
Tournament Director: Greg Fish
Jamestown Community College
525 Falconer Street
Jamestown, New York 14701
Office: 716-338-1184 / Fax: 716-338-1460 / Email: gregfish@mail.sunyjcc.edu
NJCAA Representative: Tom Stewart

Football Bowl Games

DECEMBER 1, 2012

VALLEY OF THE SUN BOWL
Game Location: Maricopa County Champion, Phoenix, Arizona
Game Director: Pete Pisciotta
6303 W. Melinda Lane
Glendale, AZ 85308
Office: 623-561-0654 / Fax: 623-561-0654 (call before faxing) / Email: gauchoman1@aol.com

DECEMBER 1, 2012

C.H.A.M.P.S. HEART OF TEXAS BOWL
Game Location: Bulldawg Stadium, Copperas Cove, Texas
Game Director: Jack Welch
2846 Tonkawa Rd.
Copperas Cove, TX 76522
Office: 254-547-4111 / Fax: 254-547-3338 / Email: jack@ccisd.com

DECEMBER 1, 2012

SALT CITY BOWL
Game Location: Gowans Stadium, Hutchinson, Kansas
Game Director: LeAnn Cox
117 North Walnut
Hutchinson, Kansas 67501
Office: 620-662-3391 / Email: leannc@hutchchamber.com

DECEMBER 1, 2012

El TORO BOWL
Game Location: Veterans Memorial Stadium, Yuma, Arizona
Game Director: Jerry Smith
Arizona Western College
P.O. Box 929
Yuma, Arizona 85366-0929
Office: 928-344-7535 / Fax: 928-344-7537 / Email: jerry.smith@azwestern.edu

DECEMBER 1, 2012

CITIZEN'S BANK BOWL
Game Location: Pittsburg State University Carnie Smith Stadium, Pittsburg, Kansas
Game Director: JD Ettore
Fort Scott Community College
2108 S. Horton
Fort Scott, KS 66701
Office: 620-223-2700 x523 / Fax: 620-223-4927 / Email: jde@fortscott.edu

DECEMBER 1, 2012

CARRIER DOME BOWL
Game Location: Syracuse University Carrier Dome, Syracuse, New York
Game Director: John Jackson
Dean College
99 Main Street
Franklin, Massachusetts 02038-1994
Office: 508-541-1814 / Fax: 508-541-1817 / Email: jjackson@dean.edu

DECEMBER 1, 2012

BRAZOS VALLEY BOWL
Game Location: Kyle Field, Texas A&M University, College Station, Texas
Game Director: Ted Raspiller
Blinn College
P.O. Box 6030
2423 Blinn Boulevard
Brenham, Texas 77805
Office: 979-209-7201 / Fax: 979-209-7209 / Email: brazosvalleybowl@blinn.edu

DECEMBER 2, 2012

MISSISSIPPI BOWL
Game Location: Biloxi Indians Stadium, Biloxi, Mississippi
Game Director: Ladd Taylor
51 Main Street
Perkinston, MS 39573
Office: 601-928-6224 / Fax: 601-928-6299 / Email: ladd.taylor@mgccc.edu

DECEMBER 2, 2012
(2 Games)

THE GRAPHIC EDGE BOWL
Game Location: UNI Dome, Cedar Falls, Iowa
Game Director: Thom McDonald
Iowa Community College Conference
414 Northwestern Avenue, Suite 1
Ames, Iowa 50010
Office: 515-460-8081 / Fax: 515-233-3517 / Email: iccac@iccac.org

New for 2012-2013

Online Championship Bid Process

www.njcaa.org/championshipbids

Bids Available

Division II Men's Basketball (2015-2017)
Men's & Women's Bowling (2015-2017)
Division I Men's Golf (2014-2016)
Men's & Women's Half Marathon (2014-2016)
Men's Ice Hockey (2014-2016)
Women's Lacrosse (2014-2016)
Division I Women's Soccer (2014-2016)
Division III Women's Soccer (2014-2016)
Division III Women's Tennis (2013-2015)
Men's & Women's Indoor Track & Field (2014-2016)
Division III Men's & Women's Outdoor Track & Field (2014-2016)



2012 - 2013 NJCAA Women's Standing Committees

Basketball-Division I
Darren Pannier, Chair
Joel Bate
George Sanders
Marci Henry
Dan Lumpkin
Kurt McAfee
Shawn Silman
**Toby Wynn

Basketball-Division II
Scott Barlow, Chair
Samantha Ezell
Kim Muhl
Mary Young
Lind Hartsell
Carl Heinrich
Zach Loll
** Toby Wynn

Basketball-Division III
Donna Genova, Chair
Ron Case
Julie Mulvey
Mel Millerbernd
Gary Broadhurst
** Toby Wynn

Softball-Division I
Norma Carr, Chair
Jason Carmichael
Brenda Hampton
Dan Lumpkin
Region XXII WRD
Laurel Sue Smith
Donna Campbell
**Susan Painter

Softball-Division II
Berdy Kuiken, Chair
Chip Hare
Carl Heinrich
Ladd Taylor
Samantha Ezell
Sue Sinclair
Johnna Kinney
**Susan Painter

Softball-Division III
Jean Musgjerd, Chair
Gary Broadhurst
Donna Genova
LuAnn Zimmick
Cynthia Washburne
JoAnn Rogers
Ron Case
**Susan Painter

Soccer-Division I
JoAnn Rogers, Chair
Rex Parcells
Donna Campbell
Ladd Taylor
Kurt McAfee
Brenda Hampton
Karen Freed
Jerry Smith
Scott Barlow
**Sal Galvano

Soccer-Division III
Ron Case –Chair
Don Dutcher
Lynne Levesque
Kerri McTiernan
Mel Millerbernd
Berdy Kuiken
Julie Mulvey
** Sal Galvano

****Coaches Association President**

Lacrosse
Don Dutcher, Chair
Donna Genova
Cynthia Washburne
Michelle Ruble
**Jim Griffiths

Golf
Carl Heinrich, Chair
Rex Parcells
Jerry Smith
Mel Millerbernd
Lind Hartsell
Shawn Silman
Mark Hamilton
**Laura Brown

Tennis
Tim Drain, Chair
Jimmy Ballenger
Jerry Smith
Karen Freed
Don Dutcher
Donna Genova
*Wanda McPhail

Volleyball-Division I
Marci Henry, Chair
George Sanders
Brenda Hampton
Jerry Smith
Darren Pannier
Jason Carmichael
Shawn Silman
Michelle Ivey
**Mary Young

Volleyball-Division II
Carl Heinrich, Chair
Chip Hare
Samantha Ezell
Berdy Kuiken
Sue Sinclair
Michelle Ivey
** Mary Young

Volleyball-Division III
LuAnn Zimmick, Chair
Lynne Levesque
Lind Hartsell
Jean Musgjerd
JoAnn Rogers
Gary Broadhurst
** Mary Young

2012 – 2013 NJCAA Joint Standing Committees

All-American
Dean Myrick, Chair
Laurel Sue Smith
Bobby Hudson
Jeff Willis
Donna Campbell

Bowling
Gary Broadhurst, Chair
JoAnn Rogers
Art Becker
**Walter Hauck

Cross Country/Marathon
David Elder, Co-Chair
Kurt McAfee, Co-Chair
Brenda Hampton
Bill Carlyle
Michelle Ivey
John Green
Tom Shaw
**Denny Myers

Districting
David Elder, Chair
Al Williams
Region XXII MRD
Sue Sinclair
George Knox

Sport Districting-Div. I
Greg Silcox, Chair
Bryce Roderick
Roark Montgomery
Brenda Hampton
Dan Lumpkin
Lind Hartsell

Sport Districting-Div. II
Rod Lovett, Chair
Doug Stotler
Norma Dycus
JoAnn Rogers
Thom McDonald
Carl Heinrich

Sport Districting-Div. III
Mick McDaniel, Chair
John Kuntz
Donna Genova
Bruce Springer
Julie Mulvey
Lynne Levesque

Track & Field
Bryce Roderick, Co-Chair
Tom Stewart, Co-Chair
David Archer
Randy Stange
Jim Southward
Zach Loll
Brenda Hampton
Gary Broadhurst
**Todd Lehman

Nominations & Elections
Michelle Ruble, Co-Chair
Bobby Hudson, Co-Chair
David Archer
Kevin O'Connor

Service & Recognition
Tim Drain, Chair
Darren Pannier
Chip Hare
Rod Lovett
Bruce Springer
Southwest District Pres Rep

****Coaches Association President**

Swimming & Diving
Skip Bailey, Chair
George Sanders
Chris Depew
Alfred Barney
Don Dutcher
**Jake Sexton

Finance & Budget
David Elder, Co-Chair
Bryce Roderick, Co-Chair
Mick McDaniel
Joe Tubb
Norma Dycus
Berdy Kuiken
Dale Vos

Leaders for Life
Kerri McTiernan, Chair
Michelle Ruble
Doug Stotler
Shawn Silman
Mark Hamilton
Garrett Hinshaw
Margaret McMenamin

Eligibility Committee
Bob Zelinski, Chair
Gary Huber
Julie Mulvey
George Knox
Norma Dycus
Marci Henry
Jim Southward
Jean Musgjerd
Mick McDaniel
Joe Tubb

Health/Safety
Norma Dycus, Chair
Mary Young
Michelle Ivey
George Sanders
Forrest Allen
Larry Bailey

2012 - 2013 NJCAA Special Presidential Committees

Standards & Ethics Committee
John Jackson, Co-Chair
Norma Carr, Co-Chair
Dean Myrick
Southwest District Pres Rep
Larry Bailey
Kerri McTiernan
Joe Tubb

Championship Events
Bryce Roderick, Chair
Norma Carr
Dick Holler
Rod Lovett
Jean Musgjerd
Jerry Smith

2012 - 2013 Men's Standing Committees

Baseball-Division I
David Elder, Chair
Doug Stotler
Greg Silcox
Roark Montgomery
George Sanders
Jack Robertson
Randy Stange
**Dave Grant

Baseball-Division II
Rod Lovett, Chair
John Kuntz
Mike St John
Jeff Willis
Tom Shaw
William Krejci
**Dave Grant

Baseball-Division III
Skip Bailey, Chair
Mike Pelliccia
John Jackson
Region XIV Asst MRD
Wally Reynolds
Jack Sullivan
Cam Stoltz
**Dave Grant

Basketball-Division I
Randy Stange, Chair
Bobby Hudson
John Green
Al Williams
Kevin O'Connor
Bob Zelinski
Jack Robertson
**John Spezia

Basketball-Division II
Thom McDonald, Chair
Dan Johnson
Dean Myrick
Skip Bailey
Dale Vos
Buster Gilliss
Wally Reynolds
**John Spezia

Basketball-Division III
John Kuntz, Chair
Chris Parker
Mike Pelliccia
Forrest Allen
Jeff Wiley
Jack Sullivan
**John Spezia

Football
Roark Montgomery, Chair
Bob Larson
Jim Southward
Thom McDonald
Wally Reynolds
Mike Pelliccia
Rob Nielson
**Steven Campbell

Golf-Division I
Joe Tubb, Chair
Region XXII MRD
Dan Johnson
Roark Montgomery
William Krejci
**Mike Hagen

Golf-Division II
Dale Vos, Chair
Gary Huber
Greg Silcox
Jerry Thomason
Dave Klemm
**Jake Harrington

Golf-Division III
Tom Stewart, Chair
Jeff Wiley
Tom Shaw
Dick Holler
Chris DePew
**Charles Swan

Ice Hockey
Jeff Wiley, Chair
Buster Gilliss
Jack Sullivan
**Travis Rybchinski

Lacrosse
John Jackson, Chair
Skip Bailey
Mike Pelliccia
Bruce Springer
** Brendan Chamberlain

Tennis
Art Becker, Chair
Roark Montgomery
Dale Vos
Bob Zelinski
Jeff Wiley
**Brandon Feldman

Soccer-Division I
Greg Silcox, Chair
Dean Myrick
Jay Mehrhoff
David Archer
Bill Carlyle
Mike St. John
Region XIV Asst MRD
**Steve Clements

Soccer-Division III
Bruce Springer
Mike Pelliccia
Jeff Wiley
Cam Stoltz
**Steve Clements

Wrestling
Al Williams, Chair
Dan Johnson
Thom McDonald
Dick Holler
Bob Larson
**Dan Loprieno

****Coaches Association President**

AFFILIATIONS OF THE NJCAA

American Association of Community Colleges
American Baseball Coaches Association
Amateur Softball Association
College Sports Information Directors of America
National Association of Collegiate Women Athletic Administrators
National Association of Collegiate Athletic Directors
National Alliance of Two-Year College Athletic Administrators
National Federation of State High School Associations
The Naismith Memorial Basketball Hall of Fame
United States Golf Association
United States Olympic Committee
United States International University Sports Federation
USA Baseball
USA Basketball
USA Swimming
USA Track and Field
USA Volleyball
USA Wrestling
Women's Basketball Hall of Fame

NJCAA REPRESENTATIVES

United States Baseball Federation (USBF)	Board of Directors
United States Basketball (USA Basketball)	Mary Ellen Leicht
United States International University Sports Federation (USIUSF)	Mary Ellen Leicht
United States Olympic Committee (USOC)	Mary Ellen Leicht
United States Swimming (USS)	Skip Bailey
United States Track and Field	Bryce Roderick
Wrestling (USAW)	Mark Krug, Al Williams

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, that it will 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 or revoked, as appropriate.

The NJCAA requires of its member institutions the following:

1) Development and implementation of a drug and alcohol (to include tobacco) awareness education program for all members of intercollegiate athletic department staffs 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's and student-athlete's standard of behavior.
3) Development and implementation of a plan for referral, treatment, rehabilitation for all members of intercollegiate athletic department staffs 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.

HISTORY OF THE NATIONAL JUNIOR COLLEGE ATHLETIC ASSOCIATION

The idea for the NJCAA was conceived in 1937 in Fresno, California. A handful of junior college representatives met to organize an association that would promote and supervise a national program of junior college sports and activities consistent with the educational objectives of junior colleges.

The constitution presented at the charter meeting in Fresno on May 14, 1938, was accepted and the National Junior College Athletic Association became a functioning organization.

Colleges represented at the charter meeting were Bakersfield, Chaffey, Compton, Fullerton, Glendale, Los Angeles, Pasadena, Riverside, Sacramento, San Bernardino, San Mateo, Santa Monica, and Visalia.

The initial activity sponsored by the NJCAA was track and field. Sacramento played host to the first National Junior College Track and Field Meet in 1939, which started a series of annual meets, unbroken except for three years during World War II. While the first meet drew only California schools, the second, in Modesto, in 1940, assumed a wider scope with participants from Phoenix, Arizona and Trinidad, Colorado, in addition to the Californians.

While founded by California men, there was no intention for the NJCAA to be just a "West Coast Organization". This became apparent when Trinidad College's invitation to sponsor the 1941 Track meet at Denver, Colorado, was accepted.

The NJCAA was fast gaining national recognition. At the 1941 meet in Denver, teams representing colleges from east of the Mississippi, joined southern and west coast members.

After Pearl Harbor, only one more meet was held during the war years. This was staged at Visalia, California, and was the last sponsored activity by the NJCAA until the spring of 1946 when the fifth National Junior College Track and Field Meet was held at Phoenix, Arizona.

In 1945, the NJCAA, weakened by the war and not yet ready to renew activities, had given its blessings to an invitational basketball tournament at Compton. The tournament mushroomed into a national activity by 1947, with teams participating from as far away as Washington and Louisiana. Other schools from the Great Lakes area, the Mid-West, and the East Coast clamored for invitations that could not be provided. Clearly, a nationwide basketball program, sponsored by the NJCAA, was a necessity.

Compton invited the NJCAA to call a special meeting in connection with its 1947 tournament, to consider a national basketball program, from which grew the present regional and national tourney plan.

Attempts were made to carry on this extensive program of national competition, but lack of entries and financial hardships caused the curtailment of golf, tennis, boxing, gymnastics, and swimming after a three-year trial. However, these events could be conducted at anytime in the future when requests from five or more regions were filed.

In 1949 the NJCAA was reorganized by dividing the nation into sixteen regions. The officers of the association were the president, vice president, secretary, treasurer, public relations director, and the sixteen regional vice presidents. The NJCAA Bulletin was authorized and published as the official organ of the Association. Among other official acts, policies for conducting regional and national events were written, the constitution was revised, the organization was incorporated as a non-profit corporation, and the first NJCAA Handbook was published. This booklet gave status and stability to the organization that it had lacked in previous years.

Hutchinson, Kansas, became the site for the NJCAA Championship Basketball Tournament. Co-sponsors, the Lysle Rishel Post, American Legion, and the Hutchinson Junior College hosted this event in 1949.

The growth of the organization and the work of the committees outmoded the 1950 Handbook, necessitating a second edition in 1952.

The NJCAA, working with the American Association of Junior Colleges Sub Committee on Athletics, wrote and adopted the "Statement of Guiding Principles for Conducting Junior College Athletics" in 1953. The Statistics Bureau, at this time was concerned with regional and national records only. In 1954, it expanded its scope to include individual and team scores of all member colleges.

Steps were taken to obtain low cost and reliable insurance for the NJCAA members. The Insurance Committee was responsible for obtaining the NJCAA Insurance Plan from the Associated Agencies. The plan, as adopted, covered major and catastrophic accidents with minimum cost to member schools.

The NJCAA obtained representation on various national rules committees during 1954. Also, the name, NJCAA BULLETIN, was changed to the *JUCO REVIEW*.

The Statistics Bureau became the Service Bureau in 1955 and began to compile and release weekly ratings of member college basketball teams. For the first time, the official All-American Junior College Basketball Teams were selected by the Bureau. Previous to this time, the All-Region and All-NJCAA tournament teams were considered to be the All-American Teams.

The important contributions to the NJCAA program in 1956 included the addition of football statistics and rankings to the Service Bureau program. The adoption of policies for conducting the National Football Championship and awarding the contract to the West Hollywood Kiwanis Club was culminated in the initial game played at the Los Angeles Coliseum. Coffeyville, Kan., defeated Grand Rapids, Mich., for this first NJCAA Football Championship.

In 1957 another important step was taken by the NJCAA. An affiliation with the National Federation of State High School Athletic Associations (NFSHSAA), and the National Association of Intercollegiate Athletics (NAIA) was formed to work together on many common interests. The primary emphasis, in the initial state, was placed on jointly producing playing rules in football, six-man football, soccer and baseball, and the continued use of common codes in basketball, track and other major sports. This affiliation was christened the National Alliance.

By 1958, the scope of the NJCAA had been recognized by other national organizations and the association was asked to participate in various national projects. These included (1) the People to People Sports Committee, a foundation to promote international goodwill through sports, (2) President Eisenhower's Physical Fitness Commission, (3) a study on equipment and supplies for physical education, athletics and recreation, sponsored by the Athletic Institute and the American Association for Health, Physical Education and Recreation, and (4) the publication for the first edition of the Blue Book of Junior College Athletics by McNitt, Inc.

Baseball entered the national program during this year when the NJCAA Invitational Tournament was held at Northeastern Oklahoma A & M College, Miami, Oklahoma.

The legislative assembly of 1959 approved a National Championship Baseball Tournament, with the Grand Junction Chamber of Commerce and Mesa College of Grand Junction Colorado, as the first co-sponsors of the event. Authorization was also granted to conduct National Invitational tournaments in golf, tennis, wrestling and cross country. Odessa, Texas; Rochester, Minnesota; Farmingdale, New York; and Alfred, New York, were chosen as the sites for these events.

National Invitational Meets in swimming and rifle were sanctioned in 1960. These and other recent additions to the national program pointed to a need for a revised handbook. Money was allocated for its printing in 1961.

In addition to the printing and distribution of the new handbook in 1961, the *JUCO REVIEW* publication site was changed from Ogden, Utah, to Buffalo, New York. A newspaper known as "Junior College Sports" was published in Grand Junction, Colorado, and the NJCAA played an important supporting role in this new venture. The year 1961 was also the first NJCAA Invitational Soccer Tournament in Middletown, New York.

All-American awards in soccer were approved by the 1962 legislative assembly. This year marked the entrance of the NJCAA into the Basketball Federation of the United States of America, the United States Gymnastics Federation and the United States Track and Field Federation.

In 1963, the NJCAA became a member of the United States Olympic Committee and was granted 10 votes on the committee and one representative on the 46 member Board of Directors. Representation on the NCAA Rules Committee in Track and Field, Wrestling, and Basketball was obtained during this period.

An agreement was reached with the Alee Shrine Temple of Savannah, Georgia to bring the NJCAA Championship Football Game back into the national program in 1964 after a lapse of four years. This game was named the NJCAA Shrine Bowl.

The Chamber of Commerce and Mesa College of Grand Junction, Colorado were awarded a new five-year contract in 1965 to conduct the NJCAA Championship Baseball Tournament. Also, in 1965, the NJCAA was given a voice on various United States Olympic Games Committees and our representatives were active in formulating plans for their sports in the overall Olympic program.

The rapid growth of wrestling in the junior colleges and the resulting increase in the number of teams coming to the National Invitational Wrestling Tournament warranted the establishment of a national championship event in this sport in 1966.

Negotiations were completed for two post-season football games. One sponsored by the Southwest Grid Classic, Inc., was called the Wool Bowl, and was played at Roswell, New Mexico. The second, named the Silver Bowl, was sponsored by Sterling College and the Sterling Rotary Club in Sterling, Kansas. Both bowl games were played for the first time in the Fall of 1966. This same year a new ten year contract was closed with the Lysle Rishel Post 68, American Legion, and Hutchinson Community Junior College of Hutchinson, Kansas, to continue to conduct the NJCAA Basketball Tournament at its present site. The American Medical Association Committee on the Medical Aspects of Sports invited the organization to participate in their activities in this field. Also a liaison committee between the AAJC and the NJCAA was formed.

The 1967-1968 academic year was one of many changes in the NJCAA. Membership stood at 391 colleges. The 1967 legislative assembly approved a grant-in-aid to Michael Mould, Keystone Junior College, LaPlume, Pennsylvania, to write a complete history of the NJCAA to fulfill a requirement for the completion of his doctorate degree at Springfield College, Springfield, Massachusetts.

In 1968 the legislative assembly reorganized the administrative structure for the 16 regions established in 1949 to 19 regions. This was accomplished by dividing Region VIII, Region I, and Region XV to form three new regions. Membership had now reached 419 colleges.

The NJCAA, for the first time, conducted its own Olympic Trials in basketball. A squad of ten players competed in the final trials in Albuquerque, New Mexico. Athletes of member colleges also competed in Olympic Trials for wrestling and track and field.

A third post-season football game, sponsored by the El Toro Foundation of Yuma, Arizona, was added to the football program. Called the El Toro Bowl, its first competition came in 1968.

Membership in the United States Collegiate Sports Council, the United States Baseball Federation and the United States Wrestling Federation were accepted by the NJCAA in 1968, and a National Invitational Gymnastics Meet was added to the program.

In 1969 the appointment of George E. Killian as full-time Executive Director was approved by the legislative assembly, and the new office was officially opened August l, 1969, in the Hilton Inn, Hutchinson, Kansas.

At the time of the 1970 legislative assembly, membership had increased to 476 colleges. A National Invitational Bowling Tournament was added to the program. Also, a Scholarship and Grant-in-Aid Committee was established to study existing practices and to make recommendations for future appropriate actions.

Two post-season football games, the Mid-American JUCO Bowl and the Green Country Shrine Bowl were added in 1971, along with National Invitational Championships in Ice Hockey and Judo. The membership reached an all time high of 501 members.

The year 1972 saw the addition of decathlon, fencing, and indoor track to the growing Invitational Championship scene. The Championship football game was moved to Yuma, Arizona, from Savannah, Georgia, and became known as the Sunkist El Toro Bowl. The membership climbed to 513 for the 1971-1972 academic year.

In 1973 the legislative assembly reorganized the administrative structure from 19 regions, established in 1968, to 21 regions. This was accomplished by dividing Region III and Region XIX to form two new regions. Membership reached a record 533.

1974 saw the addition of the three invitational championships in volleyball, basketball, and tennis for women. The Men's Division began hosting a National Invitational Marathon Championship. The NJCAA "amateur rule" was completely rewritten by the Board of Directors. Membership climbed to a record high of 547.

A major change in the structure of the NJCAA occurred in 1975 when the Board of Directors approved a Women's Division. National Championships for women were approved in volleyball, basketball and tennis. National Invitational Championships for women were slated in field hockey, skiing, gymnastics, track and field, softball, and swimming and diving. Membership climbed to a record 563.

The year 1976 saw the membership of the NJCAA reach 296 for its Women's Division and 586 for its Men's Division. The Board of Directors reorganized the administrative structure from 21 regions to 22 regions by dividing Region XVII.

In 1976-1977 the Women's Division sponsored four championship tournaments and eight invitational championships, while its membership grew to 345. Twenty-one sporting events were offered to the 580 members of the Men's Division, including the revival of the Junior Rose Bowl. The Board of Directors approved the concept of divisional play in the sports of cross country, tennis and golf for the 1978-79 college year.

In 1977-1978 the membership of the Women's Division soared to a high of 434; the Men's Division stood at 564. Five football bowl games highlighted the Men's Division program.

In 1978-1979 the membership in the Women's Division reached 471 while the Men's Division climbed back to 574. The Rodeo Bowl was added to the men's football program. The women's championship basketball and volleyball teams went to Mexico City for competition with the Mexican National Institute of Sport.

The year 1979 saw the addition of the Eastern Bowl to the list of sponsored NJCAA football bowl games, as well as the first Invitational Fall Golf Championship. The Women's Indoor Track and Field Championship moved from an invitational status to national championship status.

In 1980-1981 the Women's Division membership reached 490 and extensive changes were made in the Handbook and Casebook to bring about a more uniform interpretation of NJCAA Policy for the membership.

The 1982-1983 academic year saw the advent of reorganization as the Board of Directors voted to increase the number of regions from 22 to 24. Region IV (Illinois) was divided into Region IV and Region XXIV. Kentucky and Tennessee became the new Region VII, while former member Mississippi joined Louisiana to form the new Region XXIII. Authorization was also granted to employ a new administrative assistant with primary responsibilities in the Women's Division.

Even though there were severe budget concerns among the nation's junior colleges, the membership of the NJCAA remained near normal in 1983-84. The addition of the Women's Invitational Soccer tournament was further evidence of the continued growth in this division. Patricia Walden was added to the staff as the new women's administrative assistant.

1983-1984 was highlighted by the addition of Nancy Lazenby to the NJCAA staff, replacing Patricia Walden, who resigned to join the staff of the NCAA. A major revision of the NJCAA Eligibility Rules was made at the Annual Meeting in Orlando, Florida. Membership remained constant in both divisions.

Our first year with the assistance of the new computer at the National Office, 1984-85, moved fast and furiously as activity within the NJCAA continued to grow and expand. The first year of implementing the major eligibility revisions passed at the previous annual meeting, did not proceed without any bumps but overall was weathered without any major crises. The Legislative Body voted by an overwhelming majority to relocate the National Office Headquarters from Hutchinson, Kansas, to Colorado Springs, Colorado. The issue of men and women playing on the same teams was called to the forefront during the year and a change in NJCAA policy resulted. Membership remained relatively stable in the Men's and Women's Division.

The academic year 1985-1986 was highlighted by the move of the National Headquarters from Hutchinson, Kansas, to Colorado Springs. The move went smoothly, and brought with it the addition of a new Eligibility Administrator, W. Wayne Baker, as well as a complete new staff of secretarial help. The office relocation went smoothly. Other highlights during the year included the expansion of the computer system in the National Office, with an Open

House to celebrate the move including guests from the USOC and the other 38 National Governing Bodies located in Colorado Springs. The Annual Meeting was held in Colorado Springs. Being an eligibility year, the major change in the rules included the adoption of a full year's eligibility standard; a dues increase of $50 plus $5 per sport participated in; and the election of a new President, Oscar "Swede" Erickson. Membership remained relatively stable in the Men's and Women's Division.

1986-1987 brought a major change in the governance structure of the NJCAA. At the 1987 Annual Meeting held in Dallas, Texas, the Board voted to add four college presidents selected by the AACJC to the NJCAA Board of Directors beginning August 1, 1987. A Strategic Planning Committee chaired by Dr. Henry Witt was named to study the future of the NJCAA over the next decade. The Eligibility Committee was expanded and held a special meeting to closely study and monitor over the next year the eligibility issues facing the NJCAA. At the Annual Meeting the Eligibility Committee proposed, and the board accepted, a new time-line for submission of proposals. Also each sport committee was directed by President Erickson to respond to a variety of questions posed by the Eligibility Committee regarding recruiting regulations, season length, etc., by November of 1987. Extensive study of these and other critical eligibility issues continue to be studied throughout the year. Membership remained stable in both divisions.

1987-1988 was highlighted by the addition of four college presidents to the Board as appointed by AACJC. Presidential participation and the ensuing discussion in raising academic requirements for athletes made the annual meeting one of the most important in the history of the organization. The board voted to return to semester-based accountability for our student-athletes beginning August 1, 1988. The board will continue to study the subject of athletic scholarships, number of games, length of season, etc. throughout the year, with a final decision to be enacted in March, 1989. A change in staff also took place in 1987, as Lori DeGarmo was hired as Assistant to the Executive Director to replace Nancy Lazenby, who resigned to take a position with the California Interscholastic Federation, Central Coast Section. The board also voted to hire additional staff to support the increased demands of the National Office by the membership. Membership increased slightly in 1987-1988.

1988-1989 proved to be a landmark year for the NJCAA, as the long-awaited National Letter of Intent and Scholarship Agreement/Policies & Procedures was adopted at the Annual Legislative Assembly. Along with these changes came the establishment of a Division III for Men's Basket-ball to become effective in 1990-1991 and the establishment of Division II in Men's Golf and Men's Tennis effective in 1989-90, with additional sports divisions to be reviewed in the year ahead. The office was moved to a new building during the year, proof of the continued growth of the NJCAA. A new administrative staff member will come on board in the coming year to handle the duties involved with the Letter of Intent. Membership remained stable in 1988-1989.

The NJCAA elected Lea Plarski as president at its annual meeting in Colorado Springs. Plarski became the first woman to head the NJCAA since it's founding in 1938. Plarski headed the Women's Division of the NJCAA since its inception in 1975. The divisional format continues to grow with divisional champions to be crowned in men's basketball and golf and men's and women's tennis in 1990-91.

The NJCAA was proud to begin the 1990-91 academic year by selecting three new posters. One highlighting drug awareness, the second for academic excellence, and third to celebrate the basketball centennial. The artwork for these posters was submitted by Labette Community College (KS) students.

In the fall of 1990 a newly formed committee, Championship Events Committee, met in Colorado Springs, Colorado to set down the framework for their duties. They will be involved in reviewing each championship bid/annual meeting bid to insure it meets specific requirements necessary for the event.

At the annual meeting in Des Moines, Iowa, the sports committees continued to look at divisional play. It was approved that Men's Baseball would offer a Division III for the 1991-92 season and Men's & Women's Cross Country and Women's Basketball also opted for Divisions (I, II, & III) for the fall of '91.

The academic year 1991-92 proved to be one filled with excitement and controversy. The excitement was over the addition of Division II Men's Baseball and the creation of a brochure addressing steroids, developed by the Substance Abuse Education/Testing Committee.

The controversy began with the discussion of eligibility proposals at the annual meeting in Colorado Springs, particularly the sports procedures. In an effort to shorten the length of seasons and practice time to keep student-athletes more focused academically, no majority decision could be met. The NJCAA National Office will be doing further research in each sport so that realistic dates and length of seasons will be approved next year.

As we continue to strive for academic/athletic excellence, membership remains constant at approximately 550 institutions.

After five years of in-depth research the NJCAA adopted a new set of Sport Procedures at the 1993 Annual Meeting. The new procedures place the NJCAA in line with other major intercollegiate sport organizations operating within the United States.

Lea Plarski, the first woman to head the NJCAA was re-elected for a second term.

The membership during the 1992-1993 college year remained constant at approximately 550 institutions, most all fielding both men's and women's programs.

Division II baseball was the only new NJCAA championship contested during the 1992-93 academic year.

As the NJCAA looked toward the future, the year 1993-94 saw continued growth in education and academics as well as athletics. The strategic Planning Committee released the NJCAA "Guide to Gender Equity and Title IX" and for the second year, awards were presented for NJCAA Academic-Team-of-the-Year for men and women. The Men's Division continued to expand with the addition of Division III men's soccer.

The hot topic for 1994-95 proved to be the NJCAA All-American Award. In efforts to recognize the most outstanding student-athletes, regardless of geographical location, and to enhance the image of all NJCAA programs and our student-athletes, the membership adopted new selection procedures and in most cases, amended the number of NJCAA All-Americans that will be honored.

The 1995 Annual meeting was held in Orlando, Florida, with the theme: “Promoting Integrity Through Sportsmanship, Fair Play All The Way!” The topic of sportsmanship was prevalent in each committee discussion. We saw many new faces/guests and it was a time for change among NJCAA leadership. We said good-bye to seven women's regional directors/officer and three men's regional directors, each having served between 3 and 18 years.

The 1995-96 year saw the emergence of more divisional play, as the NJCAA Board of Directors approved the addition of Division III Women's Volleyball, Division III Women's Fast Pitch Softball and Division III Men and Women's Tennis for 1996-97. Also, Division III Men's and Women's Outdoor Track & Field was approved for 1997-1998.

The fifty-fifth Annual Meeting was held at the Red Lion Hotel in Colorado Springs, Colorado. Mr. Norris Stevenson of St. Louis Community College-Florissant Valley was the keynote speaker. His address highlighted this year's theme, "Promoting Diversity through Sports". A report was presented by William Wirtanen on the possibility of using weighted voting in the NJCAA. No action was taken at this time.

As the annual meeting came to a close, William Wirtanen was elected as the new NJCAA President. He was passed the gavel from outgoing President, Lea Plarski, who has served her six-year term as the first woman president, and as one of the founding members of the NJCAA Women's Division.

The 1996-97 academic year was one filled with change. The NJCAA elected two new officers at the annual meeting in Mesa, Arizona. Karen Sykes, Dean College was re-elected as Vice President for Women and Thomas LaPuma, Herkimer County Community College, will serve as the new Secretary-Treasurer for Men. We wished six men’s and two women’s regional directors well as they left the board for retirement.

The theme for the year was “Citizenship Through Sports” and we were honored to have Robert Kanaby, Executive Director of the National Federation of State High School Associations give the keynote address. He inspired the board through his message and a video presentation. The NJCAA hopes to produce a similar video in the future using National Championship highlights. Additionally, the NJCAA joined a coalition this year called “Citizenship Through Sports Alliance”. The eight other groups participating are the United States Olympic Committee, National Basketball Association, National Football League, National Hockey League, Major League Baseball, National Collegiate Athletic Association, National Federation of State High School Association, and National Association of Intercollegiate Athletics. The organizations’ goals are to promote a sports culture of sportsmanship, work ethic, teamwork and respect.

1997-98 was highlighted by the renewal of the women’s golf championship after a lapse of 14 years. The 1998 championship was held in Baird, Texas.

The NJCAA sent two representatives from the women’s division to the FISU Forum in Sweden. The Forum is affiliated with the International Federation of University Students.

This year we witnessed the end of the NJCAA Service Bureau that has been in existence since 1951. We will now have access to our new Service Bureau through our NJCAA Web Site (http://www.njcaa.org)

The NJCAA has been blessed with increased attendance at all of our national championships, in both our Women’s and Men’s Divisions.

With the retirement of William Wirtanen, Karen Sykes ran uncontested for the office of the President in 1998-99, becoming only the second female to hold that office in the history of the NJCAA. JoAnn Rust was then elected as the Vice-President for Women, while Carol Eustis became the Secretary-Treasurer for Women. As was the norm across the country, litigation became a well-known concept within the NJCAA. From this point forward, all NJCAA eligibility proposals will be reviewed by counsel prior to their implementation. The NJCAA web site has become the focal point of day-to-day activity. A redesigning of the site for the 1999-2000 academic year will allow colleges to input much of their statistical information themselves, resulting in a much broader collection of weekly information.

The 59th Annual Meeting held from March 28 – April 1, 2000, was highlighted by the NJCAA’s adoption of its new slogan: “Soaring into the New Millennium”.

Elaborate plans for continued expansion of the NJCAA website have been developed and are well underway as the NJCAA enters this new time frame.

The General Assembly unanimously adopted the Arizona Sports Summit Accord as it strongly felt that this Accord fit into its future plans as the NJCAA enters this new Millennium.

Tom LaPuma was reelected as Secretary of the Men’s Division, while Jo Ann Rust was voted back in for another term as Women’s Vice President.

Slow Pitch Softball was discontinued as a certified sport of the NJCAA due to lack of participation.

Strategic planning, as well as the NJCAA web site, were the most prominent topics in the 2000-2001 year. A Strategic Planning Committee was formed to review the current divisional structure within the NJCAA. In addition, the committee also discussed the present governing structure within the association. Although this committee's work is not yet completed, it has begun an in depth study of these issues with a progress report expected to be presented to the membership by the 2002 NJCAA Annual Meeting.

The year 2000-2001 also saw tremendous growth within the NJCAA web site. A statistics database was developed and put on-line for use by member colleges. Although not perfect, the system provides all colleges with an avenue to showcase their teams. Continued progress in the area of web site development is planned.

The election of Dr. Karen Sykes for a second three year term as President of the NJCAA highlighted the 61st Annual Meeting of the NJCAA held at the Antlers Adam’s Mark Hotel in Colorado Springs, Colorado.

Considerable changes were made by the Board of Directors involving the future operation of the overall sports program for both the Men's and Women's division. This was the result of the yearly study conducted by the NJCAA Strategic Planning Committee.

The NJCAA web site continues to flourish. Plans are underway to continue this success by a new affiliation we have recently contracted with, which we feel will further improve our national image.

2002-2003 was another banner year for the NJCAA. The membership continues to grow although we lose one or two members who leave us to join the ranks of the four-year colleges. The NJCAA Strategic Planning committee continues to meet as it begins plans to implement the results of its yearly study. Ed Stanton, VP of the Men's Division resigned due to the increased pressures of his college duties and was succeeded by Art Becker. JoAnn Rust was reelected as VP of the Women's Division and Tom LaPuma was reelected as Secretary Treasurer of the Men's Division.

The 2003-2004 year saw the inclusion of national championships in the sports of Women's Lacrosse and Division III Women's Soccer, bringing the total number of championships offered to over 45. In addition, national championship attendance and the quality of championships offered is at an all time high. Region 1 participated in a pilot study of the new NJCAA online eligibility program which will be available for all colleges beginning August 1, 2004. With the help of numerous individuals, programming issues were addressed and a smooth transition is expected for all institutions choosing to submit eligibility electronically. Participation in the online eligibility program will be mandatory for all colleges beginning with the 2005-06 year.

July 31, 2004 marked the end of an era for the NJCAA. After 35 years at the helm, George E. Killian stepped down as the Executive Director of the NJCAA. A retirement celebration was held in his honor following the 2004 Annual Meeting. Mr. Killian will retain his presidency of FISU and continue to be an active member of the international sports community. Long time Associate Executive Director Wayne Baker was named Killian's successor and assumed leadership of the NJCAA August 1, 2004.

Change, progress and advancement are all words that could be used to describe the direction first year Executive Director Wayne Baker has charted for the organization. With the assistance and backing of a veteran corps of officers, Baker hired two new staff members to contribute in the areas of marketing, sponsorships and compliance. A veteran to the world of athletics, Tim Yount joined the NJCAA following a 15 year career with USA Triathlon. Yount was earmarked for his experience in marketing, merchandising and corporate partnerships. In response to the challenges of the first year online eligibility program, Baker also hired Lynzee Grooms as the Association's Administrative Assistant for Compliance. Grooms worked closely with veteran employee Wanda Bodey to streamline the new program and audit system.

Changes more evident to the association members occurred with the new look of the *JUCO Review*. Amy Tagliareni, Director of Sports Information and Media Relations, revamped the monthly magazine with the addition of color, photos and updated graphics design.

With an eye on change, it seemed natural to design a more sleek and modern NJCAA logo. With the help of students from member college, the Fashion Institute of Technology, the association adopted a new primary and secondary logo. These marks will be used in conjunction with the newly developed merchandising program which allows individuals to purchase NJCAA softgoods via the internet.

On a more somber note, the NJCAA bid farewell to current president, Dr. Karen Sykes. Only the second female to be elected to that position, Sykes will step down after a six-year reign due to term limitations. Art Becker (Scottsdale Community College, AZ) will assume the role of association president as of August 1, 2005.

2005-2006 saw continued progress with the increased activity of the Eligibility and Standards and Ethics Committee. Under the guidance of Regional Director Norma Dycus the eligibility committee continues to operate in a proactive manner, identifying trends in college athletics and analyzing how they affect the NJCAA. The Standards and Ethics Committee analyzed behavioral issues in college athletics and as a result added a Sportsmanship and Ejection Policy to the NJCAA Bylaws. The policy encompasses all NJCAA sports and is the first of its kind in amateur athletics.

The NJCAA also began a new era in the television market. For the first time three national championships were broadcast nationally on the premiere network College Sports Television (CSTV). The Division I Volleyball match began the NJCAA-CSTV era with three tape-delayed broadcasts of the national championship match. Also making the airways was the Division I Men's and Women's Basketball national championship game with several tape-delayed broadcasts of each game.

The men's and women's basketball programs each marked another first with NJCAA sponsored all-star games. The women's program held two all-star games that encompassed players from each of the three divisions in Lubbock, Texas July 7 and 8. The men's program held a Division I all-star game and a Division II/III all-star game April 21 in Kilgore, Texas.

The NJCAA was again met with the challenge of saying goodbye to a valuable member of the organization. Vice President for Women JoAnn Rust retired from both her position at Pima College and as a member of the NJCAA Executive Committee. Secretary-Treasurer for Women Carol Eustis assumed Rust's position and Norma Dycus filled the Secretary-Treasurer position.

With promotion of student-athletes and sports information in mind, the NJCAA National Office hired Mark Krug in August of 2006 as an Assistant to the Executive Director. Krug took on several sports information, marketing and promotion duties as well as assisting with compliance.

The organization continued its exposure in the television market in 2006-07 with CSTV. In addition to the Division I Volleyball and Division I Men's & Women's Basketball championship games broadcast by the network, the Division I JUCO World Series title game was also aired on the network. The event was a special one as it marked the 50th Anniversary of the event in the great city of Grand Junction, Colorado.

The Standard and Ethics Committee continued to lead the organization in terms of sportsmanship and conduct by adding an entirely new Code of

Conduct policy (Article XX) at the 2007 Annual Meeting. The new policy puts even more emphasis on player/coach conduct, penalties and reporting.

Also in 2006-07, the NJCAA introduced a new leadership training program to member colleges designed specifically for coaches, staff and student-athletes. The program, entitled **Leaders for Life**, was created and developed by former NJCAA Vice President JoAnn Rust. Leaders for Life provides member colleges with the resources to develop leadership skills and promote sportsmanship. The NJCAA offered its first Leaders for Life training program at their 2007 Summer Seminar.

In the summer of 2007, at the invitation of FISU, an NJCAA All-Star softball team represented the United States at the 2007 World University Games in Bangkok, Thailand. Led by Beth Keylon-Randolph (Chattanooga State) and Susan Painter (Gulf Coast) and assisted by Jean Musgjerd (Rochester Community & Technical), the NJCAA All-Stars went 3-1, placing second in their pool and qualified for bracket play where they fell to Canada (eventual Gold medal winner) and Japan. Instrumental in getting the NJCAA All-Star team to the games was former NJCAA Executive Director George Killian, Jim Easton (Easton Sports), former NJCAA President Karen Sykes, NJCAA Associate Executive Director Mary Ellen Leicht and Don Porter and Laurie Gouthro of the International Softball Federation.

NJCAA membership increased in 2007-08 to 523 member colleges with the addition of ten new schools to six various regions.

The NJCAA increased its awareness on sportsmanship with the addition of sport-specific dress decorum at all NJCAA National Championships.

Sadly, the NJCAA said goodbye to several individuals that helped shape the organization. Harold Oetting (Region 16), Ruby Curry (Region 16), Greg Fish (Region 3), Chris Calcote (Region 23), Bryce Roderick (Region 6) and Tom Saia (Region 6) all left their posts with the NJCAA to pursue other interests, including retirement.

The NJCAA welcomed 14 new member schools to five different regions to the organization for 2008-09.

The summer of 2008 saw new faces in the NJCAA National Office. Brian Beck was hired as Director of Compliance and Wanda Bodey moved to Assistant Director of Compliance. Mark Krug was promoted to the Director of Sports Information and Media Relations and Stephanie Geidel was hired as the Assistant to the Executive Director.

The *JUCO Review* was given an updated design and the title was changed to the *NJCAA Review* as the official publication of the NJCAA.

Carol Eustis, Vice President for Women, retired in the summer of 2008 with Norma Dycus, Secretary-Treasurer for Women, moving into the Vice President position. Bryce Rodderick was then named Secretary-Treasurer for Women in August.

In January 2009, Executive Director Wayne Baker resigned and Associate Executive Director, Mary Ellen Leicht was named Acting Executive Director. Ron Mann also retired in early 2009 and vacated his post as Secretary-Treasurer for Men position due to personal reasons. Region 5 Men's Director Joe Tubb was then elected to the 2nd Vice President position at the Annual Meeting in Providence, Rhode Island in April.

The NJCAA celebrated the 70th anniversary of its first national championship in Track and Field, as well as the 50th anniversary of wrestling.

The NJCAA Executive Committee named Mary Ellen Leicht as Executive Director on July 10, 2009, making her just the third chief officer of the organization since 1939 and the first female to hold the position. She also became the first female chief executive of any national intercollegiate athletic organization in the United States.

Four new members in Regions 10 and 17 were added to the NJCAA in 2009-2010.

A new online webcast, the *NJCAA 360*, kicked off the 2009-2010 year, increasing the visibility of NJCAA member schools and student-athletes. Each week, the show recapped weekly polls, results, athletes of the week and championship events. New to the show and the NJCAA was the NJCAA Leaders for Life Student-Athlete of the Week Award, honoring the commitments of NJCAA student-athletes in the classroom, on the field and in their community.

With additional outreach and visibility in mind, social media was implemented via Facebook and Twitter. The NJCAA also partnered with PSB Live to begin online video streaming of select NJCAA Championships, including DI Volleyball, Football, DI Men's and Women's Basketball, DI Baseball and DI Softball. This new feature allows fans from around the country to view our championships, with over 250,000 views for the year.

Adding to the advancements in technology, online membership and online divisional commitments were introduced to make the process easier on member schools and office staff.

At the 69th Annual Meeting held at the Doubletree World Arena in Colorado Springs, veteran members of the NJCAA retired, including Tom LaPuma, 1st Vice President for Men and Presidential Representative Sean Fanelli of Nassau Community College (N.Y.). Joe Tubb was elected to the 1st Vice President position and Mick McDaniel was voted in to the 2nd Vice President position.

An NJCAA All-Star Baseball Team represented the United States in the 25th Haarlem Honkball Tournament in Haarlem, Netherlands in July 2010. The trip was organized and financed by the NJCAA Baseball Coaches Association. Dave Grant, NJCAA BCA President and Rick Hitt, NJCAA BCA Vice President were instrumental in receiving the official invitation and organization of the team. Jeff Willis of LSU Eunice served as head coach of the team with Marc Rardin of Iowa Western and John Stratton of Arizona Western serving as assistant coaches. George Sanders of Florida State College of Jacksonville served as the team's trainer and NJCAA Assistant Executive Director Mark Krug went with the club in an administrative role. The trip could not have been a success with out the help of longtime NJCAA sponsors Rawlings and Easton and support from Beam Team

Design, Outdoor Cap Sports, Mizuno and the University of Tampa.

Also in 2010, College of Southern Nevada baseball player Bryce Harper made history when he was drafted No. 1 overall in the 2010 MLB First-Year Player Draft. Harper is the first player from a two-year college to be selected with the No. 1 overall pick in the MLB Draft.

The NJCAA Headquarters saw the addition of Dan Artamenko as Compliance Assistant to support the office with daily inquires, audits and compliance issues. Dan started his career with the NJCAA as an intern from the University of Colorado-Colorado Springs. Mark Krug and Brian Beck were promoted to Assistant Executive Director and Stephanie Hazzard was named Director of Championship Events.

The NJCAA named a new trophy and medal provider, Medalcraft Mint. The new partnership led to a modernized trophy and medal selection for NJCAA Championship events and special awards. Other sponsors added this year to help our member schools were OC Sports, My Sports Dreams, Anaconda Sports and BJs Custom Creations.

The Division III Men's & Women's Soccer Championship expanded to an 8 team tournament and split into two separate locations in the fall of 2010. This expansion was the results of the growth of the sport at the Division III level. Division II Women's Basketball also expanded from a 12 team tournament to 16 teams in the winter of 2011.

In December 2010, the NJCAA partnered with the NCAA in Dallas, Texas for an Academic Forum. This event was a joint collaboration between the NCAA and NJCAA to discuss upcoming changes the NCAA is exploring that could affect student-athletes transferring from NJCAA institutions. Later in the month, representatives from NJCAA Headquarters attended the NFHS Convention to showcase the NJCAA, its programs and opportunities to hundreds of high school athletic directors.

During the last week in December, the NJCAA Headquarters relocated to the Penrose House – El Pomar campus in Colorado Springs. The move was a positive one, allowing the NJCAA more interaction with the Colorado Springs Sports Corporation and numerous US National Governing Bodies.

The 70th Annual Meeting was held at the Wyndham Quorum Hotel in Tampa, Florida. Outgoing President Art Becker was honored for his many years of service to the NJCAA. Joe Tubb was elected as President, while Mick McDaniel moved to 1st Vice President. David Elder was elected as 2nd Vice President.

In an effort to continue to advance the organization, academic awards were added to the growing list of processes which were moved online.

To support the NJCAA's continued use of technology, Rob Bushway joined the NJCAA as Director of Information Technologies in August 2011.

The expansion of the Division I Men's & Women's Basketball National Championship was approved at the 2012 Annual Meeting to allow 24 teams to experience participating at the Division I Men's and Women's Basketball Championship in a single elimination bracket format. In other tournament growth, the Men's & Women's Division I Soccer National Championships were also expanded to a 12 team bracket.

The 2011-2012 academic year brought many new opportunities for NJCAA member colleges. A partnership with iHigh.com gave the NJCAA a new platform to showcase student-athletes via NJCAA TV. In the first year, the live online video network was viewed over five million times.

A six-year corporate partnership with PrestoSports upgraded the national stat program, giving member colleges use of the application free of charge. This partnership will aid in the national statistics database for the sports of baseball, men's and women's basketball, football, ice hockey, men's and women's lacrosse, men's and women's soccer, softball and volleyball.

In April, an agreement with Strategic Marketing Affiliates (SMA) was reached to establish and manage the NJCAA trademark licensing program. SMA will deploy its brand development, protection and revenue generation services on behalf of the NJCAA.

The 71st Annual Meeting was held at the Doubletree Hotel in Colorado Springs. David Elder (Georgia) ran uncontested in retaining his position as Second-Vice President of the Men's Division. Also running uncontested, Norma Dycus (Ohio) was re-elected to a second term as First-Vice President for the Women's Division.

The NJCAA kicked off its 75th Anniversary celebration that will take place during the 2012-2013 academic year.

NJCAA WOMEN'S DIVISION

It is the basic belief of the Women's Division of the NJCAA that the athletic program for women compliments the existing programs offered by the NJCAA. The Women's Program 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 the Community/Junior College, it is important to provide an organization which provides equal representation through 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 community 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 Community 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 women 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 has fostered among its goals the encouragement, promotion and advancement of all women's athletic programs in the two-year college. In order to insure 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 Directors position be held by a woman.

We would strongly urge all regions of the NJCAA to provide for access to an 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, 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 OF GENDER EQUITY

The 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 through 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 sports 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 or regionally or nationally in intercollegiate athletics.

NJCAA POSITION STATEMENT ON SAFETY

The 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 sports program.

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 handbook that relate to the health and safety of NJCAA athletes can be found in the following locations.

1. Health and Safety Committee members listed in the Joint Standing Committees
2. Position paper on substance use and abuse.
3. Physical examination requirement, Article V, Section 9.
4. Policy Statement on physicals for tryouts/auditions, Article VI, Section 1.G.
5. Policy Statement on Safety, protective oral/facial equipment, catastrophic insurance, certified athletic trainer, AED units, Article VI, Section 8.
6. Procedures at National Tournaments, certified athletic trainers and use of AED units, Article VI, Section 8.
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.

AFFIDAVIT OF INCORPORATION OF THE NATIONAL JUNIOR COLLEGE ATHLETIC ASSOCIATION (A Non-Profit Corporation)

County of Weber ss
State of Utah

I. Reed K. Swenson, do solemnly swear that a meeting of the members of the National Junior College Athletic Association, residing in the United States of America, held at Ogden, Weber County, Utah, at 2:00 p.m. on the 21st day of July 1949, upon notice to the incorporators by publishing in the Deseret News on the 25th day of June and the 2nd day of July 1949, the following notice:

Notice of the Meeting of Members of the National Junior College Athletic Association

Notice is hereby given the meeting of the members of the National Junior College Athletic Association, an association already and heretofore existing, will be held in Athletic office of the gymnasium of Weber College in Ogden City, Weber County, Utah, at the hour of 2:00 p.m. on the 21st day of July 1949, for the purpose of discussing and deciding upon the question of incorporation the said National Junior College Athletic Association under the laws of the State of Utah, and to transact such other and further business as may properly come before said meeting.

National Junior College Athletic Association
REED K. SWENSON, President

It was decided by a majority vote of the members present at said meeting to incorporate said association within said limits, with such rights and obligations as may be prescribed by law under the following articles, to-wit:

1. The name of this corporation shall be NATIONAL JUNIOR COLLEGE ATHLETIC ASSOCIATION.
2. The duration of this corporation shall be for a period of ONE HUNDRED YEARS.
3. The purpose for which this corporation is organized are as follows: to encourage and promote athletics throughout the United States of America, and to teach and train students in all schools, colleges, universities and particularly in the junior colleges throughout said United States; and to promote and hold contests and tournaments between different schools of any territories throughout said United States; and to promote and hold debates, dramas, smokers, and any and all social functions, entertainment, tournaments, and contests, and to charge admissions hereto and to apply the proceeds therefrom in financing and furthering the objects of this corporation, but in no event to use said proceeds as profit in any form of the members of this corporation; and to transport from place to place throughout the United States students, instructors, coaches, umpires, and any and all athletes or contestants, and other persons and to arrange for and carry all kinds of insurance for the protection of this corporation and its members, and all participants in the functions carried on; and may make and enter into contracts with schools, colleges or universities, and any and all persons and corporations, and may sue and be sued; may advertise in newspapers and any and all other periodicals, and may publish, print and circulate newspapers, books, periodicals and other printed or written matter, may own, buy, sell and otherwise acquire and alienate or otherwise dispose of real and personal property to be used not for profit by said corporation, and may do any and all things necessary or convenient to the performance of the purposes herein contained and for which this corporation is organized.
4. The principal place of business of this corporation shall be Ogden, Utah.
5. There shall be a Board of twenty Directors from which the following officers of this corporation shall be chosen: a President; a Vice-President; a Secretary and Treasurer; a Publicity Director. The offices of the secretary and treasurer may be held by one person, and the following are hereby appointed to said respective positions to hold their respective office until their successors are elected or appointed and qualify: President and Director, Reed K. Swenson, Ogden, Utah; Vice- President and Director, Charles Sesher, Hutchinson, Kansas; Secretary and Director, George Hoy, Phoenix, Arizona; Treasurer and Director, Robert P. Carter, Amarillo, Texas; Publicity Director and Director, Mike Mason, Compton, California.

Directors:

Ned Kay, Sacramento, California; Claude O'Connell, Vancouver, Washington; Milton C. Meacham, Ogden, Utah; Herb Bender, Dodge City, Kansas; Wayne Cusic, Lake Charles, Louisiana; Harold Green, Mt. Vernon, Georgia; Donald Butler, Champbellsville, Kentucky; Fred I. Dickerson, Banner Elk, N.C.; R.A. Carter, Lamoni, Iowa; Perry Gornason, Joliet, Illinois; Ed Tonish, Brainerd, Minnesota; John B. Hamor, Dover, Delaware; Stephen Glover, Rochester, New York; and Getty Page, Rutland, Vermont.

All officers and directors shall qualify by filing an oath of office with the Secretary. The Treasurer shall, in addition to filing his oath, file bond in the sum of one thousand ($1,000.00) dollars with the corporation.

All business of this corporation shall be transacted by said Board of Directors who shall be elected at the annual meeting of the members of this corporation, which annual meeting shall be held during the month of January of each year during the duration of this corporation, or as shall be called by the President, who shall designate the time and place of said meeting, and shall send notice thereof to all members by mail at least twenty days prior to the time for said meetings. Special meetings of the members or of the Board of Directors may be called in like manner by the President,

Members of this corporation shall pay to the secretary an annual fee of ten ($10.00) dollars and may be admitted upon approval of the board of directors or by some person or persons designated by said board, and may be removed by a majority vote of the directors at any regular or special meeting.

These articles may be amended by a majority vote of the members at any meeting, provided, however, that the notice of said meeting shall so state and shall set forth the proposed amendment.

The board of directors may adopt a seal and may adopt by-laws and change the same from time to time by a majority vote at any meeting.

Reed K. Swenson

J. Quill Nebeker,
Judge of the City Court of Ogden, Utah

County of Weber ss
State of Utah

Reed K. Swenson, being first duly sworn, deposes and says that he has read the foregoing affidavit, known the contents thereof and that the same are true of his own knowledge. Subscribed and sworn to before me this 26th day of August, 1949. My term expires January 1, 1952.

STATE OF COLORADO

DEPARTMENT OF STATE

CERTIFICATE

I, **NATALIE MEYER**, *Secretary of State of the State of Colorado hereby certify that the prerequisites for the issuance of this certificate have been fulfilled in compliance with law and are found to conform to law.*

Accordingly, the undersigned, by virtue of the authority vested in me by law, hereby issues A CERTIFICATE OF INCORPORATION TO NATIONAL JUNIOR COLLEGE ATHLETIC CORPORATION, A NONPROFIT CORPORATION.

Natalie Meyer
SECRETARY OF STATE

DATED: OCTOBER 21, 1985

CONSTITUTION

- ATTENTION -
All gray shaded text in the Constitution and By-Laws is new or edited legislation for the 2012-2013 academic year.

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CONSTITUTION of the NATIONAL JUNIOR COLLEGE ATHLETIC ASSOCIATION (2012-13)

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 the 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. It is the mission of the NJCAA to foster a national program of athletic participation in an environment that supports equitable opportunities consistent with the educational objectives of member colleges.

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.

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", 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.

Section 2. A. The Regional Directors and the six chief executive officers shall comprise the membership of the Board of Directors for both the men and women's divisions.

B. The Chief Executive Officers shall be elected from six geographical districts by the CEO's of the member college, of the respective districts for three year terms based on the following rotation – Northwest and East Central Districts (2013), Southwest and Southeast Districts (2014), Northeast and Central Districts (2015).

District	Regions	District	Regions
Southwest District	1, 2, 5, and 14	Northeast District	3, 15, 19 and 21
Northwest District	6, 9, 13 and 18	Southeast District	8, 17, 22 and 23
Central District	4, 11, 16, and 24	East Central District	7, 10, 12 and 20

The following timetable will be utilized in the election process:

November 1	The Nominations and Elections Committee will call for nominations.
January 15	Nominations close.
February 1	Ballots sent to member college Chief Executive Officers
March 1	Ballot to be returned.

If the slate of presidential representatives is not filled, nominations from the floor will be accepted.
NJCAA Annual Election to be certified by the Nominations and Elections Committee and approved by the Board of Directors.

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 IV, Section 2 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 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 and each Chief Executive Officer, (as selected in Article IV, Section 2), shall be entitled to one vote at all meetings of the combined Board of Directors.

Section 2. In all matters concerning sports procedures (Article V, Section 19 of the bylaws), 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 Chief Executive Officer cannot attend a meeting or a session of the annual meeting, he/she may designate another Chief Executive Officer of 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 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 single item, for a maximum of 30 days. At this time each vote will be cast in accordance with Section 4.**

Section 8. There shall be two agenda's presented to the NJCAA Board of Directors annually.

A. Consent Agenda – Containing all constitution and bylaw changes deemed "housekeeping" by the NJCAA Eligibility Committee and approved by the Executive Committee. This agenda may be approved by one vote of the Board of Directors.
B. 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.
C. 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 Article XVII (Amending the Bylaws). Voting on all constitution and bylaw proposals contained within the Action Agenda will be conducted by a 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 days. At this time each vote will be cast in accordance with Section 4.**

ARTICLE VII – EXECUTIVE COMMITTEE

Section 1. The Executive Committee shall be composed of the President, 1st Vice-President for Women, 1st Vice-President for Men, 2nd Vice-President for Women, 2nd Vice-President for Men, two Regional Directors at large from both the Women's Division and Men's Division and one Chief Executive Officer. The Regional Directors at large shall be chosen or elected for a two-year term by each Division's Board of Directors. The Regional Directors two-year term shall be staggered, resulting in two new directors being elected or chosen each year (one representative from the Men's Division and one representative from the Women's Division). The same region may not be represented simultaneously by an at-large selection from the men's division and women's division. The Chief Executive Officer shall be appointed by the NJCAA Officers for a one-year term in the same manner as the Regional Directors.

Section 2. For the purpose of appeals, filed in accordance with Article VII of the NJCAA bylaws, the chairman 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. It shall be responsible for the work of the regions and the corporation. It shall also perform such other duties as 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 VIII – 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 IX – AMENDMENTS

Section 1. This constitution may be amended at any annual meeting by two-thirds 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 February 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 Chief Executive Officer by February 15, 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 X – 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.

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 bi-annually 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.
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 chief executive officer approving his/her candidacy.

Section 6.
A. The Assistant Regional Director shall be elected bi-annually 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.
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 XI – ORGANIZATION OF CEO DISTRICTS

Section 1. The Board of Directors shall have the power to organize the membership of this corporation into CEO Districts for administrative and legislative matters.

Section 2. The official delegate to the national or special meetings shall be the CEO District Director from each district.

Section 3. Each CEO District Director shall be entitled to one vote at the annual meeting or any special meetings. If a CEO cannot attend a meeting or a session of the annual meeting, he/she may designate another CEO of his/her district to vote with a written proxy.

Section 4.
A. The District CEO shall be elected bi-annually by the CEO's of the members within that district.
B. Odd numbered districts shall elect their CEO Representatives in odd years and even numbered districts shall elect in even numbered years.

BYLAWS

- ATTENTION -

All gray shaded text in the Constitution and Bylaws is new or edited legislation for the 2012-2013 academic year.

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BYLAWS OF THE
NATIONAL JUNIOR COLLEGE ATHLETIC ASSOCIATION (2012-13)

ARTICLE I – MEMBERSHIP DUES

Section 1. A. The amount of the annual dues for membership in the NJCAA is as follows:

Men		Women	
0-500 students	$568.00	0-500 students	$568.00
501-1000 students	$596.00	501-1000 students	$596.00
1001-1500 students	$627.00	1001-1500 students	$627.00
1501-2000 students	$658.00	1501-2000 students	$658.00
2001-2500 students	$686.00	2001-2500 students	$686.00
2501-3000 students	$717.00	2501-3000 students	$717.00
3001-3500 students	$746.00	3001-3500 students	$746.00
3501-4000 students	$777.00	3501-4000 students	$777.00
4001-4500 students	$805.00	4001-4500 students	$805.00
4501-5000 students	$836.00	4501-5000 students	$836.00
5001-7500 students	$865.00	5001-7500 students	$865.00
7501-10,000 students	$896.00	7501-10,000 students	$896.00
10,001-over	$925.00	10,001-over	$925.00

The following annual dues for membership in the NJCAA will go into effect August 1, 2013:

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

The number of FTE students is calculated based on fall student headcounts (previous fall term IPED Enrollment numbers are acceptable) as reported by the institution on the IPEDS Enrollment (EF) component (Part A). For the purpose of NJCAA membership, FTE is defined as all students who could participate in intercollegiate athletics (main and branch/satellite campuses combined).

B. Increase membership dues by three (3) percent annually during the academic years of 2010-2011, 2011-2012, and 2012-2013. (Will be deleted August 1, 2013)

C. In addition to the above base dues rate, each institution shall pay $10 per sport (varsity or club) that they sponsor at their institution. (Will be deleted August 1, 2013)

D. The annual dues of each member shall be payable on or before **October 1** of each calendar year in order to participate in the election of Regional Directors and the athletic activities sponsored by the Association. Under extenuating circumstances, a college may become a member after October 1 with the approval of the Director of its respective region and the Executive Director.

E. Completed membership forms and/or annual dues that are not received by the NJCAA National office by October 1st will be charged a late fee of $100 per gender.

ARTICLE II – MEETINGS

Section 1. Regional Directors and Chief Executive Officers present at annual meetings or special meetings shall constitute a quorum for the transaction of business.

Section 2. All meetings, other than executive sessions, both regional and national, are open to official representatives from any two-year college.

ARTICLE III – ADMINISTRATIVE

Section 1. **THE ELECTIVE OFFICERS AND THEIR DUTIES**

A. **The President shall:**

1. Preside at annual meetings, executive meetings and all special meetings.
2. Be authorized as a signatory of all checks drawn on the treasury of the Association.
3. Make decisions on all points not covered by the constitution and bylaws.
4. Delegate responsibility for handling all duties not provided for in the Constitution and Bylaws.
5. Represent or delegate someone to represent the Association when necessary.
6. Appoint one officer or Regional Director to represent the NJCAA at all National Meets or Tournaments, unless otherwise provided.
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 of the National Officers.
8. Appoint, with the approval of the Board of Directors, an Attorney-at-Law.
9. Be bonded for an amount not less than fifty-thousand dollars ($50,000.00)
10. The President shall be responsible for all appointments of individuals to serve on NJCAA special or standing committees.

B. **The 1st Vice-Presidents shall:**
   1. Preside at all meetings in the absence of the President. The Vice-President for Women shall preside in the odd-numbered years, and the Vice-President for Men in the even-numbered years.
   2. Assist the President by supervising the work of all standing and special committees.
   3. Assume all duties and responsibilities delegated to him/her by the President.
   4. Assume and carry out responsibilities as a member of the Executive Committee.

C. **The 2nd Vice-Presidents shall:**
   1. Maintain a record of the membership in the Association.
   2. Keep on file the official correspondence to which he/she is a party.
   3. Keep a record of all minutes of meetings of the Board of Directors and the Executive Committee.
   4. Keep, or cause to be kept by the Executive Director, a complete record of all finances of the Association.
   5. Assume and carry out responsibilities as a member of the Executive Committee.

D. **Regional Directors shall:**
   1. Call such meetings as are necessary for the purpose of planning for regional tournaments and other activities to be sponsored on a regional level. Such items as eligibility, location and dates of tournaments, numbers of teams participating, methods of selection, officials, financial policies etc. shall be discussed and acted upon at these meetings.
   2. Notify all member and non-member two-year colleges in the region of all regional meetings. This notification must be in writing at least two (2) weeks in advance of the date of the meeting.
   3. Conduct the annual election of the region on or before May 15 of the election year. Odd-numbered regions elect regional directors on the odd-numbered years; even-numbered regions on the even-numbered years.
   4. Strive to secure membership in the NJCAA of all eligible two-year colleges in the region.
   5. Conduct necessary tournaments or play-offs to determine regional representatives to national tournaments or meets.
   6. Represent the region at the NJCAA Annual Meeting.
   7. Guarantee that only colleges holding current NJCAA membership vote on issues presented at regional meetings.
   8. Certify to the Office of Eligibility and to the NJCAA Tournament or Meet Director as to the eligibility of any regional representative qualified to participate in any one of the National Meets or Tournaments.
   9. Notify the respective National Tournament Directors by fax or telephone, as soon as regional representatives to National Tournaments have been determined.
   10. Send the Executive Director news of developments and activities in the respective regions.
   11. Provide National Tournament or Meet Directors with current news from his region in order to properly publicize National Meets or Tournaments.
   12. Send reports to NJCAA Service Bureau.
   13. Provide the All-American Selections Committee, in accordance with instructions issued herefrom, the names, etc. of candidates from his/her region who merit consideration for various NJCAA All-American Teams.
   14. File an itemized statement of expenses incurred in attending the annual meeting at the time of such meeting. **NOTE:** To be reimbursed for expenses to the annual meetings, directors must be in attendance and carry out all duties to the satisfaction of the Board of Directors.
   15. Investigate and notify the National Office of matters pertaining to possible violations of the rules and regulations of the NJCAA and of matters pertaining to the conduct of member colleges or individuals associated with member colleges within their region or other regions. Penalties and sanctions resulting from further investigation by the National Office shall be in accordance with the appropriate section of the constitution and bylaws of the NJCAA. Decisions shall be in writing, with copies to all affected member colleges, to the affected regional directors and to the NJCAA Executive Committee, and shall contain a clause notifying all parties involved of the right of appeal.
   16. Serve a term of office for a period of two years, commencing August 1 and ending July 31 of every second year.
   17. Preside at all meetings of the region, and conduct them in accordance with Roberts Rules of Order.
   18. Run checks on a weekly basis to ensure that the programs within the region have filed and cleared eligibility with the NJCAA National Office.

E. **Assistant Regional Directors may:**
   1. Assist the Regional Director in all regional activities as directed by the Regional Director.
   2. Be a full time member of the professional staff of a college which is a member of this organization.
   3. Attend the NJCAA Annual Meeting at the expense of the region they serve.
   4. Serve as a voting member of NJCAA sport committees.
   5. Serve a two-year term of office commencing August 1st and ending July 31st of the second year.

Section 2. **Appointive Officers and Their Duties**

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**

To be appointed by the Executive Committee subject to approval by the Board of Directors.

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. Executive Director

A. Duties of the NJCAA Executive Director – The administrative authority of the Association is vested in the NJCAA Executive Director. In the exercise of this authority, it shall be the duty of the NJCAA Executive Director to seek the advice of appropriate councils and exercise best judgment in an earnest effort to promote the best interests of the Association.

The Executive Director shall exercise powers and perform duties as necessary for the carrying out of the program and policies of the Association unless such powers and duties have been expressly delegated to an officer or committee. Executive powers not delegated to the Executive Committee or Board of Directors and not expressly or by implication denied may be exercised by the NJCAA Executive Director, subject to the supervision of the Executive Committee.

The NJCAA Executive Director shall:

1. Strive to promote and maintain harmony within the ranks of the NJCAA and throughout its regional jurisdiction.
2. Be responsible for the employment and direction of the national office staff under policies agreed to by the Executive Committee.
    a. Procure services and support staff for the positions as authorized by the Executive Committee for the operation of the NJCAA national office.
    b. Supervise the function of the NJCAA National Office and all programs associated therein.
3. In cooperation with the Executive Committee, prepare the agenda for all meetings of the Executive Committee, Eligibility Committee and the Board of Director's annual meeting.
4. Be responsible for all contracts regarding the property, funds, projects, and activities as necessary and proper for the successful execution of the functions of the organization.
5. Be custodian of all property, both physical and proprietary, belonging to the NJCAA and keep accurate record of this property.
6. Initiate all contracts for sponsorship for the NJCAA.
7. Prepare specifications, receive bids, and execute contracts for purchases made by the NJCAA on a contract-bid basis.
8. As directed by the President, retain communications with other education and athletic organizations with whom the NJCAA is affiliated.
9. Keep the Executive Committee, Board of Directors, and all member colleges of the NJCAA informed of all matters pertaining to the general welfare of the organization.
10. Serve in an advisory capacity on regular and/or special committees set up by the Executive Committee or the Board of Directors.
11. Annually submit an audited statement of the NJCAA with the opinion of a certified public accountant, for each fiscal year, on or before February 1. Copies of said statement shall be furnished to all elective officers and the financial advisor.
12. Manage all business affairs and finances necessary for the operation of the national office.
13. Oversee all necessary arrangements for the various events conducted under the auspices of the NJCAA.
14. Be authorized as signatory of all checks drawn on the treasury of the association.
15. Be bonded for an amount not less than fifty thousand dollars ($50,000.00).
16. Designate the NJCAA representative at meetings and functions requiring NJCAA attendance.
17. Conduct an active public relations and promotions program.
18. In addition to the above enumerated responsibilities and duties, the NJCAA Executive Directory may exercise any powers and perform any duties necessary and proper for carrying out programs and policies unless such responsibilities or duties have been expressly delegated to some other official or committee.
19. **Executive Director selection procedures**:
    a. The following procedure was approved by the Executive Committee for replacing the Executive Director if and when the need arises:
    b. In the case of an emergency, the Executive Committee will appoint an Interim Executive Director.
    c. In the case of vacancy, the following procedures will be followed:
        1. President assigns search committee.
        2. If president is a candidate for the Executive Director's position, he/she shall step down from the search process. At that time, the vice-president from each division will be responsible for assigning the search committee.
        3. The salary schedules, job description and posting to include a diverse population statement will be determined by Executive Committee.
        4. The search committee will be composed of the following: The Vice-President for Men, the Vice-President for Women, one men's and one women's Regional Director selected from the current Executive Committee and one presidential representative. Responsibilities of search committee: review the job description, determine the qualifications, procedure for solicitation of applications, delineate the process (time parameters).
        5. The search committee will recommend their top 10 candidates to the full Executive Committee.
        6. The Executive Committee will meet to screen 3-5 candidates for an interview.
        7. There will be an on-site visit to top candidates' present place of employment.
        8. The Executive Committee selects and appoints the individual for the position of Executive Director.

ARTICLE IV
ELECTION OF NJCAA ELECTIVE OFFICERS AND TERM(S) OF OFFICE

Section 1. The NJCAA Elective Officers shall be elected at the Annual Meeting. The term of office shall be three (3) years beginning August 1 of the year of election and ending July 31 three years hence.

Section 2.

A. **The President** shall be elected every third year (2014, 2017, 2020) and the term of office shall be limited to two (2) consecutive terms.

B. **The 1st Vice-President for Women and 2nd Vice-President for Men** shall be elected every third year (2015, 2018, 2021) and the term of office shall be limited to three (3) consecutive terms.

C. **The 1st Vice-President for Men and 2nd Vice-President for Women** shall be elected every third year (2013, 2016, 2019) and the term of office shall be limited to three (3) consecutive terms.

D. The following time schedule will be utilized in the election process:

January 15: The Nominations and Elections Committee chairperson must circulate a list of annual vacancies to the membership.

March 15: Members of the organization desiring to become candidates for a national office must submit to the committee chairperson the following:

1. Indicate office for which they are filing.
2. A brief biographical sketch supporting his/her candidacy.
3. 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 days from the conclusion of the annual meeting to provide the chair with the above requirements.

Section 3. Officers of each division shall be elected during a meeting of that respective division. The President shall be elected during a joint meeting of both divisions.

Section 4. A candidate must receive fifty percent plus one vote of those voting to be elected. If no candidate for an office receives a majority vote, a run-off election between the top two vote getters, plus ties, shall be conducted. If the Nominating Committee receives only one eligible nomination for a given office, the nominee shall be considered automatically elected.

Section 5. All changes of office should occur August 1st of the next academic year.

ARTICLE V - ELIGIBILITY RULES 2012-2013

Section 1. GENERAL INFORMATION

A. Compliance with all NJCAA rules of eligibility is the expressed responsibility of all member colleges.

B. All NJCAA Rules of Eligibility will become effective as of August 1, 2012.

C. A member college must be in good standing with the NJCAA and its Region/Conference to enter a team or an individual in an activity sponsored by the NJCAA. A member college's good standing includes, but is not limited to, institutional attendance at a NJCAA sanctioned compliance workshop once every three years.

D. 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.

E. Ineligible student-athletes shall not be allowed to dress for any contest.

F. 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.

G. Colleges having an intercollegiate athletic program above the two-year level shall not be allowed to participate in any of the certified sports of the NJCAA.

H. The word "term" as used within the Eligibility Rules, refers to quarter, semester or trimester, whichever applies as the official unit of class attendance at a college. Summer sessions shall also be considered as a term of college. Institutions using a modified administrative term, i.e. unit credits, quarter term with semester credits, etc. will be evaluated and an interpretation entered in the Casebook.

I. A student-athlete's grade point average (GPA) will be determined by dividing the earned/passing accumulated quality points by the corresponding earned/passing credit hours at each institution of attendance.
NOTE: Passing and satisfactory grades may be computed as "C" grades.

J. Student-athletes who earn an A, B, C, D or an equivalent grade in which the state/institution deems as a passing grade in a college level course, cannot repeat that course and have it count toward NJCAA eligibility more than once.

K. **REMEDIAL/DEVELOPMENTAL STUDIES**

1. Student-athletes who earn an A, B, C, D or an equivalent grade in which the state/institution uses as a passing grade in a remedial/developmental course, cannot repeat that course and have it count toward eligibility. Furthermore, student-athletes cannot take a remedial/developmental course which is lower than a prerequisite to the one they have successfully passed and have it count toward eligibility.
2. Credit hours in remedial/developmental courses will count toward eligibility for a second season of participation if the student-athlete has successfully exited the course; only one course attempt is calculated

Section 2. CERTIFIED SPORTS OF THE NJCAA

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

Section 3. REQUIREMENTS FOR ENTERING & CONTINUING STUDENT-ATHLETES

A. A student-athlete must be a graduate of a high school with an academic diploma or a General Education diploma. ~~The high school must not be a high school affected by the NCAA Initial Eligibility process at the time of the student-athlete's enrollment. See the list on the NCAA website of high schools affected by the Initial Eligibility process~~. (Delete August 1, 2012)

~~B. Student-athletes who are completing high school and are simultaneously enrolled in 12 or more credits at a college are eligible for athletic participation with the completion of the NJCAA High School Waiver Form (Form 3.E). This form must be signed by the student-athlete's high school Principal and the College President. This provision is applicable to only those student-athletes whose high school class has not graduated at the time of college enrollment.~~ **~~USE FORM 3.E.~~** (Delete August 1, 2012)

C. An international student-athlete (non-US citizen/non-permanent resident) reaching his/her 21st birthday prior to August 1st each year will be charged with one (1) season of NJCAA eligibility regardless of participation provided he/she has NJCAA eligibility remaining. An international student-athlete (non-US citizen/non-permanent resident) reaching his/her 22nd birthday prior to August 1st each year will be charged with two (2) seasons of NJCAA eligibility regardless of participation.

NOTE: 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 international student-athletes (non-US citizen).

CLARIFICATION: The NJCAA defines an academic year as August 1st to July 31st of the following year. An international student-athlete (non-US citizen/non-permanent resident) who reaches his/her 21st birthday prior to August 1st will have one year of eligibility remaining. An international student-athlete (non US citizen/non-permanent resident) who reaches his/her 22nd birthday prior to August 1 will have no eligibility.

Should an international student-athlete (non-US citizen/non-permanent resident) reach his/her 21st birthday after August 1, he/she will be eligible for two seasons. Should an international student-athlete (non-US citizen/non-permanent resident) reach his/her 22nd birthday after August 1, he/she will be eligible for one season.
Effective August 1, 2013

Section 4. REQUIREMENTS FOR ATHLETIC ELIGIBILITY

The following rules shall be used to determine a student-athlete's eligibility for athletic competition in any one of the certified sports of the NJCAA. **THIS ENTIRE SECTION MUST BE READ BEFORE A STUDENT-ATHLETE'S ELIGIBILITY STATUS CAN BE DETERMINED.**

A. Student-athletes must be making satisfactory progress within an approved college program or course as listed in the college catalog.

B. Student-athletes must be enrolled in full-time status using any combination of sessions within a term, and in classes that begin before the end of the regular sport season in which the student-athletes choose to participate, within 15 calendar days from the beginning of the term.
   1. Student-athletes that do not conform to this rule will be ineligible for the remainder of the term.

C. Student-athletes must maintain enrollment in 12 or more credit hours of college work as listed in the college catalog during each term of athletic participation. Student-athletes that drop below 12 hours become ineligible 48 hours from the time of the drop date and remain ineligible until full-time status is regained within that term.
   1. CLEP hours may not be used to meet enrollment requirements or previous term requirements. CLEP hours may only be used to meet accumulation bylaws.
   2. Student-athlete enrollment should be verified 24 hours prior to National Championship competition; if a student-athlete has maintained and currently is enrolled full-time 24 hours prior to National Championship competition he/she will remain eligible throughout the National Competition.

QUARTER ELIGIBILITY

D. On or before the 15th calendar day from the beginning date of the term for the second full-time quarter, as published in the college catalog, a student-athlete must have passed 12 quarter hours with a 1.75 GPA or higher.

E. On or before the 15th calendar day from the beginning date of the term for the third full-time quarter, and all subsequent quarters thereafter, as published in the college catalog, a student-athlete must satisfy one of the following four requirements to be eligible for the upcoming quarter:
   1. Pass a minimum of 12 quarter hours with a 2.00 GPA or higher during the previous quarter of full-time enrollment,

   OR

   2. Pass an accumulation of quarter hours equal to 12 multiplied by the number of quarters in which the student-athlete was previously enrolled full-time with a GPA of 2.00 or higher,

   OR

   3. A first season participant must have passed a minimum accumulation of 36 credit hours with a 2.00 GPA or higher for the **initial term** of participation, regardless of previous term or other accumulation requirements (**NOTE:** This only establishes eligibility for the initial term, not subsequent terms),

   OR

   4. A first ***or*** second season participant must have passed a minimum accumulation of 54 credit hours for a fall sport, 63 credit hours for a winter sport, 72 credit hours for a spring sport, with a 2.00 GPA or higher, regardless of previous term or other accumulation requirement.

F. Prior to the second season of participation in an NJCAA certified sport, student-athletes must pass a minimum of 36 quarter hours with a 2.00 GPA or higher. If the student-athlete has been enrolled in two (2) quarter terms or less, the second season requirement becomes 28 quarter hours with a 2.00 GPA or higher. **(This is in addition to satisfying 4.D or 4.E.)**
NOTE: All quarters attempted beyond 15 calendar days will count, whether full-time or not, excluding summer session.

SEMESTER ELIGIBILITY

D. On or before the 15th calendar day from the beginning date of the term for the second full-time semester, as published in the college catalog, a student-athlete must have passed 12 semester hours with a 1.75 GPA or higher.

E. On or before the 15th calendar day from the beginning date of the term for the third full-time semester, and all subsequent semesters thereafter, as published in the college catalog, a student-athlete must satisfy one of the following four requirements to be eligible for the upcoming term:
   1. Pass a minimum of 12 semester hours with a 2.00 GPA or higher during the previous semester of full-time enrollment,

   OR

   2. Pass an accumulation of semester hours equal to 12 multiplied by the number of semesters in which the student-athlete was previously enrolled full-time with a GPA of 2.00 or higher,

   OR

   3. A first season participant must have passed a minimum accumulation of 24 credit hours with a 2.00 GPA or higher for the **initial term** of participation, regardless of previous term or other accumulation requirements (**NOTE:** This only establishes eligibility for the initial term, not subsequent terms.),

   OR

   4. A first ***or*** second season participant must have passed a minimum accumulation of 36 credit hours for a fall sport, 48 credit hours for a spring sport, with a 2.00 GPA or higher, regardless of previous term or other accumulation requirement.

F. Prior to a second season of participation in an NJCAA certified sport, student-athletes must pass a minimum accumulation of 24 semester hours with a 2.00 GPA or higher. **(This is in addition to satisfying 4.D or 4.E.)**

G. Student-athletes must be enrolled full-time (12 or more credits) at the college where they have chosen to participate when the regular season schedule of a sport begins. Student-athletes not enrolled during the term when the season begins remain ineligible throughout the season schedule unless they enroll on the first possible enrollment date following:
   1. Their release from Active Armed Services of the United States with a discharge other than dishonorable.
   2. Their return from a religious mission.
   3. Their graduation from a high school or receipt of an equivalency diploma.
   4. Their transfer from an NJCAA member college which has dropped a sport after the school year begins. Student-athletes that satisfy one of the four exceptions become eligible after the previous term has ended upon registration as a full-time student-athlete for the new term. (Student-athletes must be added to the eligibility form before participating.)

5. A student-athlete attending a multi-campus college may, if at the campus of his/her enrollment a sport is not offered, participate in that sport at any campus within the system that offers said sport.
   Requirements for Multi-Campus designation
   a. The various campuses involved have a common title.
   b. The various campuses involved have a common CEO.
   c. The various campuses involved are not individually accredited.
   d. The various campuses do not duplicate any sports.
   e. The various campuses involved must designate one individual per system as the contact.
   f. Multi-campus designation must be approved by the NJCAA.

H. In the following sports, student-athletes are not required to be enrolled during the fall term to be eligible to participate in the sport during the spring season unless the records are carried over into the spring season: Baseball, Bowling, Golf, Lacrosse, Softball, and Tennis. If the fall records are carried over into the spring season, all student-athletes must be enrolled full-time (12 or more credits hours) during the fall term when the schedule begins.

I. ~~**PART-TIME RULE:** Student-athletes who have never been full-time at any college may become eligible for a season of participation in a sport by meeting the following conditions:~~ **(Delete August 1, 2012)**

~~1. The student-athletes attend the same institution at least one academic year as part-time student prior to the year of his/her participation passing at least 12 credit hours with an overall grade point average of 1.75 or better during that year.~~
~~2. During each term of participation, the student-athletes must carry at least six credit hours in the same institution.~~
~~3. Prior to a second season of participation in any sport, the student-athletes must pass a total of 24 credit hours with a 2.00 GPA or higher.~~
~~4. If in any term the student-athletes enroll full-time, they forfeit the privileges under this provision of the part-time eligibility rule.~~
~~5. Student-athletes who withdraw completely or to less than six credit hours become immediately ineligible.~~
~~6. Institutions who apply for this provision of the rules, must submit a transcript to establish the eligibility of the student-athletes.~~

J. **NJCAA POLICY – CERTIFIED DISABLED STUDENT-ATHLETE**

An NJCAA student-athlete may be granted relief from Article V, Section 4.C, 4.D, 4.E, and 4.F of the NJCAA bylaws in the instance where the following guidelines are followed. Article V, Section 4.C, 4.D, 4.E and 4.F requirements are adjusted based on the institution's academic authority evaluation. All of the required information listed below must be submitted to the NJCAA National Office prior to any participation in an NJCAA certified sport.

1. A written copy of the institution's policies and curriculum guidelines applicable to all disabled students.
2. Completed NJCAA Certified Learning Disabled Student-Athlete request form.
3. Written documentation from an 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.
   a. Current class schedule is required when submitting a certified learning disability for approval from the National Office. **NOTE:** A student-athlete who enrolls/registers in 12 or more credit hours is not eligible to use/apply a certified learning disability exception.
4. 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.
5. Full and complete documentation of the student-athlete's disability, including:
   a. Written and signed diagnosis of the disability, including the results of specific measures or tests, which formed the basis of the diagnosis.
   b. A copy of the student-athlete's individual education plan (IEP), if applicable.
   c. Name, position and signature of the qualified individual issuing the diagnosis. This individual's professional credentials and relationship to the applicant's institution's athletics department must be provided. (**NOTE:** Normally, an athletic department staff member will not be accepted.)
   d. A current diagnosis of the disability must be within the last three years. If specific circumstances of the case indicate that this requirement is unnecessary, a prior diagnosis may be acceptable.
   e. The committee reserves the right to request a second opinion or diagnosis. The cost of this diagnosis shall be borne by the institution.
6. A summary of support services and other accommodations provided by the applicant institution designed to assist the disabled student-athlete. This summary normally would be expected to include accommodations provided by the institution with respect to the student-athlete's athletics responsibilities, as well as the academic and other support services provided and any institutional accommodations related to adjustments of minimum academic performance requirements.
7. All waiver requests must be signed by any two of the following: The Director of Athletics, College President (Chief Executive Officer) or Designated Representative.
8. **Semester Eligibility -** An exemption to 4.F would include those Certified Disabled Student-Athletes who have been previously granted an exception by NJCAA Policy as defined by the appropriate institutional authority, allowing them to take a reduction of 6 to 11 credit hours per semester. The doubling of those attempted credit hours, coupled with the existing 2.0 G.P.A. requirement, would have those student-athletes experience proportional academic relief from the 24 semester hour requirement and enhance their opportunity to participate in the second season. Therefore, the minimum accumulation of credit hours would vary between 12 to 22 semester hours for the Certified Disabled Student-Athlete prior to their second season of competition.
9. **Quarter Eligibility** - An exemption to 4.F would include those Certified Disabled Student-Athletes who have been previously granted an exception by NJCAA Policy as defined by the appropriate institutional authority, allowing them to take a reduction of 6 to 11 credit hours per quarter. The tripling of those attempted credit hours, coupled with the existing 2.0 G.P.A. requirement, would have those student-athletes experience proportional academic relief from the 36 quarter hour requirement and enhance their opportunity to participate in the second season. Therefore, the minimum accumulation of

credit hours would vary between 18-33 quarter hours for the Certified Disabled Student-Athlete prior to their second season of competition.

K. **CLEP CREDITS**

Student-athletes may use a maximum of eight (8) credits earned from passing CLEP examinations for NJCAA eligibility purposes. The maximum of eight (8) credits is per discipline.

Note: CLEP hours may not be used to meet enrollment requirements or previous term requirements. CLEP hours may only be used to meet accumulation bylaws.

L. **HOME SCHOOL**

In determining NJCAA eligibility, the college will review the student-athlete's 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.

Section 5. ELIGIBILITY OF STUDENT-ATHLETES WHO WITHDRAW FROM CLASSES

The following withdrawal policy applies to student-athletes that are attending any college.

A. Student-athletes are allowed 15 calendar days from the beginning date of classes to withdraw completely or to withdraw to less than 12 credits (part-time) and not have that term affect their future eligibility, provided they have not participated in any athletic competition. (Refer to Section 4.G)
B. Student-athletes that have participated and withdraw within the first 15 calendar days of a particular term are not eligible for athletic participation and must re-establish their eligibility in accordance with the provisions of Section 4.D or 4.E. The term in which the student-athlete participates must be considered the same as a term of full-time attendance.

Section 6. EIGHTEEN CALENDAR MONTHS NON-COLLEGE ATTENDANCE

A. Student-athletes that have not been enrolled in college in 12 or more credit hours (full-time) for a period of 18 calendar months or longer shall be exempt from previous term and/or accumulation requirements as set forth in Section 4.D and 4.E. (Not Section 4.F.)
B. Student-athletes who have served 18 calendar months in the Armed Forces of the United States, church mission or with a recognized foreign aid service shall be exempt from Section 4.D, 4.E, and 4.F.

NOTE: This is a one time exemption, available only for the first full-time term after the period of non-attendance.

Section 7. NUMBER OF SEASONS A STUDENT-ATHLETE CAN PARTICIPATE

A. Student-athletes must not have previously competed during two seasons in a given sport at any intercollegiate level.
B. Participation in any fraction of any regularly scheduled contest during the academic year shall constitute one (1) season of participation in that sport. Participation includes entry into an athletic contest and does not include dressing for such an event.

Section 8. HARDSHIPS

The hardship provision of the NJCAA is available to student-athletes, who are unable to complete a season of competition or did not satisfy one of the other eligibility rules as a result of an injury, illness or some type of an emergency beyond their control.

A. Hardship #1 involves an injury or illness which results in the student-athlete's inability to complete a season. Prior to the injury or illness, a student-athlete must not have:

1. Participated in more than 20 percent of the college's regular season schedule
   OR
   Have participated in no more than two of the institution's completed events in that sport, whichever number is greater.
2. The injury or illness must also have occurred in the first half of the schedule resulting in the student-athlete being incapacitated for the remainder of the season. (A student-athlete can not participate in the second half of the regular season schedule)
3. The injury or illness must be season ending in nature.

USE HARDSHIP FORM # 1.

NOTE: In applying the 20 percent limitation, any competition which results in a fractional portion of an event shall be rounded to the next highest whole number, e.g., 20 percent of a 27-game basketball schedule (5.4 games) shall be considered six games.

B. Hardship #2 involves cases other than those affecting a student-athlete's season of competition as specified in Section 8.A.These cases must show that there are circumstances beyond the student-athlete's control which directly result in their inability to satisfy the Rules of Eligibility. The 20 percent limitation still applies to participation. All requests must receive approval from the NJCAA Office of Eligibility. **USE HARDSHIP FORM # 2.**

NOTE: The NJCAA cannot rule on those situations that did not occur at an NJCAA member college.

Section 9. PHYSICAL EXAMINATION

All student-athletes participating in any one of the NJCAA certified sports must have passed a physical examination administered by a qualified health care professional licensed to administer physical examinations, prior to the first practice for each calendar year in which they compete. A physical is valid for one (1) calendar year from the date it is administered. A student-athlete must always have a valid physical on file in order to practice and or participate within the NJCAA.

Section 10. TRANSFER RULE

A. **General Provisions Which Apply to Any Transfer Student-Athlete.**

1. Transfer students/student-athletes are those who have attended any college beyond the first 15 calendar days of a term or have participated in an athletic contest and at a later date enroll and attend classes at another college.
2. Student-athletes may not participate in the same sport during the same academic year at two different colleges. Fall participation in the sports of Baseball, Bowling, Golf, Lacrosse, Softball, and Tennis shall not prevent student-athletes from competing in the same sports during the spring season of the same academic year after having transferred from another college and satisfied all the transfer provisions of the eligibility rules. An exception to this rule is: Student-athletes who transfer from a college which has dropped a sport. (Documentation of the program being dropped must be provided when submitting the eligibility.)
3. 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 transfer before or within the first 15 calendar days of the term, must serve probation before they are eligible to participate in athletics.
4. Student-athletes serving probation shall not be allowed to dress for any athletic contests.
5. Whenever student-athletes are required to serve probation due to academic ineligibility, they must be enrolled full-time (12 or more credits) at the institution where they will be participating.
6. To be eligible in a sport that spans over two terms, transfer student-athletes must be enrolled in 12 or more credit hours (full-time) during the term when the season of that sport begins. The student-athlete must also be enrolled at the college where they have chosen to participate. There are five exceptions to this rule as found in Section 4.G.

B. **Transfers from an NJCAA Member College.**

Students/student-athletes transferring from an NJCAA member college are either immediately eligible upon transfer or must serve a probationary period. The following rules determine the student-athlete's eligibility status.

1. **Immediate Eligibility** – To be immediately eligible upon transfer, a student-athlete must comply with both of the following two requirements:
   a. Satisfy the provisions of Section 4.D. or 4.E. (Use the rule which is applicable to the transfer student-athlete.)

   and

   b. Satisfy one of the following provisions numbered 1 through 5.
      i. The college from which the student-athletes are transferring does not have a particular sport(s). (The student-athletes are immediately eligible only in the sport which is not offered.)
      ii. An NJCAA Transfer Waiver Form is signed by the Athletic Director and Chief Executive Administrator of the community college from which the student-athletes are transferring.
      iii. Student-athletes who have not participated in any sport, transfer from their first community college to any community college within their home district, county, or service area.
      iv. Student-athletes enroll at the first possible opportunity in a newly established college or a college that initiates an intercollegiate athletic program within the student-athlete's home district, county, or service area.
      v. The college from which the student-athlete is transferring has been placed on probation in the sport in which the student-athlete is participating. This provision does not apply to any student-athlete that is causatively involved in the problem resulting in the penalty.

2. **Probation Period.** A student-athlete who has attended an NJCAA member college as a full-time student and/or participated who transfers from that college to another NJCAA member college may not participate for one season. The probation season is interpreted as the season immediately following his/her last term of full-time enrollment.
   NOTE: The season of probation must be served during the official sport season.
   1. The student-athlete may be immediately eligible upon transfer if he/she has a NJCAA Transfer Waiver from the last college(s) of full-time enrollment that offers the sport.
   2. All academic provisions listed in Article V, Section 10.B.1.(a) must still be met.

   NOTE: A 16-week probationary period applies to all academically ineligible transfers from NJCAA member colleges. (The probationary period is defined as the completion of one academic term of 16 calendar weeks and satisfying either Article V Section 4.D, Article V Section 4.E.1 or Article V Section 4.E.2, whichever is appropriate). Following the successful completion of the probationary period, a Transfer Waiver is still required if the Student-Athlete was enrolled full time at a member college within the previous academic year and does not meet any of the requirements of Article V Section 10.B.1.b.

   NOTE: Rule does not affect transfer students from four year college or from non-NJCAA member colleges and that 16 calendar weeks probationary period would still apply.

   NOTE: Before a student-athlete can participate in a second season of an NJCAA certified sport, the provisions of Section 4.F must be satisfied.

C. **Transfers from a Four-Year College or from a Non-NJCAA Member College.**
Student-athletes transferring from a four-year college or a non-NJCAA member college are either immediately eligible upon transfer or must serve a probationary period of 16 calendar weeks. The following rules determine the student-athlete's eligibility status.

1. **Immediate Eligibility** – To be immediately eligible, with no probation required, student-athletes must satisfy the provisions of Section 4.D or 4.E. (Use the rule which is applicable to the transfer student-athlete). **NOTE:** Before a student-athlete can participate in a second season of an NJCAA certified sport, the provisions of Section 4.F must be satisfied.
2. **Probation of Sixteen Calendar Weeks** – A probationary period of 16 calendar weeks and the completion of one academic term and satisfying either Article V Section 4.E.1 or Article V Section 4.E.2 is required of student-athletes who did not satisfy the academic provisions of Section 4. Student-athletes serving this 16-week probation period may be added to the eligibility roster at any time after satisfying the provision of the probation period.

Section 11. RULES GOVERNING THE AMATEUR STATUS OF STUDENT-ATHLETES

Amateur athletes are those who engage in sports for the physical, mental or social benefits they derive in participation and to whom athletics is an avocation and not a source for personal financial remuneration. Whenever the amateur status of a student-athlete is questionable and before competition begins in an activity sponsored by the NJCAA, it is the responsibility of an administrative officer of the college where the student-athlete is enrolled to clear the status of the student-athlete in question. In determining amateur status of student-athletes, the following guidelines have been established.

A. **Student-Athletes are Permitted To:**

1. Accept scholarships and educational grants-in-aid from their institution in accordance with the provisions of Article VIII of the bylaws of the NJCAA.
2. Officiate sport contests, providing the compensation received does not exceed the going rate for such employment.
3. Serve as coaches or instructors for compensation in a physical education class outside of their institution provided the employment is not arranged by the student-athlete's institution or a representative of its athletics interests.
4. 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) and not on a fee-for-lesson basis.
5. Participate in professional baseball for no more than ninety (90) days at a level no higher than Class A. If this can be confirmed by the National Association of Professional Baseball Leagues, the student-athlete shall be eligible to compete in baseball at an NJCAA member college. Any participation beyond the first ninety (90) days shall cause a student-athlete to be ineligible in the sport of baseball.
6. Participate in women's softball if the women were involved in the Professional Softball Association and have been reinstated by the appropriate amateur governing body.
7. Have their names or pictures appear in books, other publications, or films without jeopardizing their amateur status, but only under the following conditions:
   a. Appearance in such publications or films is for the purpose of demonstrating athletic skill, analysis of a sports event, or instruction in sports.
   b. There is no indication that the student-athlete expressly or implicitly endorses a commercial product or services.
   c. The student-athlete is not paid.
   d. The student-athlete has signed a release statement detailing the conditions under which his or her name or image may be used and has filed a copy of that statement with the institution he/she attends.
8. Amateur
   a. Only an individual who is an amateur is eligible for intercollegiate athletics participation in a NJCAA certified sport.
   b. An individual, for the purposes of this bylaw, is any person of any age without reference to enrollment in an educational institution or status as a student-athlete.
   c. An individual loses amateur status and thus shall not be eligible for intercollegiate competition in a NJCAA certified sport if any of the following criteria applies:
      i. Uses his or her athletics skill (directly or indirectly) for pay in any form in that sport;
      ii. Accepts a promise of pay even if such pay is to be received following completion of intercollegiate athletics participation;

iii. Signs a contract or commitment of any kind to play professional athletics, regardless of its legal enforceability or any consideration received;
iv. 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
v. Competes on any professional athletics team, or on a team where any member of the team is considered professional, even if no pay or remuneration for expenses was received;
vi. Enters into a professional draft;

B. **Student-Athletes Shall Not:**

1. Receive money or other forms of remuneration beyond actual expenses for participating in any athletic contest or programs with the exception of bowling and golf. (Refer to the bowling and golf sports rulebook.)
2. Give lessons on a fee-for-lesson basis.
3. 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.
4. 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.
5. Take any financial assistance, or enter into an agreement of any kind, to compete in professional athletics, with the exception of the student-athlete who participates in professional baseball for not more than ninety (90) days as provided in Section 11.A.5. Student-athletes who violate this provision shall be ineligible for participation in the sport. This includes declaring for professional draft.
6. Try out with a professional sports organization while enrolled full-time during any part of the academic year unless they have exhausted their eligibility in that sport. (This includes any time from the beginning of the fall term through the completion of the spring term, including any intervening period.) Part-time student-athletes who are not participating under the provisions of Section 4.I. may try out provided they do not receive any form of compensation other than actual expenses from the professional organization.
7. Contract in writing to be represented by an agent in the marketing of athletic ability or reputation in a sport.
8. Participate in the Major Junior A Hockey League sponsored by the Canadian Amateur Hockey Association (CAHA).
9. Participate in the A League of Professional Soccer.
10. Participate in the Superliga of the Brazilian Confederation of Volleyball (CBV).
11. Student-athletes shall not compete professionally or contract to compete professionally in a sport regardless of its format.
12. Student-athletes shall not have competed on the men's ATP Professional Tennis Tour or the women's WTA Professional Tennis Tour or with any other professional tour, circuit or league that provides prize money or salary or any other form of remuneration beyond actual expenses. The ITA expense form is to be used for those amateur student-athletes that have competed in professional tour events or on circuits/tours that provide expense money, not prize money based upon winning, however,
    a. Any student-athlete having played in 10 or more professional events after his/her date of high school graduation or 19th birthday, whichever is earlier, shall have one year of eligibility remaining if the ITA expense form is properly executed and approved.
    b. Any student-athlete having played in 10 or more professional events two years after his/her date of high school graduation or 19th birthday, whichever is earlier, shall have no eligibility remaining.
    c. Any student-athlete having received compensation in excess of $2,500 total will have no eligibility remaining in the sport of tennis, regardless of number of events or expenses.

    NOTE 1: "Professional events" are those main draw events that provide prize money or other forms of remuneration based on winning, whether or not they are sponsored by the ATP/WTA or any other professional tour or circuit.

    NOTE 2: An "event" is a main draw singles or a doubles entry in a professional tournament. Entry in a singles and doubles draw in a single professional tournament would count as two (2) events.
13. A professional team is any organized team that:
    a. Provides any of its player's more than actual and necessary expenses for participation on the team. Actual and necessary expenses are limited to the following, provided the value of these items is commensurate with the fair market value in the locality of the player(s) and is not excessive in nature:

        i. Meals directly tied to competition and practice held in preparation for such competition;
        ii. Lodging directly tied to competition and practice held in preparation for such competition;
        iii. Playing and practice apparel, equipment and supplies;
        iv. Coaching and instruction;
        v. Transportation (expenses to and from practice competition, cost of transportation from home to training/practice site at the beginning of the season and from the training/practice site to home at the end of the season);
        vi. Facility usage;
        vii. Entry fees;
        viii. Other reasonable expenses, OR

    b. Declares itself to be professional.

Section 12. ADDING AND DELETING PARTICIPANTS ON ELIGIBILITY FORMS

The eligibility status of student-athletes is determined at the beginning of each season. The following rules determine when student-athletes can be supplemented or must be deleted according to their academic performance.

A. Student-athletes that are not serving probation and are academically eligible can be supplemented on an NJCAA Eligibility Form up until the deadline dates listed below. **Such student-athletes become eligible on the date of electronic submission of the eligibility form for that student-athlete(s).** Additions submitted after the deadline date established for each sport can not be submitted online and will not be accepted. Student-athletes submitted after the initial eligibility filing are not eligible until their submission date.

Cross Country..... October 12, 2012	Wrestling .....February 8, 2013	Lacrosse..... April 12, 2013
Soccer..... October 12, 2012	Ice Hockey .....February 8, 2013	Outdoor Track & Field ..... April 12, 2013
Volleyball..... October 12, 2012	Swimming & Diving.....February 8, 2013	Tennis ..... April 12, 2013
Football ..... November 2, 2012	Indoor Track & Field .....February 8, 2013	Baseball ..... April 19, 2013
Half Marathon ..... November 9, 2012	Bowling .....February 8, 2013	Softball ..... April 19, 2013
	Basketball .....February 8, 2013	Golf ..... April 26, 2013

NOTE: Spring sports which have qualifying tournaments in the Fall, must have their Fall eligibility form cleared 10 days prior to their Fall Qualifying Tournament.

B. For those sports whose regular season schedule begins between terms, all student-athletes must be academically eligible from the previous term.

C. If the regular season schedule of a sport ends before the last day of the term, all student-athletes remain eligible for post-season competition (Regional and National competition), provided full-time enrollment is maintained throughout the term. No additions can be made to a team's roster after the term has ended.

D. In all sports at the Division I and Division II level, the number of non-U.S. citizen athletes that can be certified on an eligibility roster can be no more than one-quarter of the total number of Letter of Intent/Scholarship allowed by NJCAA rules in that sport. See list below:

Baseball……. 6 total (fall & spring)	Lacrosse…… 5 total (fall & spring, per gender)
Basketball…….. 3 total (per gender)	Soccer…… 4 total (fall & spring, per gender)
Bowling……. 2 total (per gender)	Softball…….. 6 total (fall & spring)
Cross Country... 2 total (per gender)	Swimming……. 3 total (fall & spring)
Football……. 21 total (fall & spring)	Tennis…… 2 total (fall & spring, per gender)
Golf…… 2 total (fall & spring, per gender)	Track & Field… 7 total (per gender)
Ice Hockey …… 4 total	Volleyball…….. 3 total (fall & spring)
Half Marathon… 1 total (per gender)	Wrestling……4 total

E. **RECERTIFICATION:** If the regular season schedule of a sport extends past the last day of the term, the eligibility of student-athletes is determined by the following rules:

1. Student-athletes that do not satisfy the academic provisions of Section 4 at the completion of the term will remain eligible through the 20th calendar day after the end of the given term with one exception as follows:
   a. **TRIMESTER COLLEGES:** Colleges which operate on the trimester calendar and whose winter session ends approximately April 20, may elect to allow their student-athletes that do not satisfy the provisions of Section 4 at the completion of the term, to finish the season. Conversely, those colleges may not add student-athletes who have become eligible during the winter session. Colleges who choose this exception must designate on an NJCAA form by October 31 of that particular academic year if they are following this option.
2. Transfer student-athletes who have served probation or non-transfer student-athletes who have re-established their eligibility during a term of college attendance, can be supplemented to a team's roster any time after the end of the term provided all student-athletes that do not satisfy the provisions of Sections 4.D or 4.E are dropped as of the same date. This exchange must occur on or before the 20th calendar day after the term ends and a complete eligibility form for the subsequent term must be submitted showing all eligible student-athletes. If student-athletes are supplemented any time following the 20th calendar day after the end of the term, only the new entries must be submitted on an eligibility form and the next term's eligibility form will be due in accordance with Section 13.D.3. The new entries may begin participating on the electronic submission date. Transfer student-athletes cannot be added before the full sixteen calendar weeks have expired.

F. **NJCAA Non-Participation Form.**

1. A form used by colleges to submit names for those student-athletes submitted on an eligibility form but never participated during that season.
2. This is a mandatory process that must be completed by July 1 of each academic year.
3. **Penalties:** Refer to late filing penalties in Article V, Section 13.E.1.

Section 13. CERTIFYING THE ELIGIBILITY FORM

A. Each NJCAA member college shall be required to submit eligibility electronically to the NJCAA for each of the NJCAA certified sports that the college sponsors as a varsity sport. The Eligibility Chair, Registrar or Dean, Athletic Director and student-athlete must sign the form. The student-athlete's signature on the hard copy gives the college permission to release transcripts to the NJCAA (Buckley Amendment – Public Law 93-380), and it also verifies that all information on the eligibility form pertaining to the student-athlete is correct and complete.

B. Eligibility certification forms, filing process instructions, and online program instructions can be accessed through the NJCAA web site (www.njcaa.org).

C. **ELIGIBILITY AUDITS**

1. The NJCAA National Office will annually audit a minimum of five percent of the programs in each certified sport.
2. If a college is selected for audit, the athletic director will be notified by telephone and fax/email and the college president (Chief Executive Officer) will be contacted by email.
3. The member college shall have 72 hours from the time of initial verbal contact to have the complete hard copy eligibility file received by the National Office.
4. Documents must be sent via overnight, certified mail or comparable tracking means.
5. The hard copy eligibility file must include:
   a. The Submitted Copy (not the Preview Copy) of the eligibility form complete with college seal, student-athlete signatures, athletic director signature and eligibility chairman, registrar or dean signatures.
   b. All college transcripts (past and present), transfer waivers where applicable, and current student-athlete class schedules for all student-athletes.

c. Proof of high school graduation (official high school transcript or diploma) or GED. Home school students refer to Article V, Section 4.L.
d. Signed and submitted copies of the Letter of Intent for each student-athlete where applicable.
e. Delay and Break of Enrollment statements where applicable.
f. Copy of sport schedule.
g. Copy of team roster.
h. Documentation of academic or medical hardship, part-time attendance rule, certified learning disabilities hardship, non-high school graduate and/or 18 calendar month non-college attendance rule.
i. I-20 forms for all non-United States citizen student-athletes for all Divisions (I, II, and III). (Must be a copy of the official form with signatures, and stamp dates of arrival in the U.S.)
j. Letter of admission for all non-United States student-athletes for Division I, II and II programs.
k. List of those student-athletes who are Permanent Residents (or Green Card Holders) and appropriate documentation proving such.
l. Copy of the Official Intercollegiate Tennis Association (ITA) Amateur Reimbursement Form for all student-athletes that show earnings on the ITA website (www.itatennis.com);
m. And any other documents certifying the student-athlete's eligibility.

6. **PENALTY FOR LATE SUBMISSION OF AUDIT INFORMATION**
   a. First offense – (within one academic year)
      1. Mandatory audit of all sports within the academic year.
      2. Letter of Reprimand to Athletic Director and College President.
   b. Second Offense – (within same academic year)
      1. Mandatory audit of all sports within the academic year.
      2. Letter of Reprimand to Athletic Director and College President
      3. Automatic audit requirements for all sports to the next academic year.
      4. Possibility of further sanctions, as per Article V, Section 17.

D. **DEADLINES FOR ELECTRONIC SUBMISSION OF ELIGIBILITY FORMS:**
1. The forms must be electronically submitted either on or before the first regularly scheduled contest or by the 15th calendar day of the term in which the sport begins.
2. If the first scheduled contest of a sport begins between terms, the eligibility form must be electronically submitted within 15 calendar days from the date of the first contest.
3. **Recertification:** If the regular season schedule of a sport extends beyond the last day of the term and continues beyond the 20th day after the term ends, a second eligibility form for that sport is due by the 15th calendar day of the next term. Refer to Section 12.E.2.
4. A college that does not conduct any scheduled events before a regional or national tournament, must electronically submit completed electronic eligibility forms in advance of the deadline dates established in Section 12.A.
5. Any college failing to submit an electronic eligibility form for the entire season shall be subject to disciplinary action by the NJCAA National Office.

E. **Penalties for Late Filing of the Electronic Eligibility Forms**
1. First Offense
   a. Mandatory eligibility audit will be conducted in that sport(s).
   b. Letter of reprimand to Athletic Director and College President.
2. Second Offense
   a. Mandatory eligibility audit will be conducted in that sport(s).
   b. Automatic Athletic Probation (Refer to Section 17) for that sport if the second violation occurs within the same academic year.
3. Any college failing to submit an electronic eligibility form for the entire season shall be subject to disciplinary action by the NJCAA National Office.

F. **Exceptions – TRIMESTER COLLEGES**: Those institutions not governed under the semester or quarter academic systems must continue to manually file eligibility in accordance with Sections 12 and 13 of the NJCAA bylaws. **NOTE:** All information in Article V, Section 13.C.5.

Section 14. SCRIMMAGE DEFINITION

A. A scrimmage is a contest which is conducted to prepare a team for regular season competition. An eligibility form is not required if the scrimmage rules listed below are followed:
1. All scrimmages must be included and designated as such on the official schedule as published by the intercollegiate department. This must include all written and website schedules.
2. No awards of any kind may be given to the participants.
3. No championship play of any kind may be carried on.
4. Participants must be enrolled/registered at the college he/she is representing and have a valid physical on file in order to participate in a scrimmage.
5. Both colleges must classify the competition in the same manner – scrimmage or regular season competition. This must be agreed to by both colleges prior to the start of the competition.
6. Once the contest is classified and completed as a scrimmage it cannot be changed.

Section 15. CLUB TEAM

A. Any one of the NJCAA certified sports may be declared by the college administration as a club sport. Such declaration shall be made on an NJCAA Club Form *prior* to the beginning of a season schedule. Included on the form shall be a roster of the participants on the team. One copy of the form shall be sent to the Regional Director and another copy to the NJCAA Office. **USE NJCAA CLUB DECLARATION FORM**

B. A college cannot sponsor a club team and a varsity team in the same sport during the same academic year in an NJCAA certified sport, i.e., a team can not be a club team during the fall season and a varsity team in the spring season.
C. Participation on a designated collegiate club team in an NJCAA certified sport shall constitute one season of participation; only student-athletes that have not exhausted two seasons of collegiate eligibility in that particular sport may participate.

Section 16. STUDENT-ATHLETE PARTICIPATION IN ALL-STAR AND OPEN COMPETITION

A. For every all-star game or international contest which a member college sponsors, an NJCAA Athletic Event Questionnaire shall be on file with the NJCAA National Office.
B. 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. Facilities of a member college can be made available only if the contest is filed with the NJCAA on an NJCAA Athletic Event Questionnaire.
C. While the season of any sport is in progress, as determined by the published schedule of the college, student-athletes shall not participate in that same sport for any other team except in the following sports: bowling, golf and tennis. (Season of any sport shall include the regional and national tournaments in which the college may be participating.)
D. Any open competition in any one of the NJCAA certified sports which student-athletes enter as representatives of a member college shall be listed on the published schedule of the college and the student-athletes must satisfy the NJCAA Rules of Eligibility and be submitted on an eligibility form.
E. Student-athletes not representing a NJCAA member college may participate unattached in "open" or "exhibition" competition without an NJCAA Athletic Event Questionnaire on file. A college shall not furnish any assistance (equipment, transportation, lodging or meals) for student-athletes to participate in such events.
F. In order for student-athletes to participate in athletic events such as all-star games, an NJCAA Athletic Event Questionnaire must be on file with the NJCAA National Office.
G. Violation of this section may subject student-athletes to disciplinary action. The penalty shall be imposed by the Office of Eligibility and may include termination of future eligibility in activities sponsored by the NJCAA.
H. Violation of this section may 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.
I. A student-athlete may participate in official tryouts/trials involving national teams sponsored by the appropriate national governing body of the US Olympic Committee. During such tryouts/trials, the student-athlete may not represent an NJCAA member college. The NJCAA member college shall not furnish any assistance (equipment, transportation, lodging or meals) for student-athletes to participate in such events.

Section 17. PENALTY FOR VIOLATION OF ELIGIBILITY RULES

A. IN-SEASON

1. An NJCAA member college which uses an ineligible student-athlete, whether knowingly or not, shall forfeit all contests in which such ineligible student-athlete participated.
2. If an NJCAA member college uses an ineligible student-athlete or violates any other section of the NJCAA bylaws, they shall in addition to the forfeiture of their athletic contests, be subject to further penalty as the National Office deems advisable under the circumstances.
3. **ATHLETIC PROBATION:**
   a. The maximum penalty which the Office of Eligibility may impose will be 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 academic 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 Office of Eligibility.
   b. During the time the penalty is in effect, the member college shall be deemed to be on athletic probation in the sport or sports covered by the penalty.
   c. At the end of the probationary period, the member college shall request that it be taken off probation. Such request shall be made in writing to the Office of Eligibility and the Executive Committee, which by majority vote, shall grant the request or continue the member college on probation for a period not to exceed one additional year. At the end of such time, the additional probationary period shall be automatically terminated.
   d. During the probationary period, neither the causative individual(s) nor the team(s) shall be eligible for regional and/or NJCAA honors.
   e. While on athletic probation, eligibility audits will be conducted for each sport in that college's athletic program. These audits will be due according to the deadlines set by the NJCAA National Office.

NOTE: Eligibility Audits are due to the National Office no later than the fifteenth (15th) calendar day after the date of the first regular season game.

4. If an investigation of eligibility is initiated by a member college of the NJCAA, the costs so involved will be borne by the college which initiates the investigation if the student-athlete(s) so involved are found eligible, and if found ineligible, by the college in which the student-athletes are enrolled.

B. POST-SEASON *(formerly Article XI. Section 14-16)*

1. Procedures when a participant is discovered to be ineligible during or after Regional competition.
   a. If a student-athlete is discovered to be ineligible during competition, or any time thereafter prior to five calendar days preceding National Championship/Invitational competition, the team shall not be allowed to enter the National event as a team qualifier. Individuals may enter if they have qualified on an individual basis.
   b. If a student-athlete is discovered to be ineligible after Regional competition has been completed but within five calendar days prior to National Championship/Invitational competition or during such competition, the ineligible student-athlete shall be immediately disqualified but the team shall be allowed to complete post season play. The team record shall be adjusted to show the forfeited contests.

c. If a student-athlete is discovered to be ineligible during or after National Championship/Invitational competition, the team standings for all teams shall remain unaffected. The ineligible student-athlete shall surrender all personal awards to the NJCAA if the ineligibility is discovered during the National Championship/Invitational competition or up until the end of the official year (July 31) after the event has been completed.
d. If a student-athlete is discovered to have been ineligible after August 1, following the National Championship/Invitational no disqualification shall occur. All awards shall remain as awarded.
e. If a member college uses an ineligible student-athlete during Regional, District, or National Championship/Invitational competition whether knowingly or not, the member college shall be placed on probation for the post-season following the discovery.

2. The failure of a member college to comply with any and all of the requirements as listed in the NJCAA Constitution and Bylaws pertaining to Regional, District, or National qualifications may result in that member college's elimination from participation in the respective Regional, District, or National championship. The decision to eliminate a member college from participation shall be the sole responsibility of the National Office.
3. **PENALTIES:** Punishment may include up to exclusion or dismissal from national tournament.

Section 18. ELIGIBILITY RULE CHANGES

Additions, deletions, and corrections to the Rules of Eligibility shall be voted upon every year at the NJCAA Annual Meeting.

Section 19. SPORT PROCEDURES

Sport procedures guidelines regulate each NJCAA certified sport.

An Academic year is defined as August 1 through July 31.

A. An NJCAA student-athlete on institutional athletic aid shall be a counter relative to the number of scholarships allowed in the sport, for each sport in which he/she participates in. **NOTE**: Non-United States citizens participating in a NJCAA member college athletic program are counters relative to the number of scholarship non-United States citizen student-athletes in each sport in which they participate.

NOTE: Cross Country/Half Marathon/Indoor & Outdoor Track & Field Exempt

B. The sport procedures include established limits.
   1. Starting date for practice.
   2. Starting date for games
   3. Ending date for practice and/or games.
   4. Number of contest allowed per season.
   5. Number of scrimmages allowed per season.
   6. Number of Letters of Intent per academic year.
   7. Number of Scholarships in the sport at any given time.
   8. Signing date for each sport (Letter of Intent).
   9. **Division I and II member colleges**: Requiring athletic aid and the number of allowable scholarships offered to student-athletes who are not United States citizens or permanent resident (defined as the holder of a Green Card) student-athletes, be no more than one-quarter of the total number of scholarships allowed by NJCAA rules in that particular sport.
   10. **Men's and Women's Tennis:** Increase Letter of Intent Scholarship limit in Men's and Women's Tennis to nine (9). Maintain the current non-United States citizen student-athlete scholarship limit (2). Allow a maximum of three (3) full scholarships to include tuition and fees, room and board, course related books, transportation costs one time per academic year to and from the college by direct route, and six (6) partial scholarships limited to tuition, course related books and fees.
   11. **Division II Volleyball:** Not more than two (2) non-United States citizens on athletic aid may compete in NJCAA Division II Volleyball.

Sport Procedures for each season are listed on the following pages:

2012-2013 NJCAA Sports Procedures

Sport	Start Date	Game Date	Game Date (Defined)	End Date	** # Of Contests	# Of Scrimmages	*** # of Letter of Intent Signees/ Scholarships	Signing Date	• # Of Scholarships For Non U.S. Citizen Athletes
Baseball (Fall) Men	Aug 10	Aug 22	August 22	Nov 15	76Games/Scrimmages with a maximum of 56 Games/Scrimmages in the Spring		24	None	6 Total Fall and Spring
Baseball (Spring) Men	Jan 10	Jan 25	Last Fri in January	NJCAA Tourney				Jan 15	
Basketball Men/Women	Oct 1	Nov 1	♦♦Nov 1	NJCAA Tourney	30 Games	4 Dates	15	Apr 8	3
Bowling Men/Women	Sept 10	Sept 28	Last Fri in September	USBC Tourney	15 Dates	0	8	Apr 8	2
Cross Country Men/Women	Aug 1	Aug 22	August 22	NJCAA Meet	10 Dates	0	♦ 10 Combined (Cross Country & Half Marathon)	Dec 1	♦ 2
Football (Fall) Men	Aug 1	Aug 22	August 22	Last Bowl Game	11 Games	2	85	1st Wed in Feb	21 Total Fall and Spring
Football (Spring) Men	Jan 15	None	None	None	20 days of practice	0		None	
Golf (Fall) Men/Women	Aug 1	Aug 22	August 22	Nov 15	30 Dates Fall and Spring Combined		8	None	2 Total Fall and Spring
Golf (Spring) Men/Women	Jan 10	Jan 25	Last Fri in January	NJCAA Tourney				Jan 15	
Ice Hockey Men	Oct 1	Oct 20	Oct 20	NJCAA Tourney	28 Games and/or Scrimmages		16	Jan 15	4
Half Marathon Men/Women	Aug 1	Aug 22	August 22	NJCAA Meet	3 USA Track approved road races		♦♦ 10 Combined (Cross Country & Half Marathon)	Dec 1	♦♦ 0
Lacrosse (Fall) Men/Women	Aug 15	Aug 22	August 22	Nov 1	22 Dates		20	None	5 Total Fall and Spring
Lacrosse (Spring) Men/Women	Jan 15	Feb 21	Feb 21	NJCAA Tourney				Apr 8	
Soccer (Fall) Men/Women	Aug 1	Aug 22	August 22	NJCAA Tourney	22 Games/Scrimmages		18	Dec 1	4 Total Fall and Spring
Soccer (Spring) Men/Women	Feb 1	Feb 1	Feb 1	April 30	0	2 Dates		None	

2012-2013 NJCAA Sports Procedures

Sport	Start Date	Game Date	Game Date (Defined)	End Date	** # Of Contests	# Of Scrimmages	*** # of Letter of Intent Signees/ Scholarships	Signing Date	• # Of Letter of Intent Signees/ Scholarships For Non U.S. Citizen Athletes
Softball (Fall) Women	Aug 10	Aug 22	August 22	Nov 15	40 Playing Dates with a maximum of 30 dates in the Spring		24	None	6 Total Fall and Spring
Softball (Spring) Women	Jan 10	Jan 25	Last Fri in January	NJCAA Tourney				Jan 15	
Swimming Men/Women	Oct 1	Nov 1	Nov 1	NJCAA Meet	22 Dates		15	Apr 8	3
Tennis (Fall) Men/Women	Aug 1	Aug 22	August 22	Nov 15	35 Dates combined Fall and Spring		###	None	2 Total Fall and Spring
Tennis (Spring) Men/Women	Jan 10	Jan 25	Last Fri in January	NJCAA Tourney				Jan 15	
Track & Field (Indoor) Men/Women	Oct 1	Nov 1	Nov 1	NJCAA Meet	20 Dates combined Indoor / Outdoor		♦♦♦ 20	Dec 1	♦♦♦ 5
Track & Field (Outdoor) Men/Women	Oct 1	Jan 25	Last Fri 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	Nov 1	^^^ 3 Total Fall and Spring
Volleyball (Spring) Women	Feb 1	Feb 1	Feb 1	Apr 30				None	
Wrestling Men	Sept 1	Oct 26	Last Fri in October	NJCAA Tourney	20 Dates	3 Dates	16	Apr 8	4

♦ Not more than two (2) non U.S. citizens on athletic aid may compete in the NJCAA Cross Country Championship.

♦♦ Not more than one (1) non U.S. citizen on athletic aid may compete in the NJCAA Half Marathon Championship.

♦♦♦ Not more than seven (7) non U.S. citizens on athletic aid may compete in the NJCAA Indoor/Outdoor Track & Field Championship.

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 listed above, but are limited to tuition, fees and books.

> Division III may not offer athletic scholarships.

> **NOTE:** See Article VI, Section 9 for NJCAA athletic scholarship guidelines.

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

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

• Division I & II member colleges: Requiring athletic aid and the number of allowable scholarships offered to student-athletes who are not U.S. citizens or permanent resident (defined as the holder of a Green Card) athletes, be no more than one-quarter of the total number of scholarships allowed by NJCAA rules in that particular sport.

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 V, Section 19. 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, board, course related books 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 and course related books.

^^^ Division II volleyball is limited to a maximum of two (2) non U.S. citizens receiving athletic aid. **NOTE:** Refer to Section 5 in the Division II volleyball section in Article XIII.

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

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 VI – NJCAA POLICY STATEMENTS

Section 1. TRYOUTS/AUDITIONS

A. Before allowing a high school student to try-out/audition, a NJCAA member college shall determine if try-out/auditions are allowed by the students State High School Activities Association regulations in the student-athlete's home state.
B. A try-out/audition is any organized recruiting event that is open to the general public held in an effort to fill roster spots on a colleges intercollegiate sport teams.
C. A member college may conduct a try-out/audition of a prospective student-athlete only on its campus or at a site at which it has been approved to conduct practices or competition.
D. A college may conduct no more than two try-out/auditions per sport per academic year.
E. A college may conduct no more than one try-out/audition per prospective student-athletic per academic year.
F. A prospective student-athlete must have completed his/her junior year in high school to participate in a try-out/audition.
G. A prospective student-athlete must have valid verification that he/she has had a physical examination administered by a qualified health care professional licensed to administer physical examinations within one year of the try-out/audition.
H. Member colleges may not expend funds on prospective student-athletes prior to, during or after the try-out/audition. This would include, but not be limited to, transportation, meals, souvenirs, practice gear, etc.
I. Try-out/auditions per individual must not exceed two hours.
J. Competition against the member college's team is permissible when counted in the regular season or off-season allowable hours of practice.
K. Member college's may provide equipment and clothing on an issuance and retrieval basis to a prospective student-athlete participating in a try-out/audition.

Section 2. PARTICIPATION OF FALL TOURNAMENT QUALIFIERS IN SPRING NATIONAL CHAMPIONSHIPS

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.

Section 3. POLLS

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

Section 4. SUBSTITUTIONS FOR NATIONAL CHAMPIONSHIP

A. Where national qualifying is done by a set standard (track, swimming, etc.) there shall be no substitution allowed.
B. 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.
C. 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.

Section 5. NJCAA COMPETITION IN REGULAR AND POST SEASON

A. The NJCAA will allow women to participate with men on the same team providing that the female participant or participants are otherwise qualified under NJCAA regulations and further providing that said participating college or institution does not have a women's team in such sport or category.
B. Males are not allowed to participate on women's teams in any sport.
C. Those women listed on a men's eligibility form may participate in the men's regional/national tournament unless the National Office is notified prior to the beginning of the regular season that the student-athlete will participate in women's post-season play. This declaration must be signed by the athletic director and by the student-athlete.

Section 6. ALUMNI GAMES

Alumni games are not considered as regular season contests of a college sport. These games shall not be figured into the college's records or statistics.

Section 7. POST SEASON COMPETITION

A. Once a college team begins post-season competition leading up to a National Championship, the team shall not participate in post-season competition with another organization. If a college chooses to not participate in NJCAA post-season competition, the team may participate in post-season competition with another organization, if advance notice is given to the Regional Director and the 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.
   Note: Post season 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.
B. All regional post-season events will be at the direction of the Regional Director.

1. 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.
2. 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. 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.

D. 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.

E. 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 8. SAFETY

a. In any recognized sport where there is a significant risk of oral and/or facial injury, the NJCAA endorses the use of protective oral/facial equipment by the student-athletes.
b. The NJCAA highly recommends that each NJCAA member college purchase a lifetime catastrophic insurance policy for their student-athletes.
c. The NJCAA requires that a certified athletic trainer and AED be provided at all NJCAA post season events; it is recommended at all regular season events.
d. The NJCAA highly recommends that each NJCAA member college develops and implements a concussion management plan for all student-athletes.

Section 9. TELEPHONE INQUIRIES TO THE NATIONAL OFFICE.

Each NJCAA member college must designate two representatives from their college that may telephone the NJCAA National Office. Only those representatives listed will be allowed access to an Office Administrator. In addition to the representatives listed, the college president may gain access.

Section 10. ATHLETIC SCHOLARSHIP GUIDELINES FOR DIVISIONAL PLAY

Division I:	A maximum of tuition and fees, room and board, course related books and transportation costs one time per academic year to and from the college by direct route.
Division II:	A maximum of tuition, fees, **and** course related books. (Division II scholarships can not include room and/or board through a fee or any other system.)
Division III:	No athletic scholarship aid of any kind.
NOTE:	Divisional play is by sport not by college program. The number of allowable scholarships for each sport in each division is listed in the sports procedures section of the NJCAA Handbook.

A. Member colleges may request in writing to the NJCAA the addition of *Benefits to Students for Academic Support Services* that would include the ability of institutions to make available to student-athletes general academic and support services the institution deems necessary for student-athlete success. This would include use of institutionally owned computers and typewriters on a check-out and retrieval basis; however typing/word processing/editing services or costs may not be provided, even if typed reports or other papers are a requirement of a course in which a student-athlete is enrolled.
NOTE: The *Benefits to Students for Academic Support Services* cannot be used as enhancements for recruiting and must be requested after the student-athlete has signed a Letter of Intent/Scholarship.

B. Member colleges may allow up to a maximum of two (2) meals per semester/quarter for a team not to exceed the cost per diem of the meal.

C. General athletic-related medical coverage may be provided to *all* student-athletes by the college, regardless of the division in which the college participates.

D. Member institutions shall declare divisional status in those sports offering more than one division for NJCAA participation. Such declaration shall take place each even numbered year, and such designation shall be for a two year commitment. Each sport committee shall formulate a two year plan (during the annual meeting in that even numbered year) for each commitment cycle. Once the commitment cycle has been determined by the NJCAA sport committee, no changes shall be allowed within the division structure.

E. Multi-sport student-athletes will only receive institutional athletic aid based on the maximum allowable scholarship aid of the lowest division in the sports in which the student-athlete participates.

Section 11. The NJCAA supports the philosophical ideal of the student-athlete by recommending to all member colleges that in-season practices and contests be limited to 20 hours per week.

Section 12. HOUSING ARRANGEMENTS

A. Housing arrangements of any type with any member of the athletic staff are not permitted by the NJCAA.
B. Athletic staff may provide housing contact information to current and prospective student-athletes.

Section 13 INSURANCE

A. The NJCAA and the sponsoring organization(s) shall not be liable or responsible for injury to any individual, or damages of any nature, resulting from participation in any post-season events sponsored by the NJCAA.
B. The NJCAA shall not be liable or responsible for injury to any individual, or damages of any nature, resulting from participation in any regular season events.

Article VII – Procedures for Appeal

Section 1. GENERAL

A. Procedures set forth in this Article VII are the sole methods for challenge of decisions of the National Office and the Executive Committee. No member college or any of its student-athletes or employees can institute any suit at law or in equity or seek any court injunction or restraining order concerning any dispute or controversy involving the NJCAA enforcement or interpretation of any of the bylaws, rules, or regulations of the NJCAA or any sanctions imposed by the NJCAA.

B. Only member colleges may challenge the interpretation and enforcement of the bylaws, rules, and regulations of the NJCAA and they may do so only pursuant to and in the manner set forth by the provisions of this Article VII. No individual coach, student-athlete, booster club, or other entity affiliated directly or indirectly with the member college shall have any standing to challenge a decision of the NJCAA.

C. As a condition to membership in the NJCAA, each member college consents to be bound by the provisions of this Article VII. Any member college who institutes any suit at law or in equity or seeks any court injunction or restraining order against the NJCAA in connection with the interpretation or enforcement of the bylaws, rules, and regulations of the NJCAA or sanctions imposed by the NJCAA shall be subject to sanctions, penalties, expulsion, fines, probations, or other penalties as may be prescribed by the Executive Committee of the NJCAA.

Section 2. AUTHORITY OF THE NATIONAL OFFICE

A. All decisions concerning challenges and/or questions of the interpretation and the enforcement of the bylaws, rules, and regulations of the NJCAA shall be made in the first instance by the NJCAA National Office.

B. Questions concerning the interpretation or enforcement of the bylaws, rules, and regulations shall be made in writing to the National Office. Such questions shall set forth in detail the facts giving rise to the question, including but not limited to the name and address of the member college presenting the question, the name and address of each college involved in the question, any background facts involved in the question, and the citation of the NJCAA bylaws, rules, and regulations involved in the question. Such request for decision concerning questions must be signed by either the president of the member college posing the question or the athletic director for that college.

C. Challenges to the interpretation or the enforcement of the NJCAA bylaws, rules, and regulations shall set forth in detail the name and address of the member college presenting the challenge, the factual basis for the challenge, the jurisdictional basis of the challenge, citation of the bylaws, rules, and regulations involved in the challenge, name and address of any other member college that would be affected by the challenge, and any documentation to support the challenge.

D. The National Office shall provide its written decision concerning any such questions or challenge to the member college presenting the question or challenge and to the Regional Director for the region in which the presenting college is located. The written decision shall set forth:

1. The decision of the National Office.
2. The jurisdictional basis for the decision.
3. The citation of the NJCAA bylaws, rules, and regulations involved in the decision.
4. Any other matter deemed appropriate by the National Office.

In addition, in the event that the decision of the NJCAA affects any other member college, a copy of the written decision of the NJCAA shall be provided to such affected college and the Regional Director for the region in which the affected college is located. In the event that upon receipt of a question or challenge from a college, the National Office determines that further information or documentation is necessary, the National Office may delay its decision until such other information or documentation is received by the National Office.

E. The written decision of the National Office shall be effective, final, and enforced immediately, subject to the following provisions of this Article VII.

Section 3. APPEAL TO THE EXECUTIVE COMMITTEE

A. Any member college affected by a decision of the National Office shall have a right to appeal that decision to the Executive Committee of the NJCAA.

B. The request for appeal must be sent to the Executive Director of the NJCAA, with a copy to the Regional Director for the region where the appealing college is located. The request for appeal to the Executive Committee must be in writing and must be received by the Executive Director within fifteen (15) calendar days from the date of the written decision by the National Office. The request for appeal must be signed by the president of the appealing college and set forth in detail the appealing college's basis for challenging the decision of the National Office. The appealing college may attach any documentation it deems appropriate to its request for appeal.

C. The appealing college may present its appeal in writing to the Executive Committee or may request an oral hearing. Oral hearings before the Executive Committee may only be had at the time of regularly scheduled meetings of the Executive Committee and at the location determined by the Executive Committee for its meeting.

D. In its request for appeal, the appealing college must notify the Executive Director whether the college desires an oral hearing or a written appeal. In the event the appealing college fails to notify the Executive Director of whether it desires an oral hearing on its appeal, it will be conclusively presumed that the appealing college waives such oral hearing.

E. The appealing college's request for appeal shall set forth the factual basis for its appeal, including all defenses it deems appropriate. The appealing college shall set forth in detail each bylaw and/or rule and regulation of the NJCAA involved in its appeal and list specific reasons why the decision of the National Office should be reversed. The National Office shall forward the appealing college's written presentation to each of the members of the Executive Committee in a reasonable and timely manner. The National Office may also provide its own written information concerning the matter to the Executive Committee members. A copy of the package of material sent to the Executive Committee members (including the appealing college's written presentation and any additional written information from the National Office) shall be sent to the appealing college by certified mail, return receipt requested, at the same time the package is sent to the Executive Committee members.

F. In the event that an appealing college has requested an oral hearing, the hearing shall be held for the Executive Committee with the following procedures:

1. The President of the Executive Committee shall act as presiding officer at the hearing. In the absence of the President, a majority of the Executive Committee members present shall select the presiding officer among themselves.
2. At all oral hearings, the appealing college may be represented only by an employee of the college and the student-athlete at the oral hearing may only be represented by either an employee of the appealing college or by the student-athlete himself/herself. Either the appealing college or the student-athlete or both may have legal counsel present to advise them, but such legal counsel may not make presentation directly to the Executive Committee at the oral hearing.
3. The appealing college shall present its relevant evidence (witnesses and documentation). The National Office will have the right to cross-examine any witness presented by the appealing college.
4. After the appealing college has presented its relevant evidence, the National Office shall have the right to present any relevant evidence it deems appropriate. The appealing college shall have the right to cross-examine any witness presented by the National Office.
5. All proceedings occurring during the oral hearing shall be audio and/or video recorded. The recording will be transcribed and the cost of the transcription shall be shared equally by the appealing college and the National Office. The appealing college shall be responsible for its costs and expenses, including the costs and expenses of any witnesses presented by it, and the National Office shall be responsible for its costs and expenses, including the costs and expenses of any witnesses presented by the National Office.

G. In the event an appealing college withdraws its appeal after submitting a request for appeal in writing to the Executive Director, the appealing college shall be responsible for all costs incurred by the National Office in connection with the appeal to the date of withdrawal.

H. In the event of an oral appeal, a decision will be reached by roll call vote of the Executive Committee members present.

I. Decisions of the Executive Committee concerning the appeal shall be in writing. In cases where there is no oral hearing, the decision of the Executive Committee shall be due within twenty-one (21) days from the date the appealing college's written presentation is received by the Executive Director of the NJCAA, as set forth above. In cases where an oral hearing is heard before the Executive Committee, a decision of the Executive Committee shall be due within seven (7) days after the date the said oral hearing is completed. A copy of such written decision shall be furnished to the appealing college and the Regional Director for the region in which the appealing college is located. A copy of the decision may also be furnished to any other college directly affected by the decision at the discretion of the Executive Director of the NJCAA.

J. Unless a majority of the total number of the members of the Executive Committee vote to overturn the decision of the National Office, the appeal 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.

Section 4. ARBITRATION

A. A member college may appeal a decision of the Executive Committee. The sole method for appeal of a decision by the Executive Committee shall be by arbitration administered by the American Arbitration Association (AAA) or such other arbitration service as selected by the National Office. No suit at law or in equity, or for an injunction or a restraining order shall be instituted by a member college to overturn, set aside, or stay a decision by the Executive Committee or the National Office.

B. Any member college appealing the decision of the Executive Committee must submit a written notice of such appeal upon the Executive Committee, through the Executive Director of the NJCAA, demanding arbitration. Such written notice must be signed by the president of the college and delivered to the Executive Director of the NJCAA no later than 20 days from the date the decision of the Executive Committee which is being appealed was rendered. Such written notice shall set forth the name and address of the appealing college and the factual and legal basis for the appeal.

C. Upon receipt of the written notice of appeal from the appealing college, the Executive Director of the NJCAA shall select an arbitration service to hear the appeal. The Executive Director shall request that the arbitration service provide a panel of three potential arbitrators qualified to hear the appeal. Upon receipt of the panel of potential arbitrators, the Executive Director shall supply a copy of the same to the appealing college. The arbitrators shall be selected by the following method: The appealing college shall strike one name from the panel, thereafter the Executive Director acting on behalf of the Executive Committee shall strike one name, and this alternating procedure shall be repeated until only one arbitrator remains from the panel. Such arbitrator selected by the foregoing method shall be the arbitrator for the appeal. The selection of the arbitrator using the foregoing method shall be completed within seven days after the Executive Director has received the panel of potential arbitrators from the arbitration service.

D. After consultation with the parties, the arbitrators shall appoint a time and date for the hearing of the appeal and cause notification of such time and date to be sent to the parties by certified or registered mail, return receipt requested, not less than five days before the hearing. Appearance at the hearing waives such notice. The hearing of the appeal shall be conducted at the NJCAA National Office in Colorado Springs, Colorado. The parties shall share equally the fees and costs of the arbitration service, the arbitrator, and the certified court reporter who will record the arbitration proceedings. Each party shall be responsible for the fees and costs of its own representatives and witnesses, including but not limited to the fees and costs for transportation, food, and lodging for such representatives and witnesses.

E. The hearing shall be conducted in accordance with the following rules:
1. The appealing college shall be the appellant and the NJCAA shall be the appeallee.
2. The burden of proof in said proceedings shall be on the appellant.
3. The taking of testimony, presentation of argument and evidence, and all other procedures at the arbitration hearing shall, as far as the arbitrator deems practical, be governed by the usual rules applied in the courts of the State of Colorado.
4. At least five days prior to the hearing date, each party shall submit to the arbitrator (with a copy to the other party) a written brief containing, among other things, a statement of facts, a statement of the issues, a statement of the position of the party with respect to such issues, the argument(s) in support of such party's position, a list of potential witnesses who may be called by the party at the hearing, and a list of potential exhibits to be presented by the party at the hearing. The arbitrator for good cause may extend the time for filing the briefs.
5. The hearing shall be opened by the arbitrator noting the date, time, and place of the hearing and the presence of the arbitrator, the parties, and their representatives. The arbitrator may ask for statements to clarify any issues involved. The appellant shall then present its evidence to support its appeal on why the decision of the Executive Committee should be

overturned. Thereafter, the NJCAA shall present its evidence supporting the decision of the Executive Committee. Witnesses for each party shall submit to questions (in both direct examination and cross-examination and examination by the arbitrator). The arbitrator may receive into evidence any exhibits offered by either party.

6. The hearing shall be recorded by a certified court reporter.
7. 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 not withstanding the failure of a party duly notified to appear.
8. The arbitrator may adjourn the hearing from time to time as necessary and, on request of a party and for good cause, or upon the arbitrator's own motion, may postpone the hearing.
9. The decision by the arbitrator shall be in writing and a copy of the same shall be delivered to each of the parties no later than 30 days after the hearing is completed. The decision of the arbitrator shall be made in accordance with the articles of incorporation, constitution, bylaws, and rules and regulations of the NJCAA. The arbitrator shall not have the authority to amend, modify, or add to the specific provisions of the Articles of Incorporation, bylaws, or rules and regulations of the NJCAA. The arbitrator shall not have the authority to amend or change a restriction or sanction imposed by the NJCAA on the appealing college.
10. The arbitrator's decision shall be final and binding upon the parties unless the decision is procured by corruption or fraud, or the arbitrator exceeded the arbitrator's powers as set forth herein.

ARTICLE VIII – GRANTS-IN-AID, RECRUITMENT AND BOOSTER CLUBS

Section 1. **GRANTS-IN-AID**

A. An athletic grant-in-aid may be awarded to any student-athlete in recognition of his/her athletic ability provided the student-athlete is admitted to the institution as a regular student. It shall be limited to a maximum of:
   1. Tuition and Fees
   2. Room and Board
   3. Required course-related books
   4. Transportation costs one time per academic year to and from the college by direct route.

B. Responsibility for the observance of the rules contained herein shall be upon the institution. This responsibility includes the acts of outside individuals or organizations when performed with the knowledge of any member of the administrative or athletic staff of the institution. Student-athletes receiving a grant-in-aid will be required to certify, as a condition of eligibility for athletic participation, that they have not participated in any violation of these rules.

C. Grants-in-Aid shall be administered by the institution through the office, department, or division which administers financial funds for enrolled students.

D. Written notice of the terms of the original Grant-in-Aid for that academic year shall be given to a student-athlete and electronically submitted to the NJCAA National Office no later than the 15th calendar day from the beginning of classes in the first term the student-athlete is receiving aid. Special permission from the NJCAA National Office must be obtained for any student-athlete being awarded athletic aid after this 15 day window. The written agreement of the Grant-in-Aid shall be in affect for one full academic year. If the Grant-in-Aid becomes vacant, it may be awarded to a different individual at the start of the next full term. The Grant-in-Aid is subject to the provisions of the contract. Renewal of the Grant-in-Aid must be given in writing as soon as eligibility is determined.

E. The following practices are prohibited with grants-in-aid:
   1. Permitting a student-athlete to receive assistance, in cash or in kind, which is not administered by the institution, or which does not fall within the permissible limits of a grant-in-aid as set forth in Section 1 above; but the foregoing shall not prohibit assistance from anyone on whom the student-athlete is naturally or legally dependent.
   2. Permitting a member of a student-athlete's family to receive assistance, in cash or in kind.
   3. Cancellation or modification of a grant-in-aid during the period of its effectiveness because of injury or good or bad athletic performance.
   4. Permitting student-athletes to engage in employment for which they receive greater compensation, or in which they are not required to work as hard as others in similar employment or which is otherwise not legitimate employment.

F. Cancellation of a grant-in-aid is permitted:
   1. If the student-athlete becomes ineligible for participation in athletics because of academic and/or disciplinary reasons; or
   2. 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; or
   3. If the student-athlete voluntarily withdraws from a sport prior to the institution's first competition in that sport; or
   4. Graduation

G. Annual awards for a cumulative reasonable value not exceeding $500.00.

H. Permitting NJCAA institutions to institute an "adopt a player program" under the following conditions:
   1. Approval of the college administration.
   2. Utilizing the occasional family meal.
   3. The program is administered by the institution.
   4. No monetary transactions may transpire from the "parent" to the adoptive student-athlete (i.e. loans, co-signing, long distance telephone calls, tickets).
   5. No trips involving excessive mileage and/or expense.
   6. No free tickets paid for by "parent".
   7. Athletic personnel may be involved in the coordination of the adoptive program, but may not be an adoptive parent.

I. Within the NJCAA, an athletic scholarship recipient shall be defined as an individual who is receiving institutional financial aid that is countable against the total number of allowable NJCAA scholarships by sport established by the NJCAA in Article V, Section 19.

   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 V, Section 19. 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.

J. Non-athletic aid may be awarded to any student-athlete reported on an NJCAA Eligibility Form for participation under the following guidelines:
   1. May not receive a paid athletic recruiting visit,
   2. Must be available to the entire student population,
   3. Must not be awarded based on athletic capabilities,
   4. Must be officially recorded in and administered by the college's office of financial aid and business,
   5. Must be awarded either as need based verified by the college's office of financial aid or for outstanding academic achievement with a cumulative 3.00 GPA (on a 4.00 scale) as one of the criteria published in the college catalog, office of financial aid, and/or foundation scholarship materials, and
   6. Is not considered counters under Article V, Section 19.

Section 2. **RECRUITMENT**

A. Recruiting is 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 athletics interests for the purpose of securing the prospect's enrollment and ultimate participation in the institution's intercollegiate athletics program.

B. No institution shall permit a prospective student-athlete to be solicited to attend such institutions by the promise of gift or any aid or inducement other than that of a Grant-in-Aid permitted by these rules.

C. **On Campus Recruiting and Official Visits:**

An institution may pay for one visit to its campus by direct route of a prospective student-athlete for a stay not to exceed two (2) days and two (2) nights. The paid visit must be limited to the campus and local community where the college is located. A student-athlete must have completed his/her junior year in high school in order to receive an official recruiting visit by a member NJCAA college.

   1. Transportation:
      a. An institution may not provide transportation to a prospect other than on the official paid visit.
      b. An institution may pay the prospect's actual round-trip transportation costs for his/her official visit to its campus, provided a direct route between the prospect's home and institution's campus is used.
      c. When a prospect travels by automobile on an official paid visit, the institution may pay round-trip expenses at the same mileage rate it allows its own personnel.
      d. The air fare for commercial transportation for the official visit may not exceed coach class. Private air charters and/or transport may not be utilized.
      e. During the official visit, any member of an institution's athletics staff may provide transportation for the prospect between the campus and the bus or train station or major airport nearest the campus.
      f. Any member of an institution's athletics department may provide automobile transportation for the prospect between the prospect's home or educational institution and the member institution.
   2. Meals:
      While recruiting a potential student-athlete (prospect), a college representative may purchase meals for the potential student-athlete (prospect). The value of such meals may not exceed the amount provided a college employee while traveling on college business.
   3. Entertainment:
      a. It is permissible for an institution to pay a prospect's actual costs for reasonable expenses (e.g. meals, lodging) incurred while traveling to and from campus on the official visit.
      b. An institution may entertain a prospect at a scale comparable to that of normal student life, only on campus or the local community.
      c. A member institution may not arrange or permit excessive entertainment of a prospect on the campus or elsewhere.
      d. An institution may only provide the prospect with admission to the institution's games, during the official visit.
      e. Admission to professional sports contests may not be provided to prospects.
   4. Use of an Automobile by a Prospective Student-Athlete:
      The institution or representative of its athletics interests shall not provide an automobile for use by the prospect or the student host.

D. **Off Campus Recruiting**
   1. All funds utilized for recruitment purposes must be authorized by a college official.
   2. A member institution's athletics department staff member may visit a prospect at any location for recruiting purposes. However, on any such visit, the staff member may not expend any funds other than the amount necessary for his/her own personal expenses.
   3. An institution shall not permit any outside organization, agency or group of individuals to utilize, administer or expend funds for recruiting prospects, including the transportation and entertainment of, and the giving of gifts or services to, prospects or their relatives or friends.

E. ~~**CONTACT NOTIFICATION**~~ **(Delete August 1, 2012)**
   1. ~~An athletics staff member or other representative of the institution's athletics interests shall not make contact, for the purpose of recruiting, with the student-athlete of another NJCAA member institution.~~
   2. ~~If any athletics staff member or representative of the institution's athletic interests is contacted by a student-athlete, or a representative of the student-athletes athletic interest, from a member institution, the contacted institution must make written or electronic, **and** verbal contact with the initial member institution within five calendar days of contact.~~
   3. ~~Contact notification will be considered made by utilizing the "Contact Notification Form" as well as a phone mail message if direct contact cannot be made.~~
   4. ~~There is a 10-day waiting period beginning from the date of contact notification made with the student-athlete's initial institution before any further contact of any type can occur between the student-athlete and the second institution.~~

F. **RECRUITABLE ATHLETE**

1. **Staff and member colleges**

An athletics staff member or other representative of the institution's athletics interests shall not make contact, for any reason,

a. With any student-athlete that is in season or enrolled in the term which the sport season ends at a NJCAA member college; or,

b. With a student-athlete who is signed to a NJCAA Letter of Intent

2. Student-Athletes

A student-athlete or other representative of the student/athlete's athletic interests shall not make contact with another NJCAA member school or its representatives, for any reason,

a. While any student-athlete is in season or is enrolled in the term which the sport season ends; or,

b. While the student-athlete is signed to a NJCAA Letter of Intent

Section 3. BOOSTER CLUBS

A. The financial records of booster clubs and similar organizations which assist athletic programs must be open and available to college officials.

B. All transactions of a booster type organization or individual which assists a college athletic program in any way (e.g., equipment purchases, recruitment expenses, grant-in-aid, etc.) **must be approved through the regular financial approval procedures and process of the college (e.g., purchasing, gift acceptance, financial aid) as authorized or approved by the president**.

C. All booster club funds used for grant-in-aid must be administered in compliance with Article VIII, Section 1.C.

Section 4. ENFORCEMENT

A. A member college which violates any section of this article shall be subject to such penalty as the National Office deems advisable under the circumstances. The maximum penalty which the National Office may impose shall be to place the offending institution on probation for a period of two years.

B. Colleges may appeal decisions rendered in accordance with Section 4.B above by using the "Procedures of Appeal" described in Article VII.

Section 5. LETTER OF INTENT

The NJCAA Letter of Intent will be binding upon all NJCAA member colleges.

A. The policies and procedures of the Letter of Intent/Scholarship Agreement Form and the NJCAA Release Agreement form are as follows:

1. Limits have been placed upon the total number of Letters of Intent and scholarships allowed for each NJCAA sport (Article V, Section 19).
2. A scholarship is defined as any institutional athletic aid given to any student for a maximum of one (1) academic year. All student-athletes receiving athletic aid must have a National Letter of Intent/Scholarship Agreement form and be electronically on file at the NJCAA National Office.
3. An Academic year is defined as August 1 through July 31.
4. A student-athlete must have completed his/her junior year in high school in order to be signed to a NJCAA Letter of Intent.
5. Should a college choose to utilize the NJCAA Letter of Intent even though no athletic aid is being provided to the student-athlete, the Athletic Scholarship portion of the NJCAA Letter of Intent must be completed. The box indicating "No Athletic Aid" should be utilized for that situation.
6. Student-athletes who are resigned for a second year to an institutional scholarship agreement and who are academically eligible (Article V), must be awarded at least the same amount of scholarship aid the second year or the student-athlete shall be allowed to void the Transfer Waiver commitment and transfer to any NJCAA member college. This scholarship must be awarded by June 15th. (This is not applicable for scholarships that were cancelled per Article VIII, Section 1.F or for student-athletes that do not meet the academic requirements set by the college)
7. The Letter of Intent is an institutional letter awarded for a maximum of one (1) year. Any student-athlete who is a United States citizen or holder of a Green Card and who becomes academically ineligible (Article V) at mid-year, may be replaced by another United States citizen or holder of a Green Card student-athlete for the remainder of the year. Non-United States citizen student-athletes may not be replaced by another Non-United States citizen once the college expends any funds on that student-athlete during the academic year defined by the NJCAA Letter of Intent.
8. NJCAA Letters of Intent supersede all current regional and/or conference Letters of Intent. Regions and/or conferences, however, may impose more stringent restrictions than current NJCAA regulations.
9. If a student-athlete decides to enroll in another NJCAA member college, having already signed a valid NJCAA Letter of Intent and prior to fulfilling the terms of the original Letter of Intent, that student-athlete would be ineligible to compete for any NJCAA college for the academic year, with the following exceptions:
    a. If, by the opening day of classes in the fall, the student-athlete has not met the requirements for admission to the original institution or the academic requirements for financial aid to athletes.
    b. If the student-athlete receives a NJCAA Release Agreement from the original NJCAA member college, signed by that NJCAA member college's President (Chief Executive Officer) and Director of Athletics.
    c. If the student-athlete should serve on active duty with the Armed Forces of the United States or on an official church mission for at least 18 calendar months.
    d. If the sport is discontinued by the institution with which the student-athlete signs.
10. The NJCAA Letter of Intent will be ruled invalid for the following reasons:
    a. The student-athlete and parent/legal guardian fail to sign the Letter of Intent within 14 days after the date of issuance.
    b. The Director of Athletics does not sign and date the Letter of Intent prior to submission for the student-athlete's signature.
    c. The Letter of Intent is not electronically filed with the NJCAA National Office within 21 days after the student-athlete's signature.
11. The student-athlete will forfeit all NJCAA eligibility if he/she falsifies or has knowledge of his/her parent/legal guardians falsifying any information contained on the Letter of Intent.
12. The NJCAA Letter of Intent becomes valid when signed by the student-athlete.

13. All NJCAA institutions are obligated to respect a student-athlete's signing and shall cease any further recruitment. The student-athlete shall notify any recruiter who contacts them of his/her signing.
14. Student-athletes may be released from the Letter of Intent by receiving a signed copy of the NJCAA Release Agreement Form signed by the Athletic Director, the President of the Institution and the student-athlete/(and parent when necessary) **as required on the form.**
15. A NJCAA Letter of Intent may be voided if a student signs a Letter of Intent with a NCAA/NAIA institution.
16. A NJCAA Release Agreement form may be electronically submitted with the NJCAA National Office for all student-athletes no longer receiving or intending to receive athletic aid.
17. If more than one valid NJCAA Letter of Intent is signed without first receiving an NJCAA Release Agreement, the student-athlete will immediately become ineligible to compete.
18. A college may not expend any funds on a student-athlete prior to electronic submission of a Letter of Intent with the signing date of the athletic director and student-athlete. It is understood the President's signature and final submission will come within 21 days. **NOTE: This would not include a student-athlete's one official recruiting visit as per Article VIII, Section 2.B.**

Section 6. PRACTICE

A. Practice is any meeting; activity; or instruction involving sports-related information and having an athletics purpose; held for one or more student-athlete at the direction of; or supervised by; any member or members of an institution's coaching staff. **Participants must be enrolled/registered at the college he/she is representing and have a physical on file.**

B. The practice season for NJCAA certified sports shall be divided into two (2) seasons for the purpose of practice. These two seasons shall be designated "In Season" and "Off Season".

C. **In Season** practice shall commence with the first day of practice as allowed within the NJCAA Sports Procedures for that particular sport. In season practice shall conclude once a team or individual is no longer eligible for advancement in post-season competition. ~~In Season practice shall conclude with the last day of the national championship for that particular sport, or the last "date" as designated in the Sports Procedures.~~(Delete August 1, 2012)

D. **Off Season** shall begin once a team or individual is no longer eligible for advancement in post-season competition. ~~shall be that time period beginning on the first day after the conclusion of the NJCAA National Championship (per sport), or the last "date" as designated in the Sports Procedures, and be in effect until the next practice opportunity as defined within the NJCAA Sports Procedures~~. (Delete August 1, 2012)

E. **Activities Considered In Season Practice:** Practice shall be considered to have occurred if one or more coaches and one or more student-athletes engage in any of the following activities:
1. Field, floor or on-court activity.
2. Activities conducted as a physical education class open exclusively to members of an intercollegiate team.
3. Team building sessions if they are conducted at a site on or off an institutions campus for no more than 48 hours contact time. Team building activities such as rope courses and related team building are allowed within the parameters specified above, once per athletic team per academic year. Expenses may be paid for team building as defined above.

F. **Activities Considered Off Season:** Practice shall NOT be considered to have occurred in the following activities:
1. Participation by student-athletes in regular physical education classes, with or without credit, that are listed in the institution's current printed class schedule or the class schedule located on the institution's web site and open to all students, except as noted in #2 above.
2. Participation by student-athletes in a physical-fitness class conducted by a member of the athletics staff (including a member of the institutions coaching staff) under the following conditions:
   a. Enrollment by any student-athlete is voluntary;
   b. The classes are open to any student of the institution; and
   c. Class hours and programs have been publicized in appropriate publication and/or on the proper bulletin boards of the institution.
3. Meetings or discussions between a student-athlete and a member or members of an institution's coaching staff 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 "off-season conditioning activities."

G. **Off Season Activity Limitations:**
1. Off Season activities must be limited to on campus and must be voluntary.
2. All student-athletes participating in off season activities must be enrolled/registered in that term at the host college and have valid physicals on file.
3. No college funds may be used for any current or prospective student-athlete during the off season.
4. No college equipment may be used off campus for any current or prospective student-athlete.
5. 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. May observe the student-athlete participating in an activity, but may not be involved with the activity itself (i.e. coaching, practicing, or participating with the student-athlete in the sport he or she is being recruited to participate in).
   b. May coach against a student-athlete or anyone who has signed a valid NJCAA Letter of Intent.
   c. May participate against a student-athlete or anyone who has signed a valid NJCAA Letter of Intent.
6. A college that is required to use an off campus facility, because they do not have a facility available to them on campus, must request an exemption to practice or play at this facility from the NJCAA. The college must provide a contract and proof of payment for the off campus facility if they want the NJCAA to designate the off campus facility as an on campus facility.
7. Individual/team on campus activities (practice or conditioning) shall be limited to eight hours per week, in direct contact with college coaching staff (inclusive of weight training and conditioning).

H. **Open Gym:**
1. Playing sites/venues must be open to all students currently enrolled at the college.
2. Must be publicized through all normal communication channels within the campus.
3. Must be for a designated time period (i.e. day(s) of the week; hour(s) of the day).

4. Coach may be present but may not have athletic contact with students.

ARTICLE IX
EXECUTIVE REGULATIONS

Section 1. ORDER OF BUSINESS

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

ARTICLE X
POLICIES GOVERNING THE AWARDING OF NJCAA CHAMPIONSHIP EVENTS

Section 1.

A. All events sponsored by the 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 Tournament, Meet or Game, the event must be conducted on a Championship level and entries received from at least five regions. The possibility of entries from all regions must be assured.
D. Minimums for divisional status:

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

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 7 regions participating within the division of the sport.
   2. An NJCAA Championship is defined by having both 20 teams and 5 regions participating within the division of the sport.
   3. Divisional sports that drop below 25 teams or 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 participating regions in a given year will automatically drop to a Championship the following year.
   2. A post season championship may be held by a sport with a minimum of 8 participating teams and five regions within that sport. The title of the championship must receive the approval of the NJCAA Championship Events Committee at the prior year's annual meeting.
   3. Sports falling below eight participating teams will no longer be a certified sport of the NJCAA.

Section 2.

A. All bids to host NJCAA Championships and Football Bowl Game Proposals must be received by the NJCAA Headquarters by October 1st prior to the current bid cycle. If no bids are received, the NJCAA Headquarters has the authority to pursue and negotiate bids on behalf of the association.
B. The Championship Events Committee, in conjunction with the NJCAA Headquarters, will hold a conference call by October 31st to review and determine up to three top bids per sport, if needed.
C. A member(s) of the Championship Events Committee, Sport Committee Chair, NJCAA Headquarters 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, photos and recommendation are due back to the NJCAA Headquarters no later than two weeks following site visit. This report shall be shared with the Championship Events Committee, NJCAA Staff and Sport Committee Chair.
E. The Championship Events Committee, in conjunction with the NJCAA Headquarters, will hold a conference call at least one week prior the Annual Meeting to review and approve championships receiving only one bid.
F. The Championship Events Committee, in conjunction with the Sport Committee Chair, will meet at the NJCAA Annual Meeting to evaluate and decide upon a site for multiple bid proposals and all football bowl game proposals.
G. Final approval of all bid proposals and football bowl game proposals shall be the responsibility of the Championship Events Committee and approved by the NJCAA Board of Directors.

Section 3. Dates of all NJCAA Championship Events shall be determined by the NJCAA and host.

Section 4. Entry fees for all NJCAA Championship Events must be set by the NJCAA Sport Committee and approved by the NJCAA Board of Directors.

Section 5. Contracts and Merchandising
A. A written contract must be agreed upon and signed by all sponsors of Championship or Invitational Championship Tournaments, Meets or Games, and the Executive Director before the awarding of such Tournaments, Meets or Games shall be considered official and binding on either party or parties.
B. The terms of all contracts with sponsoring colleges or organizations and the NJCAA for staging Championship or Invitational Championship Tournaments, Meets or Games must include all policies adopted by the Board of Directors pertaining to such event.
C. The sponsoring organizations must guarantee the payment of all expenses incurred in promoting, conducting and administering the Tournament, Meet or Game.
D. If the member colleges choose to sell/distribute NJCAA logo's soft/hard goods through locally produced events but have prior contractual commitments with outside vendors, the NJCAA will allow the organizers to work with such vendors to advance the policies of the Association in the sale of concession items as herein stated but for a per event merchandising fee of $100. Member colleges that choose the official NJCAA assigned soft/hard goods supplier as their vendor will have the aforementioned merchandising fee waived.
E. If the member colleges choose to sell/distribute NJCAA logo's soft/hard goods through book stores and other outlets but have prior contractual commitments with outside vendors, the NJCAA will allow the organizers to work with such vendors to advance the policies of the Association in the sale of concession items as herein stated but for an annual merchandising rights fee of $100 payable by October 1 of each academic year. Member colleges that choose the official NJCAA assigned soft/hard goods supplier as their commercial vendor will have the aforementioned merchandising fee waived.
F. If championship event host organizers have prior contractual commitments with outside vendors, the NJCAA will allow the organizers to work with such vendors to advance the policies of the Association in the sale of concession items as herein stated for a flat fee of $300. Championship event host organizers who choose the official NJCAA assigned soft/hard goods supplier as their vendor, will have the merchandising rights fee waived.
G. Member colleges or championship event host organizers that request the use of the NJCAA logo for general use and not being sold commercially, need only submit the intended use form on the NJCAA web site.
H. If the official NJCAA approved soft/hard goods supplier is used by the championship event host organizers, the quantity of NJCAA merchandise and items to be sold and sent to the host venue must have the prior approval of the NJCAA Executive Director. The NJCAA Exercises the right to have Association logo'd items sent and sold by championship event organizers. Royalties on such will items appear in the merchandise kits sent to each organizer.
I. The NJCAA may authorize others, including the coach's association for the sport involved in the particular event, to sell and distribute concession items but not without the written consent of the Association's Executive Director.
J. If the NJCAA enters into an exclusive contract for a supplier, right of refusal must be extended to said company for any purchases in the category that is made on behalf of the school, events and championships.
K. All outside sponsorships must be approved by the NJCAA National Office at least 60 days prior to the championship event.

ARTICLE XI
POLICIES FOR CONDUCTING NJCAA CHAMPIONSHIP EVENTS

Section 1. The NJCAA Sport Chairperson or designated person shall be appointed by the Executive Committee to represent the NJCAA at all Championship Events. This person shall advise the Tournament Director concerning matters not covered in the NJCAA Handbook. Among items to be addressed include drug abuse, disorderly behavior, selection of All-Tournament team and other items that are appropriate. Transportation, room and board for chair shall be paid for by host.

Section 2. For information and requirements relative to insurance requirements, sports information requirements and tournament policies, please see the official NJCAA Tournament Bid information at www.njcaa.org/championshipbids

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 for 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 Region to determine the playoff system for national qualification.

Section 3. **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, they must have a .500 overall record (eliminating ties). 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 only two regions where one of those regions has but one single participating school, that school must participate in the other regions' regional tournament. The winner of this tournament will be declared the district champion. The highest finishing team of each region will be declared that regions champion.
D. Any extenuating circumstances, which might suggest an exemption from this rule, may be appealed to the NJCAA Executive Committee. Appeals must be received by the NJCAA National Office, in accordance with Article VII of the NJCAA bylaws (with the exception of the 15 day deadline established in Article VII, Section 3.B) at least seven days prior to the start of district play.
E. 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.
F. 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.

ARTICLE XIII

NJCAA NATIONAL CHAMPIONSHIPS

- ATTENTION -
All gray shaded text in Article XIII is new or edited legislation for the 2012-2013 academic year.

Sport	Page #	Sport	Page #
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Division III	98	**Swimming & Diving**	
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Division I	100	**Tennis**	
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Cross Country		**Track & Field**	
Division I Men's & Women's	111	Division I & III Men's & Women's	161
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Division I	123		
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BASEBALL - DIVISION I

A. BASEBALL – DIVISION I

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 National Office by October 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 Baseball and the tournament hosts.

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 ten districts:

District	Region(s)	Director	College	E-mail
Western	1, 9, 18	Dan Johnson	Southeast Community College	djohnson@southeast.edu
Southwest	5	John Green	Clarendon College	john.green@clarendoncollege.edu
South Central	2, 16, 23	Mike St. John	Carl Albert State College	mstjohn@carlalbert.edu
Central	6	Randy Stange	Hutchinson Community College	stanger@hutchcc.edu
Northern	4, 11, 12, 13, 24	Thom McDonald	ICCAC	iccac@iccac.org
East Central	7, 17	Bobby Hudson	Volunteer State Community College	bobby.hudson@volstate.edu
Eastern	3, 10, 15, 19, 20, 21	Bruce Springer	Anne Arundel Community College	bdspringer@aacc.edu
Southeastern	22	TBD		
Gulf	8	Bob Zelinski	College of Central Florida	zelinskb@cf.edu
Southern	14	Roark Montgomery	Navarro College	roark.montgomery@navarrocollege.edu

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, their 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 four year period beginning with the 2007-2008 academic year.

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

F. Districts will conduct double-elimination tournaments to qualify teams for the National Tournament.

G. 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 15 annually. Specific group and district playoff procedures are the responsibility of the respective regional directors and must be published by December 15 annually.

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.

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 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 33. Each team is limited to one head coach, four assistant coaches, recognized by their respective institution, 26 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.
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 (if available). 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 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. 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. Each regional director shall mail one 5x7 color team picture and complete roster of all regional finalist teams to David Elder, GCAA, PO Box 142 or 421 Ginger Tr., Demorest, GA 30535. This information should be mailed via overnight express mail and must be received one week prior to the national tournament. You may submit digital photos via email to meleicht@njcaa.org with a minimum print resolution of 300 dpi.
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 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).
I. 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 most games played, a coin toss will be used to determine the bye.

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 30 medals.
C. Each individual player on the second place team shall receive an NJCAA silver medal. There shall be 30 medals.
D. Coach of the Tournament will be awarded.

Section 7. 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 $22.00 per man per day for meals and lodging shall be paid based on a total of not more than 26 players, coaches, etc., representing each team. Per diem expense begins on the first day of scheduled tournament games and runs through the day the team is eliminated from the tournament.

Section 8. All Region Teams/district ranking and All-American Team Selection Procedure

A. All regions must select an All-Region Team and an All-Region Gold Glove Team two weeks prior to the start of the NJCAA National Division I Baseball Tournament.
B. Each Region must rank their players 1-11 in order of overall ability; the 12 players include one catcher, four infielders, three outfielders, three pitchers and one designated hitter (the DH is not ranked).
C. Complete statistics up-to-date and printed from NJCAA website and one 3x5 color photograph of each player must be mailed to the **NJCAA Division I Baseball Tournament Chairman, David Elder, GCAA, 421 Ginger Tr., Demorest, GA 30535**, to be received by the Wednesday prior to the start of the NJCAA Division I National Baseball Tournament, you are required to send overnight mail or similar speed method to avoid delays. Any package shipped between Monday or Tuesday prior to the national tournament must be shipped by either FED EX next day or UPS next day. (No United States Postal Service)
D. Each Regional Director must send a completed copy of the All-Region Team and an All-Region Gold Glove Team to their District Director.
E. The District Director must select an All-District Team, consisting of one catcher, four infielders, three outfielders, three pitchers and a designated hitter.

F. The District Director must forward the All District Team to the Chair of the NJCAA Division I Baseball Committee, David Elder, GCAA, PO Box 142 or 421 Ginger Tr., Demorest, GA 30535, to be received by the Wednesday prior to the start of the NJCAA Division I National Baseball Tournament.

G. The NJCAA National Office will email to each college, the necessary information and ballots for naming players to the prospective region and district teams no later than April 1. Each region shall establish its own deadline and procedures for election.

Section 9. **All-American Nomination Guidelines**

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

1. A fully executed copy of the NJCAA All-American nomination form filed as per the deadline dates established within each respective sport;
2. One individual, vertical, formal glossy photograph in ***color***, no smaller than 3X5 and no larger than 5X7;
3. Photos must be head and shoulder shots, in team jersey with number visible (if applicable);
4. Digital pictures must be submitted on a computer disk or CD with a minimum print resolution of 300 dpi. Digital pictures printed on any medium other than glossy photo paper with a print resolution of less than 300 dpi will not be accepted;
5. Digital photos submitted to the National Office via email will not be accepted;
6. Student-athletes name, college, region and position must be included with the digital picture or included on the back of the photograph.
7. Playing statistics for all student-athletes being nominated for All-American status must be up-to-date and printed from NJCAA website and included with the All-American nomination form.

Section 10. **Miscellaneous Procedures**

A. Only scheduled seven or nine inning games may be used in figuring team and individual statistics. 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 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 Office will reimburse expenses from a total pool of $2500. District Chairmen should contact the 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 11. **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 post-season 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 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 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.

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.

DATES FOR NJCAA TOURNAMENTS

2013: May 25 – June 1 ● 2014: May 24 – May 31 ● 2015: May 23 – May 30 ● 2016: May 28 – June 4

Nine-Year Rotating Pairings for NJCAA Division I Baseball Tournament									
	2013	2014	2015	2016	2017	2018	2019	2020	2021
9 a.m.	SE-G	EC-N	S-SW	G-N	C-SE	SW-W	EC-C	E-SC	N-S
Noon	N-SW	C-SW	EC-SC	SE-E	W-N	N-SE	S-G	EC-W	C-E
3 p.m.	E-EC	S-W	N-E	EC-SW	G-SC	C-SC	SE-SW	SE-S	G-W
7:30 p.m.	S-SC	SE-SC	G-C	W-SC	EC-S	G-EC	W-E	C-N	SW-SC
7:30 p.m. (Sunday)	C-W	G-E	SE-W	C-S	E-SW	E-S	N-SC	G-SW	SE-EC

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**

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.

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 Polls

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). The national poll shall honor the submitted rankings within regions.

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 National Office by October 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 hosts.

Section 3. Tournament Host's 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 ten districts:

District	Region(s)	District Director	College	Email
Southwest	1, 18	Greg Silcox	Paradise Valley Community College	greg.silcox@pvmail.maricopa.edu
North Plains	11, 13, 9	Dan Johnson	Southeast Community College	djohnson@southeast.edu
North Central	4	Gary Huber	Black Hawk College	huberg@bhc.edu
Midwest	24	Rod Lovett	Parkland College	rlovett@parkland.edu
North	12	Dale Vos	St. Clair County Community College	dvos@sc4.edu
South	23	Jim Southward	Mississippi Community College Board	jsouthward@mccb.edu
Plains	2, 6, 16	Mike St. John	Carl Albert State College	mstjohn@carlalbert.edu
Southeast	8, 10	Dean Myrick	Rockingham Community College	myrickd@rockinghamcc.edu
East	3, 15, 21	Jeff Wiley	Jefferson Community College	jwiley@sunyjefferson.edu
Northeast	20, 19	Bruce Springer	Anne Arundel Community College	bdspringer@aacc.edu

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. 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. 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 15 annually. Specific group and district playoff procedures are the responsibility of the respective region directors and must be published by December 15 annually.

F. 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.	East	3.	North Central	5.	Southwest	7.	Northeast	9.	North Plains
2.	South	4.	Midwest	6.	Southeast	8.	Plains	10.	Northwest

G. Only Region Champions may compete in District Tournament. Districts will conduct double elimination tournaments to qualify teams for the National Tournament.

H. 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 33. Each team is limited to one head coach, four assistant coaches, recognized by their respective institution, 26 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 ten-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.

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.

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.
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 (if available) 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-chairman and 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. 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 office.
F. Each regional director shall mail one color 8 x 10 team picture with visible numbers and complete roster of all regional finalist teams to: Bill Mayberry, David Allen Memorial Ballpark, 301 S. Grand, Enid, Okla. 73701. This information should be mailed via overnight express mail. You may submit digital photo via email to 17bill@suddenlink.net with a minimum print resolution of 300 dpi.
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 inter regional play and national tournament games shall be played with a minimum of three officials.

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 a NJCAA gold medal. There shall be 30 medals.
C. Each individual player on the second place team shall receive a 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. Pitcher of the Tournament will be awarded.
G. Hitter 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 selected.**

Section 7. Finances

Each college shall pay its own expenses.

Section 8. All-Regional/District Ranking and All-American Team

A. All regions must select an All-Region Team AND an All-Region Gold Glove Team two weeks prior to the start of the NJCAA National Division II Baseball Tournament.
B. Each region must rank their players one through eleven in order of overall ability; the twelve players include one catcher, four infielders, three outfielders, three pitchers and one designated hitter. The DH is not ranked.
C. Complete statistics up-to-date and printed from NJCAA website and one color 3x5 photograph of each player must be mailed to the **NJCAA Division II Baseball Tournament Chairman, Rod Lovett, Parkland College, 2400 W. Bradley Avenue, Champaign, IL 61821**, to be received by the Wednesday prior to the start of the NJCAA Division II National Baseball Tournament, you are required to send overnight mail or similar speed method to avoid delays.
D. Each Regional Director must send a completed copy of the All-Region Team and All-Region Gold Glove Team to their District Director.
E. The District Director must select an All-District Team, consisting of one catcher, four infielders, three outfielders, three pitchers and a designated hitter.
F. The District Director must forward the All District Team and All-District Gold Glove Team to the Chair of the NJCAA Division II Baseball Committee, Rod Lovett, Parkland College, 2400 W. Bradley Avenue, Champaign, IL 61821, to be received by the Wednesday prior to the start of the NJCAA Division II National Baseball Tournament.
G. The National Office will email to each college, the necessary information and ballots for naming players to the prospective region and district teams no later than April 1. Each region shall establish their own deadline and procedures for election.

Section 9. All-American Nomination Guidelines

A. The following guidelines must be adhered to for consideration of All-American status:
   1. A fully executed copy of the NJCAA All-American nomination form filed as per the deadline dates established within each respective sport;
   2. One individual, vertical, formal glossy photograph in ***color***, no smaller than 3X5 and no larger than 5X7;
   3. Photos must be head and shoulder shots, in team jersey with number visible (if applicable);
   4. Digital pictures must be submitted on a computer disk or CD with a minimum print resolution of 300 dpi. Digital pictures printed on any medium other than glossy photo paper with a print resolution of less than 300 dpi will not be accepted;
   5. Digital photos submitted to the National Office via email will not be accepted;
   6. Student-athletes name, college, region and position must be included with the digital picture or included on the back of the photograph.
   7. **Playing statistics for all student-athletes being nominated for All-American status must be up-to-date and printed from NJCAA website and included with the All-American nomination form.**

Section 10. Miscellaneous Procedures

A. Only scheduled seven or nine inning games may be used in figuring team and individual statistics. 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 11. Substance Use/Abuse

The use of all tobacco products by any coach, player, official, or other individual involved in the conducting of any NJCAA tournament hosted regular season or post season 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 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 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.

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

DATES FOR NJCAA TOURNAMENTS

2013: May 25 – June 1 (Enid, OK) ● 2014: May 24 – May 31 (Enid, OK) ● 2015: May 23 – May 30 (TBD)
2016: May 28 – June 5 (TBD) ● 2017: May 27 – June 4 (TBD) ● 2018: May 26 – June 3 (TBD)

One Year Rotating Pairings for NJCAA Division II Baseball Tournament	
	2013
9 a.m.	S-NE
Noon	SW-N
4 p.m.	P-SE
7:30 p.m.	NP-NC
Game 5 (day 2) Noon	MW-E

Five Year Rotating Pairings for NJCAA Division II Baseball World Series (2014-2018)					
Time	2014	2015	2016	2017	2018
9 am	NC-E	SE-Plains	NP-SW	N-S	NC-MW
Noon	NP-Plains	NE-MW	NC-S	E-SW	SE-N
3 pm	N-SW	NC-E	Plains-MW	NE-SE	S-NP
7:30	MW-S	N-NP	SE-NE	NC-P	SW-E
12:00(Sun.)	NE-SE	S-SW	E-N	MW-NP	NE-Plains

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
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.

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
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). The National poll shall honor the submitted rankings within the regions.

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 National Office by October 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.

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 eight districts:

District	Region(s)	District Director	College	Email
A	3	Jeff Wiley	Jefferson Community College	jwiley@sunyjefferson.edu
B	4, 7, 12	Gary Huber	Black Hawk College-Moline	huberg@bhc.edu
C	2, 5, 14, 23	John Green	Clarendon College	John.green@clarendoncollege.edu
D	10, 20	Bruce Springer	Anne Arundel Community College	bdspringer@aacc.edu
E	9, 13	Buster Gilliss	Bismarck State College	buster.gilliss@bismarckstate.edu
F	15	Mike Pelliccia	Nassau Community College	michael.pelliccia@ncc.edu
G	19	John Kuntz	Sussex County Community College	jkuntz@sussex.edu
H	21	John Jackson	Dean College	jjackson@dean.edu

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. 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. 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 15 annually. Specific group and district play-off procedures are the responsibility of the respective region directors and must be published by December 15 annually.

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

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.

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 33. Each team is limited to one head coach, four assistant coaches, recognized by their respective institution, 26 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 batters 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.
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 (if available) 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-chairman and 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. 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. Each regional director shall mail one color 8 x 10 team picture with visible numbers and complete roster of all regional finalist teams to: Tim Drain, Tyler Junior College, 1327 South Baxter, Tyler, TX 75701. This information should be mailed via overnight express mail and must be received one week prior to the tournament. You may submit digital photos via email to tdra@tjc.edu with a minimum print resolution of 300 dpi.
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 inter-regional play and national tournament games shall be played with a minimum of three officials.

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 a NJCAA gold medal. There shall be 30 medals.
C. Each individual player on the second place team shall receive a 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 Team Selection**

A. All regions must select an All-Region Team and an All-Region Gold Glove Team two weeks prior to the start of the NJCAA National Division III Baseball Tournament.
B. Each region must rank their players one through eleven in order of overall ability; the twelve players include one catcher, four infielders, three outfielders, three pitchers, and one designated hitter. The DH is not ranked.
C. Complete statistics up-to-date and printed from NJCAA website and one photograph of each player must be mailed to the **NJCAA Division III Baseball Tournament Chairman, Skip Bailey, Monroe Community College, 1000 E. Henrietta Road, Rochester, NY 14623**, to be received by the Wednesday prior to the start of the NJCAA Division III National Baseball Tournament, you are required to send overnight mail or similar speed method to avoid delays.
D. Each Regional Director must send a completed copy of the All-Region Team to their District Director.
E. The District Director must select an All-District Team, consisting of one catcher, four infielders, three outfielders, three pitchers and one DH.
F. The District Director must forward the All District Team and All District Gold Glove Team to the Chair of the NJCAA Division III Baseball Committee, Skip Bailey, Monroe Community College, 1000 E. Henrietta Road, Rochester, NY 14623, to be received by the Wednesday prior to the start of the NJCAA Division III National Baseball Tournament.
G. The National Office will e-mail to each college, the necessary information and ballots for naming players to the prospective region and district teams no later than April 1. Each region shall establish their own deadline and procedures for election.

Section 9. All-American Nomination Guidelines

A. The following guidelines must be adhered to for consideration of All-American status
   1. A fully executed copy of the NJCAA All-American nomination form filed as per the deadline dates established within each respective sport;
   2. One individual, vertical, formal glossy photograph in ***color***, no smaller than 3X5 and no larger than 5X7;
   3. Photos must be head and shoulder shots, in team jersey with number visible (if applicable);
   4. Digital pictures must be submitted on a computer disk or CD with a minimum print resolution of 300 dpi. Digital pictures printed on any medium other than glossy photo paper with a print resolution of less than 300 dpi will not be accepted;
   5. Digital photos submitted to the National Office via email will not be accepted;
   6. Student-athlete's name, college, region and position must be included with the digital picture or included on the back of the photograph;
   7. **Playing statistics for all student-athletes being nominated for All-American status must be up-to-date and printed from NJCAA website and included with the All-American nomination form.**

Section 10. Miscellaneous Procedures

A. Only scheduled seven or nine inning games may be used in figuring team and individual statistics. 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 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 11. 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 post season 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 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 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.

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

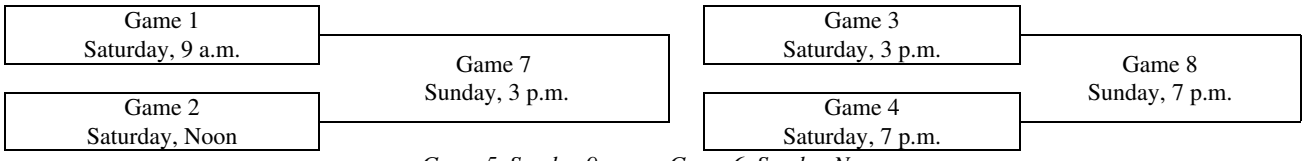
DATES FOR NJCAA TOURNAMENTS

Tyler, Texas

● 2013: May 25-31 ● 2014: May 24-30 ● 2015: May 23-29

Three-Year Rotating Pairings for NJCAA Division III Baseball Tournament			
	2013	**2014**	**2015**
9 a.m.	E-H	F-G	C-E
Noon	C-G	B-D	B-F
3 p.m.	D-F	C-H	A-G
7:30 p.m.	A-B	A-E	D-H

Winners Bracket



Game 5, Sunday 9 a.m. – Game 6, Sunday Noon

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

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.

Section 16. Recommendation that NJCAA colleges use Rawlings Baseballs and Easton Bats.

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.

Section 18. 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). The National poll shall honor the submitted rankings within regions.

D. BASKETBALL – MEN'S – DIVISION I

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 National Office by October 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 18-23, 2013 – Hutchinson Sports Arena, Hutchinson, Kan.
March 17-22, 2014 – Hutchinson Sports Arena, Hutchinson, Kan.
March 16-21, 2015 – Hutchinson Sports Arena, Hutchinson, Kan.
March TBD, 2016 – Hutchinson Sports Arena, Hutchinson, Kan.

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. District Basketball Tournaments must be completed **by the second Saturday** prior to the start of the NJCAA Championship Basketball Tournament.

B. The tournament will be determined by 16 district winners, four zone teams from zone rotation, and four at-large teams for a total of 24 teams. Zone rotations will be as follows:
2013 – Zone B (Districts 2, 7, 10, 14)
2014 – Zone D (Districts 4, 5, 12, 13)
2015 – Zone A (Districts 1, 8, 9, 16)
2016 – Zone C (Districts 3, 6, 11, 15)
Each District will determine and communicate the method for choosing the Zone representative in writing to the NJCAA on or before **December 1st**, during the year that they are participating.

C. The at-large selection committee will be a five member committee made up of one full-time member and four at-large members who will serve two year terms on the committee. The full time member will be the Chair of the NJCAA Division I Basketball Committee; the at-large members for 2013 will be as follows:
2012-2013 - Northeast representative (Regions 3, 12, 15, 19, 20, 21) - Bruce Springer, Anne Arundel Community College, Md.
2012-2014 - Southeast representative (Region 7, 8, 10, 17, 22, 23) - Bobby Hudson, Volunteer State Community College, Tenn.
2012-2014 - Midwest representative (Region 4, 6, 11, 13, 16, 24) - Doug Stotler, Jefferson College, Mo.
2012-2013 - West representative (Regions 1, 2, 5, 9 14, 18) - Al Williams, North Idaho College, Idaho
1. The national poll will not be used solely to select at-large teams, but will be used as a guideline.
2. The at-large committee will make the at-large selections on **Monday, March 11, 2013**.

D. A team picture and the official roster must be sent electronically to the NJCAA National Office by **February 15th**. The team picture must be a good clear picture, taken in college uniforms with jersey numbers visible.

Section 5. Seeding

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

A. First round byes to be given to top eight district champions as determined by the seeding committee.

B. Seeds 9 through 24 to be comprised of the final eight district champions, four at-large selections and four zone qualifiers.

C. The seeding committee will fully seed all tournament qualifiers on **Monday, March 11, 2013**.

D. The national poll will not be used solely to seed the tournament field, but will be used as a guideline.

Section 6. Tournament Scheduling and Rules

A. 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.

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. No team shall be required to play more than one game per day in the tournament.

D. The Rawlings CNTR 295-NJCAA (8 panel) ball will be used by the NJCAA in postseason play.

E. 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.

F. No building of cheerleader pyramids will be allowed at the National Basketball Tournament.

G. Crowd Control: The responsibility for crowd control rests with the director of tournament or the designated representative of the host institution. The director of tournament or their designated representatives (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 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.

H. 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.

Section 7. **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.
Note: No official will officiate a game involving his own region.

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 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 NCAA authenticating mark that requires pre-approval prior to production.

D. 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.

E. The National Tournament timeout information (this applies to the National Tournament only):
1. One media timeout each half first dead ball under ten minutes.
2. Four 30-second timeouts.
3. Two full timeouts.

If a full or 30 second timeout is taken prior to a media timeout, the media timeout is eliminated. A 30 second timeout prior to the 10 minute mark each half becomes a full timeout and eliminates a media timeout, but the team is only charged for a 30 second timeout.

Radio timeouts: (First half only - all games) - For all district basketball games the radio time-out procedure will be as follows: If no time outs are called during the first eight minutes, at the first dead ball after 12:00 to play, a radio time-out 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.

F. 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.

G. A $100 fee will be charged for any All-Star Game not sponsored by a region.

Section 8. **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 (16) medals.

C. Each individual player on the second place team shall receive an NJCAA silver medal. There shall be sixteen (16) 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 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 9. National Tournament – Important Dates

A. **Dates for NJCAA Tournament from 2013-2016**

1. Last dates for District Finals

2013: March 9th	**2014: March 8th**	**2015: March 7th**	**2016: March 5th**

B. **Dates for NJCAA Championship Tournament**

1. 2013: March 18-23	**2014: March 17-22**	**2015: March 16-21**	**2016: March 14-19**

2013 District Directors				
District	**Region(s)**	**Director**	**College**	**E-Mail**
1	1,18	Greg Silcox	Paradise Valley Community College	Greg.silcox@pvmail.maricopa.edu
2	2	Mike St. John	Carl Albert State College	mstjohn@carlalbert.edu
3	3,15,19,20,21	Bruce Springer	Anne Arundel Community College	bdspringer@aacc.edu
4	4,16	Gary Huber	Black Hawk College	huberg@bhc.edu
5	5	John Green	Clarendon College	John.green@clarendon college.edu
6	6	Randy Stange	Hutchinson Community College	stanger@hutchcc.edu
7	7	Bobby Hudson	Volunteer State Community College	Bobby.hudson@volstate.edu
8	8	Bob Zelinski	College of Central Florida	zelinskb@cf.edu
9	9	Dan Johnson	Southeast Community College	djohnson@southeast.edu
10	10	Dean Myrick	Rockingham Community College	myrickd@rockinghamcc.edu
11	11,13	Buster Gilliss	Bismarck State College	Buster.gilliss@bismarckstate.edu
12	22	TBD		
13	17	David Elder	GCAA	gcaaorg@gmail.com
14	14	Roark Montgomery	Navarro College	Roark.montgomery@navarrocollege.edu
15	23	Jim Southward	Mississippi Community College Board	jsouthward@mccb.edu
16	12, 24	Rod Lovett	Parkland College	rlovett@parkland.edu

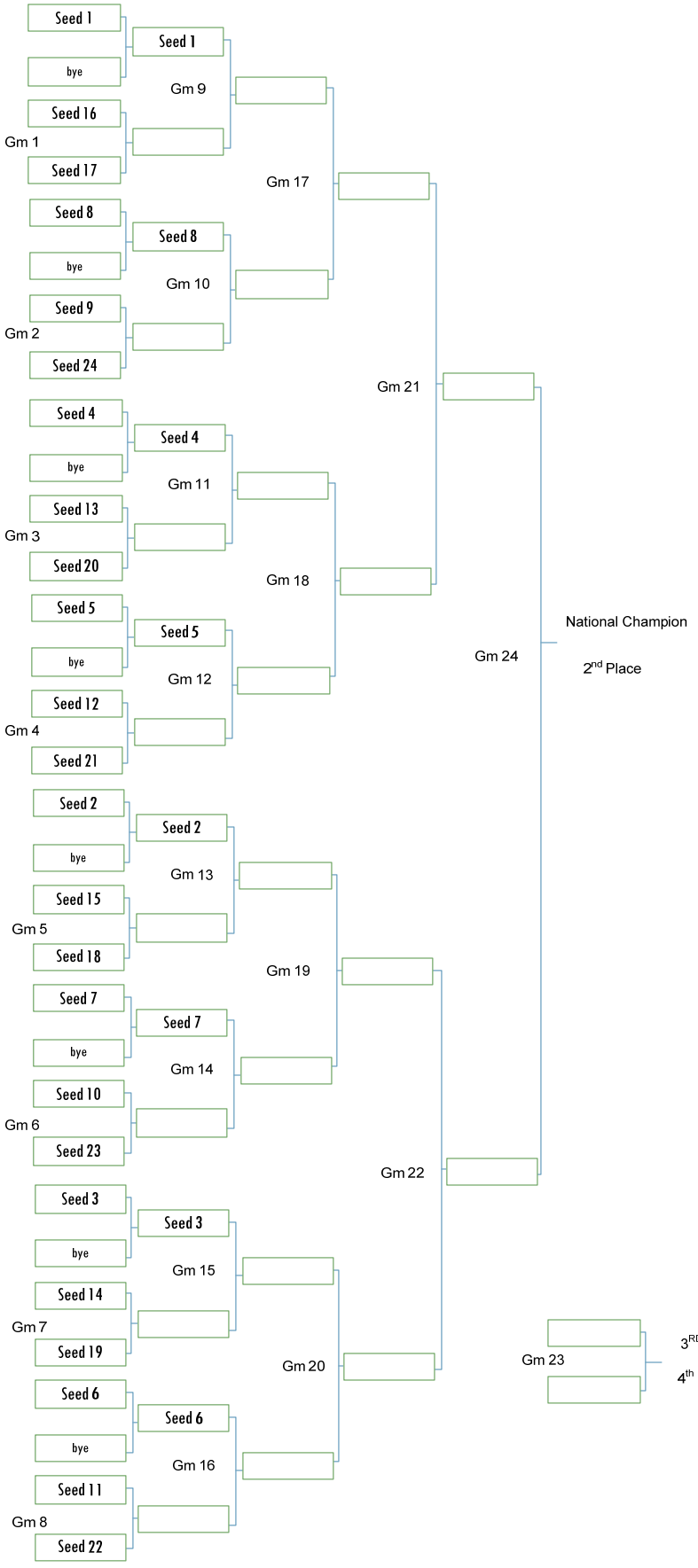
C. Tournament Format:

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.

The tournament matchups would be the following:

No. 16/No. 17 winner to meet No. 1 seed in second round
No. 9/No. 24 winner to meet No. 8 seed in second round
No. 13/No. 20 winner to meet No. 4 seed in second round
No. 12/No.21 winner to meet No. 5 seed in second round
No. 15/No. 18 winner to meet No. 2 seed in second round
No. 10/No. 23 winner to meet No. 7 seed in second round
No. 14/No. 19 winner to meet No. 3 seed in second round
No. 11/No. 22 winner to meet No. 6 seed in second round

NJCAA DIVISION I BASKETBALL TOURNAMENT BRACKET



Suggested Game Schedule

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

Tuesday
Game 7
Game 8
Game 9
Game 10
Game 11
Game 12

Wednesday
Game 13
Game 14
Game 15
Game 16

Thursday
Game 17
Game 18
Game 19
Game 20

Friday
Game 21
Game 22

Saturday
Game 23
Game 24

Section 10. **All-Americans**

A. All-Regional Team selection procedures shall be determined by each region.
B. Regions are allowed to submit no more than five nominees.
C. The All-American nominations must be ranked 1-5.
D. Each region director is to collect the nominations from his region and submit to the NJCAA Committee Chairperson.
E. **All-American Nomination Guidelines**

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

1. A fully executed copy of the NJCAA All-American nomination form filed as per the deadline dates established within each respective sport;
2. One individual, vertical, formal glossy photographs in ***color***, no smaller than 3X5 and no larger than 5X7;
3. Photos must be head and shoulder shots, in team jersey with number visible (if applicable);
4. Digital pictures must be submitted on a computer disk or CD with a minimum print resolution of 300 dpi. Digital pictures printed on any medium other than glossy photo paper with a print resolution of less than 300 dpi will not be accepted;
5. Digital photos submitted to the National Office via email will not be accepted;
6. Student-athlete's name, college, region and position must be included with the digital picture or included on the back of the photograph.
7. **Playing statistics for all student-athletes being nominated for All-American status must be up-to-date and printed from NJCAA website and included with the All-American nomination form.**

Section 11. **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 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. The 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:

1. Business casual dress is a middle ground between business formal wear and street wear.
2. For men, a combination of collared shirt (a golf shirt or dress shirt), cotton trousers (such as khakis) and shoes (such as loafers or dress sandals) with socks are generally acceptable.

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**

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). The national poll shall honor the submitted rankings within regions.

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

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 National Office by October 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 (2013/2014 at Danville Area Community College; Danville, Illinois):

March 19-23, 2013 March 18-22, 2014 March 17-21, 2015

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 10, 2013**
5. Each District Director is responsible for ensuring that one (1) game film (DVD format) of the District Championship Game is mailed to their first round opponent of the national tournament. The game film must be sent overnight express by Tuesday, March 12, 2013 to arrive by Wednesday, March 13, 2013.

Penalty for non-compliance of the game film exchange policy:
1st Occurrence – Letter of reprimand sent to the college president.
2nd Occurrence – Fine (Amount TBD by Standards and Ethics Committee)

2013 District Directors

District	Region(s)	Director	College	E-Mail
1	1	Greg Silcox	Paradise Valley Community College	greg.silcox@pvmail.maricopa.edu
2	3, 21	Jeff Wiley	Jefferson Community College	jwiley@sunyjefferson.edu
3	4A	Gary Huber	Black Hawk College	huberg@bhc.edu
4	4B	Gary Huber	Black Hawk College	huberg@bhc.edu
5	6	Randy Stange	Hutchinson Community College	stanger@hutchcc.edu
6	8, 10	Dean Myrick	Rockingham Community College	myrickd@rockinghamcc.edu
7	9, 13	Buster Gilliss	Bismarck State College	buster.gilliss@bismarckstate.edu
8	11	Thom McDonald	Iowa Community College Athletic Conference	iccac@iccac.org
9	12A	Dale Vos	St. Clair County Community College	dvos@sc4.edu
10	12B	Dale Vos	St. Clair County Community College	dvos@sc4.edu
11	12C	Dale Vos	St. Clair County Community College	dvos@sc4.edu
12	15, 19	John Kuntz	Sussex County Community College	jkuntz@sussex.edu
13	2, 16	Doug Stotler	Jefferson College	dstotler@jeffco.edu
14	20A	Bruce Springer	Anne Arundel Community College	Bdspringer@aacc.edu
15	20B	Bruce Springer	Anne Arundel Community College	Bdspringer@aacc.edu
16	24	Rod Lovett	Parkland College	rlovett@parkland.edu

4A: Arrowhead Conference/Independents/N4C **/ 4B**: Skyway Conference **/ 12A**: Michigan West (IN) **/ 12B**: Michigan East / 1**2 C**: Ohio **/ 24A**: Seeds 1, 4, 5, 8, and 9 **/ 24B**: Seeds 2,3, 6, 7, and 10

6. **2013 Tournament Seeding**
   A. There will be 8 seeded teams and 8 blind draw teams. The following pod/seeding system will be used:
      1. The top 8 teams are seeded (in order, 1-8)
      2. The remaining 8 teams will be divided into 2 pods. The first pod will represent teams 9-12 but in no particular order. The second pod will represent teams 13-16 but in no particular order.
      3. Pod 1 will be matched up in the first round with seeds 5-8. Each individual match-up will be determined by blind draw.
      4. Pod 2 will be matched up in the first round with seeds 1-4. Each individual match-up will be determined by blind draw.
   B. National Poll
   C. 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 11, 2013 at 5:00 PM (central time).
   D. History
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 15 annually. Specific group and district playoff procedures are the responsibility of the respective region directors and must be published by December 15 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 tournament, the order of substitutions as listed in the NJCAA Handbook shall be used to certify teams for the NJCAA tournament. 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.

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 sixteen (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 Board of Directors, may change the game schedule during the tournament if such action is thought necessary.
C. No team shall be required to play more than one game per day in the tournament.
D. The Rawlings CNTR295-NJCAA (8 panel) ball 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.

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).

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 sixteen (16) medals.
C. Each individual player on the second place team shall receive an NJCAA silver medal. There shall be sixteen (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 Cistriano” Best Small Man Award will be presented.
H. A “Fred Pohlman Sportsmanship Award” to the individual demonstrating the best sportsmanship.

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 1** of the committal cycle.
B. Division II colleges are permitted to grant no more than tuition, fees and books in the form of athletic scholarship aid to any student basketball player.
C. Division II colleges are limited to a maximum of fifteen (15) players receiving tuition, fees and books grants for student basketball players per team.

Section 9. **Finances**

Each College shall pay its own team expenses.

Section 10. **All-Americans**

A. There will be ten first team, ten second team, and ten third team All-Americans.
B. Each regional director will submit nominees in rank order to Division II Basketball Chair.
C. All-American Nomination Guidelines

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

1. A fully executed copy of the NJCAA All-American nomination form filed as per the deadline dates established within each respective sport;
2. One individual, vertical, formal glossy photographs in ***color***, no smaller than 3X5 and no larger than 5X7;
3. Photos must be head and shoulder shots, in team jersey with number visible (if applicable);
4. Digital pictures must be submitted on a computer disk or CD with a minimum print resolution of 300 dpi. Digital pictures printed on any medium other than glossy photo paper with a print resolution of less than 300 dpi will not be accepted;
5. Digital photos submitted to the National Office via email will not be accepted;
6. Student-athletes name, college, region and position must be included with the digital picture or included on the back of the photograph.
7. **Playing statistics for all student-athletes being nominated for All-American status must be up-to-date and printed from NJCAA website and included with the All-American nomination form.**

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 post season 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:

1. Business casual dress is a middle ground between business formal wear and street wear.
2. 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.

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**
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). The national poll shall honor the submitted rankings within regions.

F. BASKETBALL – MEN – 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 National Office by October 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 14-16, 2013 at Sullivan County Community College, New York
March 13-15, 2014 at Sullivan County Community College, New York
March 12-14, 2015 at Sullivan County Community College, New York
March 10-12, 2016 at Sullivan County Community College, New York

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, with a rotation.
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. a. Qualification for an eight-team tournament:

District	Region(s)	Director	College	E-Mail
1	3	Jeff Wiley	Jefferson Community College	jwiley@sunyjefferson.edu
2	4, 12, (7)	Gary Huber	Black Hawk College	huberg@bhc.edu
3	(2), 5	John Green	Clarendon College	john.green@clarendoncollege.edu
4	13	Buster Gilliss	Bismarck State College	Buster.gilliss@bismarckstate.edu
5	15	Mike Pelliccia	Nassau Community College	Michael.pelliccia@ncc.edu
6	19	John Kuntz	Sussex County Community College	jkuntz@sussex.edu
7	10, 17, 20	Dean Myrick	Rockingham Community college	myrickd@rockinghamcc.edu
8	21	John Jackson	Dean College	jjackson@dean.edu

b. District winners must be determined by the Sunday preceding the start of the tournament.

c. All colleges must qualify in compliance with Article XII of the NJCAA bylaws.

d. Each district winning team is responsible for ensuring that one game film (DVD format) of the Region/District championship game is received by the Tournament Director by the Tuesday prior to the start of the National Tournament. A district winning team not providing a reasonable quality (follows action, clear picture, periodically shows time and score, etc.) DVD of the region/district championship game will not be provided a tape exchange and will be reported to the NJCAA Standards and Ethics committee by the basketball committee chair.

Penalty for non-compliance of the game film exchange policy:
1st Occurrence – Letter of reprimand sent to the college president.
2nd Occurrence – Fine (Amount TBD by Standards and Ethics Committee)

e. Rotation:

2013	7 v 3	8 v 2	6 v 4	1 v 5
2014	3 v 4	1 v 7	8 v 6	2 v 5
2015	2 v 1	3 v 8	4 v 7	5 v 6
2016	1 v 3	4 v 2	6 v 7	5 v 8
2017	2 v 7	3 v 6	8 v 1	4 v 5
2018	6 v 2	7 v 8	4 v 1	5 v 3
2019	2 v 3	6 v 1	8 v 4	7 v 5

NOTE: The district champion of the host region will be placed in the final game of the opening round.

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. No team shall be required to play more than one game per day in the tournament.

E. The Rawlings CNTR295-NJCAA (8 panel) ball will be used by the NJCAA in postseason play.

F. The building of cheerleader pyramids or balance formations is not allowed at the National Basketball Tournament.

G. The official team party will not exceed twenty (20) people.

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 region directors involved in 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**

Each College shall pay its own team expenses.

Section 9. **All-Americans**

A. There will be five first-team, five second-team, five third-team, and five honorable-mention All-Americans.
B. Each regional director will submit nominees in rank order to Division III Basketball Chair.
C. **All-American Nomination Guidelines**

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

1. A fully executed copy of the NJCAA All-American nomination form filed as per the deadline dates established within each respective sport;
2. One individual, vertical, formal glossy photographs in ***color***, no smaller than 3X5 and no larger than 5X7;
3. Photos must be head and shoulder shots, in team jersey with number visible (if applicable);
4. Digital pictures must be submitted on a computer disk or CD with a minimum print resolution of 300 dpi. Digital pictures printed on any medium other than glossy photo paper with a print resolution of less than 300 dpi will not be accepted;
5. Digital photos submitted to the National Office via email will not be accepted;
6. Student-athlete's name, college, region and position must be included with the digital picture or included on the back of the photograph;
7. **Playing statistics for all student-athletes being nominated for All-American status must be up-to-date and printed from NJCAA website and included with the All-American nomination form.**

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 post season 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:

1. Business casual dress is a middle ground between business formal wear and street wear.
2. For men, a combination of collared shirt (golf shirt or dress shirt), cotton trousers (such as khakis) and shoes (such as loafers and dress sandals) with socks are generally acceptable.

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**

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). The national poll shall honor the submitted rankings within regions.

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 National Office by October 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 3rd Monday in March:

2013 ..... **March 18-23; Salina, Kansas**
2014 ..... **March 17-22; Salina, Kansas**
2015 ..... March 16-21; Salina, Kansas

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, four at large teams, and four zone qualifier teams will participate in the 2013 Tournament. No more than 3 teams from one district may be chosen in any combination. (district champion, at-large, zone rotation)

B. The 2013 Tournament Bracket will be a 24-team single elimination bracket. (See Tournament Seeding).

C. Sixteen District Champions will receive automatic bids.

D. District chairpersons in charge of setting up inter-regional playoffs:

District	Region(s)	Director	College	E-Mail
C	3-12-15-20	Michelle Ruble	College of Southern Maryland	mruble@csmd.edu
D	4-13	Berdy Kuiken	South Suburban College	bkuiken@southsurbancollege.edu
J	17-10	Donna Campbell	Abraham Baldwin College	dcampbell@abac.edu
K	11-16	Darren Pannier	State Fair Community College	dpannier@sfccmo.edu

E. District winners must be determined **by the second Saturday prior to the start of the championship tournament.**

F. 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.

G. The district play-off winner will receive a plaque to be provided by the host region.

H. District play-off games must be played on regulation size court.

I. There will be four at large bids and four zone qualifiers that rotate through the 16 Districts to complete the 24 team bracket. Zone Rotation would be as follows:

2013: Zone C Districts E, G, K, P (Regions 5, 7, 11, 16, 24)
2014: Zone B Districts: A, J, L, O (Regions 1, 10, 14, 17, 23)
2015: Zone D Districts: F, I, M, N (Regions 6, 9, 18, 22)
2016: Zone A Districts: B, C, D, H (Regions 2, 3, 4, 8, 12, 13, 15, 20)

The method of determining zone qualifiers must be submitted to the NJCAA Office in writing on or before December 1st based upon the following rotation:

December 1, 2012 – Zone C
December 1, 2013 – Zone B
December 1, 2014 – Zone D
December 1, 2015 – Zone A

J. The At-Large Selection Committee will be a six member committee made up of two fulltime members and four at large members who will serve two year terms on the committee.

1. Full time members (approved every 3 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. 2013 Northeast Regional Director(Regions 3, 12, 15,19,20,21) Scott Barlow
     b. 2013 West Regional Director (1,2,5,9, 14,18)Rex Parcells
     c. 2013 & 2014 Southeast Regional Director (Regions 7, 8, 10, 17, 22, 23) Dan Lumpkin
     d. 2013 & 2014 Midwest Regional Director (Regions 4,6,11,13,16,24) Darren Pannier

Section 5. Rules and Procedures

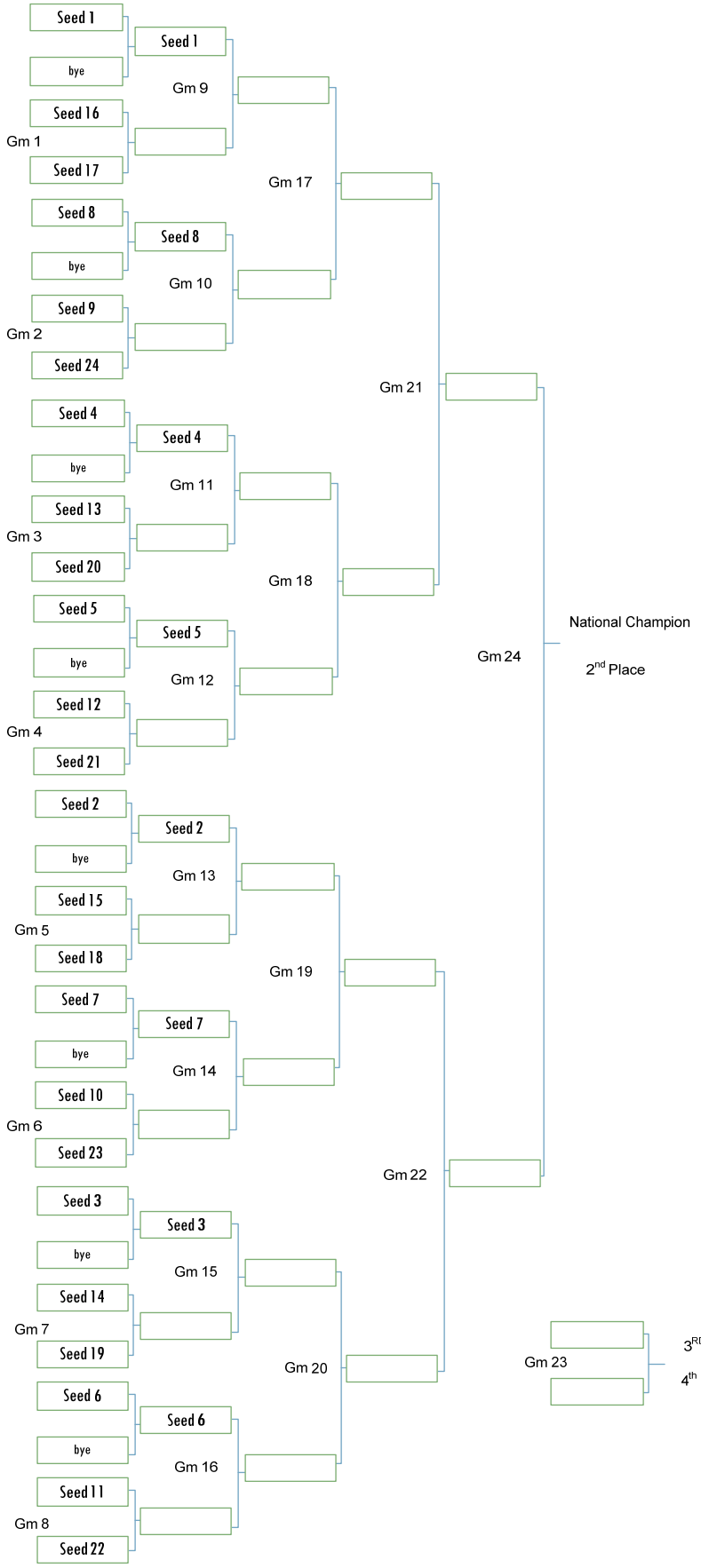
A. NCAA Rules shall be used with the exception of uniform NCAA authenticating mark that requires preapproval prior to production.

B. The official tournament ball for 2012-2013 will be the Rawlings Contour basketball CNTR285-NJCAA.

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 2013 National Tournament Bracket with placement and game numbers are as follows:

NJCAA DIVISION I BASKETBALL TOURNAMENT BRACKET



Suggested Game Schedule

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

Tuesday
Game 7
Game 8
Game 9
Game 10
Game 11
Game 12

Wednesday
Game 13
Game 14
Game 15
Game 16

Thursday
Game 17
Game 18
Game 19
Game 20

Friday
Game 21
Game 22

Saturday
Game 23
Game 24

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.

The tournament matchups would be the following:

No. 16/No. 17 winner to meet No. 1 seed in second round
No. 9/No. 24 winner to meet No. 8 seed in second round
No. 13/No. 20 winner to meet No. 4 seed in second round
No. 12/No.21 winner to meet No. 5 seed in second round
No. 15/No. 18 winner to meet No. 2 seed in second round
No. 10/No. 23 winner to meet No. 7 seed in second round
No. 14/No. 19 winner to meet No. 3 seed in second round
No. 11/No. 22 winner to meet No. 6 seed in second round

1. The following district playoff procedure will be in effect for the 2013 commitment period:

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

2. District Play-off Procedure for 2012:

District C:
Region 20 will host 2013
Region 3 will host 2014
Playoff dates if 4 teams will be March 8-9, 2013; 3 teams will be March 7 & 9, 2013; 2 teams March 9, 2013.
Playoff rotation:
2013 20 vs 12 3 vs 15
2014 12 vs 3 15 vs 20

** If hosting region doesn't qualify, it rotates to the next region. If only 3 teams participate, then the host team gets the bye.
District C Champion plaque will be paid by host. Host pays all tourney costs. No entry fee.

District D:
Region 4, 2013
Region 13, 2014

The district championship plaque will be provided by host. The host college will incur cost of officials, table workers, and athletic trainer. Provide 1 ½ hour practice time at host site. One hour shoot around at site of tournament. The host college must provide hotel arrangements no further than 15 miles from the tournament site.

District J:
Region 17 will host.
Play-off dates will be March 8, 2013

District K:
Region 16 will host 2013
Region 11 will host 2014
Region 16 will host 2015
Region 16 will host 2016
Region 11 will host 2017

The host school will pay for awards and college officials. Regional Directors will agree on game times. Officials shall be assigned by Region 16 officials when Region 16 host. Officials will be assigned by ICCAC Commissioner when Region 11 host.
Dates of the NJCAA Tournament from **2013:**

Dates for District Finals	**Dates for NJCAA Tournament**
• **2013 March 9, 2013**	• **2013 March 18-23; Salina Kansas**
• **2014 March 8, 2014**	• **2014 March 17-22; Salina Kansas**
• **2015 March 7, 2015**	• **2015 March 16-21; Salina Kansas**

E All postseason play will follow NJCAA rules.

F Media Timeouts- (Used only if live/tape delayed television coverage is available)

1. Media Timeouts:
There will be two media timeouts (75 seconds) per half.
- 1st dead ball after 15:00
- 1st dead ball after 10:00

Coaches Timeouts: Both teams will receive four – 30 second timeouts. There will be NO FULL-TIME OUTS except for media timeouts.

Overtime: Each team gets one additional FULL timeout (75 seconds) in overtime.

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

H. 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.

I. 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.

J. No building of cheerleader pyramid will be allowed in the National Basketball Tournament.

K. All cheerleaders must be in college issued uniform.

L. 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

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 a NJCAA gold medal. There shall be 16 medals.

C. Each individual player on the second place team shall receive a 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 I Women's Basketball All-Tournament team will be made and awarded medals. Twelve (12) players shall be selected.

Section 8. National Basketball Poll

A. The National Poll shall be reported by each Region Director or their designated person, to their respective Sectional Directors. Sectional Directors are responsible for ranking those teams in their section and reporting that ranking to the National Office by 10 a.m. MST on each poll day. Results will be emailed back to each Sectional Director. Upon receiving, they will vote on a top 20 by email to the National Office. The National poll shall honor the submitted rankings within the regions.

B. Division I Sectional Directors:

Districts	Regions	Name	College	E-mail
K, F	6, 11, 16	Darren Pannier	State Fair Community College, Mo.	dpannier@sfccmo.edu
G, C	7, 3, 12, 15, 20	Scott Barlow	Lakeland Community College	sbarlow@lakelandcc.edu
I, M	9, 18	Norma Carr	Salt Lake Community College, Utah	norma.carr@slcc.edu
B, L	2, 14	Tim Drain	Tyler Junior College, Texas	tdra@tjc.edu
A, E	1, 5	Rex Parcells	Hill College	rparcells@hillcollege.edu
H, J	8, 10, 17	George Sanders	Florida State College at Jacksonville	gsanders@fscj.edu
N, O	22, 23	Ladd Taylor	Mississippi Gulf Coast Community College	ladd.taylor@mgccc.edu
D, P	4, 13, 24	Zack Loll	Wabash Valley College	lollz@iecc.edu

C. **A pre-season poll will be made. Dates for the poll releases 2012-2013 will be November 14, 21, 28; December 5, 12; January 9,11, 23,30; February 6, 13, 20, 27; March 6**
The final poll must be completed after the final weekend of regular season competition.

D. Poll will include overall records.

E. **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).**

F. 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 by the following formula:

1. 60 percent of the formula will be the final regular season Women's Division I Basketball Poll. (An internal poll must be completed after the final weekend of regular season competition).
2. 20 percent will be a combination of strength of own schedule/strength of conference district.
3. 20 percent based upon historic results of district at national championships.

C. The top eight teams in the tournament must be district champions and will receive an opening round bye in the tournament.

D. Seeds nine through 24 to be comprised of final eight district champions, four at-large selections, and four zone qualifiers.

Section 10. A team picture and roster must be sent electronically to the tournament director by February 15, 2013. The team picture must be a good clear picture, taken in college uniforms with jersey numbers visible.

Section 11. **All-American Nomination Guidelines**

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

1 A fully executed copy of the NJCAA All-American nomination form filed as per the deadline dates established within each respective sport;

2. Two individual, vertical, formal glossy photographs in ***color***, no smaller than 3X5 and no larger than 5X7;
3. Photos must be head and shoulder shots, in team jersey with number visible (if applicable);
4. Digital pictures must be submitted on a computer disk or CD with a minimum print resolution of 300 dpi. Digital pictures printed on any medium other than glossy photo paper with a print resolution of *less* than 300 dpi will **not** be accepted.
5. Digital photos submitted to the National Office via email will not be accepted;
6. Student-athlete's name, college, region and position must be included with the digital picture or included on the back of the photograph.
7. **Playing statistics for all student-athletes being nominated for All-American status must be up-to-date and printed from NJCAA website and included with the All-American nomination form.**

Section 12. **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 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.

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.

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 National Office by October 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 19-23, 2013, Illinois Central College; Peoria, Illinois
March 18-22 2014, Johnson County Community College

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 sixteen 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 11, 2013.

D. Each Athletic Director of the winning institution is responsible for ensuring that one (1) game film (DVD format) of the District Championship Game is mailed to their first round opponent of the national tournament. The game film must be sent overnight express by Tuesday, March 12, 2013 to arrive by Wednesday, March 13, 2013.

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 for 2012-2013 will be the Rawlings 8 panel ball #CNTR285-NJCAA.

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 2013 National Tournament Bracket with placement and game numbers are as follows:

E. 1.

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

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.

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

2. Regions listed in parenthesis do not have teams currently participating within this division.

F. See Article XII Team Sport District Qualification for National Tournaments Sections 1 and 2.

G. 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.....Lind Hartsell
District N,O .....Julie Mulvey

H. The substitution order is as follows: C, H, J, N, L, G, E, D, B, A, F, M, O, P, I, K

I. Games will be played on Tuesday, Wednesday, Thursday, Friday and Saturday with each team playing a minimum of two games.

TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Game 1	Game 7	Game 12	Game 18	Game 23
Game 2	Game 8	Game 13	Game 19	Game 24
Game 3	Game 9	Game 14	Game 20	Game 25
Game 4	Game 10	Game 15	Game 21	Game 26
Game 5	Game 11	Game 16	Game 22	
Game 6		Game 17		

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 play-off procedures are the responsibility of the respective regional directors and must be published by **December 15th** annually.

J. 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.

K. All postseason play will follow NJCAA rules.

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

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

N. 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 tournament basketball games.

O. No building of cheerleader pyramid will be allowed in the National Basketball Tournament.

P. All cheerleaders must be in college issued uniforms.

Q. Media Time Outs- (Used only if live/tape delayed television coverage is available)

1. Media Timeouts:

There will be two media timeouts (75 seconds) per half.

- 1st dead ball after 15:00
- 1st dead ball after 10:00

Coaches Timeouts: Both teams will receive four – 30 second timeouts. There will be NO FULL-TIME OUTS except for media timeouts.

Overtime: Each team gets one additional FULL timeout (75 seconds) in overtime.

R. Each team will have 20 minutes to warm up between games at the national tournament.

Section 6. Officials

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 a NJCAA gold medal. There shall be 16 first place team medals.

C. Each individual player on the second place team shall receive a 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. A Division II Women's Basketball All-Tournament team of 12 players will be selected and awarded medals.

G. The "Host Team Award" is provided by the National Tournament host.

H. Individual awards given by host school if they choose:

1. Points per game
2. Rebounds per game
3. Assists per game
4. Steals per game
5. Best Defensive

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:

1. Regional placement in the national tournament the previous year.
2. Strength of Region/District
3. National Poll
4. Overall JUCO record.

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

Section 9. National Basketball Poll

A. The national poll shall begin on November 13, 2012 and consists of the top 20 teams. The poll will include overall and Division II records. The National poll shall honor the submitted rankings within the regions.

B. Each region is to report their top Regional teams to the appropriate sectional director by 10 a.m. MST on Monday, each week of the poll. Reports are to include each team's overall record, division record and results of games played. Forfeits are not to be included in records. Regions not reporting to the sectional director will not be included in the poll.

C. Section directors will participate in a conference call each week of the poll. Poll release dates for 2012-13 are November 14, 21, 28, December 5, 12, January 9, 16, 23, 30, February 6, 13, 20, 27, March 6

D. Division II Sectional Directors:

Regions	Director	College	E-Mail
3, 15, (7)	Scott Barlow	Lakeland Community College, Ohio	sbarlow@lakelandcc.edu
10, 15, 19, 20, 21, (8) (17)	Lind Hartsell	Craven Community College	hartselll@cravencc.edu
4, 9, 11, 13	Berdy Kuiken	South Suburban College, Ill.	bkuiken@southsuburban.edu
1, 2, 6, 16, 24, (23),(5),(14),(18)	Carl Heinrich	Johnson County Community College	heinrich@jccc.edu

E. The poll will take into consideration: strength of the region, strength of schedule, game scores, national tournament finish, overall and Division II records.
F. Team offense, team defense, and individual scoring statistics must be reported to the NJCAA website by the individual coaches.
G. 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 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**
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, 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.

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**
A. The following guidelines must be adhered to for consideration of All-American status:
1. A fully executed copy of the NJCAA All-American nomination form filed as per the deadline dates established within each respective sport;
2. Two individual, vertical, formal glossy photographs in ***color***, no smaller than 3X5 and no larger than 5X7;
3. Photos must be head and shoulder shots, in team jersey with number visible (if applicable);
4. Digital pictures must be submitted on a computer disk or CD with a minimum print resolution of 300 dpi. Digital pictures printed on any medium other than glossy photo paper with a print resolution of less than 300 dpi will not be accepted;
5. Digital photos submitted to the National Office via email will not be accepted;
6. Student-athletes name, college, region and position must be included with the digital picture or included on the back of the photograph.
7. **Playing statistics for all student-athletes being nominated for All-American status must be up-to-date and printed from NJCAA website and included with the All-American nomination form.**
8. All-American selections will be chosen by the DII Basketball Committee.

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

A. Colleges or organizations wishing to host the NJCAA Championship Basketball 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. The NJCAA National Office shall place all bids before the Committee on Championship Events as provided in Article X.

Section 2. Tournament Dates

March 14-16, 2013 – UCR Regional Sports Center, Rochester, Minnesota
March 13-15, 2014 – UCR Regional Sports Center, Rochester, Minnesota
March 11-13, 2015 – 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. **Vote is to be taken on the Monday before the tournament**

1. Eight district winners will participate in the 2013 tournament.
2. The 2013 Tournament will consist of an eight team bracket, with all teams being seeded. The seeding will be done by a vote of the section directors in conjunction with the national office. The vote is to be taken on the Monday before the start of the tournament, March 12, 2013.
3. Seeding will be on the basis of, in no particular order:
   a. Regional placement in national tournament the previous year.
   b. Strength of Region/District
   c. National poll
   d. Overall & JUCO Record

   (**NOTE**: Teams participating in the tournament should fax or e-mail their schedule with scores to all sectional directors prior to the seeding conference call.)

B. Each district shall determine its entry.

C. District winners must be determined by the Sunday preceding the beginning of the tournament.

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

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 for 2012-2013 will be an eight-panel ball Rawlings CNTR285-NJCAA.

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 score book, no substitutions may be made. Bench personnel shall not exceed 19 people.

D. The following is the 2013 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	District	Region
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, Western.

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

E. 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.

F. The substitution order is as follows: (10, 20, 7, 2) 17, 19, 15, 13B, 13A, 21, 4, 3

G. Games will be played on Thursday, Friday and Saturday respectively; 1 p.m., 3 p.m., 6 p.m. and 8 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 play-off procedures are the responsibility of the respective regional directors and must be published by December 15th annually.

H. The tournament host acting with the NJCAA Representative, may allot the host district the feature game in their first round of play. 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. 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.
M. 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 tournament basketball games.
N. No building of cheerleader pyramid 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. National Basketball Poll

A. The national poll shall be reported by each Regional Director or designed individual to their Section Director. Sectional Directors are responsible for ranking those teams in their section. They will participate in a weekly poll call in conjunction with the NJCAA National Office to determine the National Poll. The National poll shall honor the submitted rankings within the regions.
B. Division III Section Directors:

Districts	Regions	Director	College	E-Mail
A	3	Gary Broadhurst	Mohawk Valley CC	gbroadhurst@mvcc.edu
D	15	Donna Genova	Bronx Community College	DTGenova@optonline.net
E, G	17, 19, 20	Ron Case	Gloucester County College	rcase@gccnj.edu
F	10, 21	Julie Mulvey	Massasoit Community College	jmulvey@massasoit.mass.edu
B, C, H	4, 12, 13A, 13B	Berdyne Kuiken	South Suburban College	bkuiken@southsuburbancollege.edu

C. Poll release dates for 2012-2013 are:
November 14, 21, 28 December 5, 12 January 9, 16, 23, 30 February 6, 13, 20, 27
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, JUCO divisional and overall records.
F. Team offense, team defense, and individual scoring statistics should be reported to the NJCAA Coaches site (www.njcaa.org/schools).
G. 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 9. All-American Nomination Guidelines

A. The following guidelines must be adhered to for consideration of All-American status:
1. A fully executed copy of the NJCAA All-American nomination form filed as per the deadline dates established within each respective sport;
2. Two individual, vertical, formal glossy photographs in ***color***, no smaller than 3X5 and no larger than 5X7;
3. Photos must be head and shoulder shots, in team jersey with number visible (if applicable);
4. Digital pictures must be submitted on a computer disk or CD with a minimum print resolution of 300 dpi. Digital pictures printed on any medium other than glossy photo paper with a print resolution of less than 300 dpi will not be accepted;
5. Digital photos submitted to the National Office via email will not be accepted;
6. Student-athlete's name, college, region and position must be included with the digital picture or included on the back of the photograph.
7. **Playing statistics for all student-athletes being nominated for All-American status must be up-to-date and printed from NJCAA website and included with the All-American nomination form.**

B. Selection Process

1. All American selections will be chosen by the DIII Basketball committee.

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

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, 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.

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.

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

Section 1. Meet/Championship Selection

A. Colleges or organizations wishing to host the NJCAA Championship Cross Country 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. 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 Championship Cross Country Meet shall be the second Saturday in November.

November 10, 2012, Rend Lake College; Ina, Ill.

November 9, 2013, Iowa Central Community College, Fort Dodge, Iowa

Section 3. Tournament Host Pre-Meet Responsibilities

The NJCAA National Championship Meet 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 National Championship Meet. NCAA Cross Country Rulebook and any exceptions must be cleared through 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 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.

D. Non-United States citizen student-athletes will be designated as non-United States citizen student athletes on the entry form.

E. Only two of the seven cross-country members can be non-US citizens or permanent residents receiving athletic aid.

Section 5. Cross Country Poll

A. The ranking committee should be composed of the Hill-n-Dale editor and volunteers from the various regions.

B. Colleges must submit meet results electronically by 12:00 Noon CST, Monday, following each meet to the Hill-n-Dale editor to be included in the weekly release and rankings.

C. The Hill-n-Dale editor will submit weekly meet results to committee members by 10:00 a.m. CST, Tuesday. Committee member 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 editor by midnight, Tuesday. The editor will compile the results and submit the top 25 rankings to the Hill-n-Dale website and the NJCAA final poll will be posted in the first week in November.

D. Member colleges must submit times weekly on the Hill-N-Dale website -- the official website for NJCAA cross country -- to be eligible for national rankings in that sport.

Section 6. 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.

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 men's race and women's race.

D. In the event of cold or inclimate weather, meet participants may wear cold weather gear (ie: running tights, team sweats, rain suits) with the approval of the meet director and the NJCAA Rep. 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/meet director, and a person appointed by the other two members, not to be a coach in the meet.

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 $200.00 per team.
C. Entry fee must be paid at registration. Participation will not be allowed until entry fee is paid.

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 Nomination Guidelines**

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

1. A fully executed copy of the NJCAA All-American nomination form filed as per the deadline dates established within each respective sport;
2. Two individual, vertical, formal glossy photographs in ***color***, no smaller than 3X5 and no larger than 5X7;
3. Photos must be head and shoulder shots, in team jersey with number visible (if applicable);
4. Digital pictures must be submitted on a computer disk or CD with a minimum print resolution of 300 dpi. Digital pictures printed on any medium other than glossy photo paper with a print resolution of less than 300 dpi will not be accepted;
5. Digital photos submitted to the National Office via email will not be accepted;
6. Student-athletes name, college, region and position must be included with the digital picture or included on the back of the photograph.
7. **Race statistics for all student-athletes that qualify for All-American status must be up-to-date on the Hill-N-Dale website prior to the start of the National Championship race.**

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 National Office by October 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.

1. **November 10, 2012 at SUNY Delhi; Delhi, N.Y.**
2. **November 9, 2013 at Holyoke Community College; Holyoke, Mass.**

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 or her designee will make a final inspection of the course one day prior to the national meet. NCAA Cross Country Rule Book 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 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. 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 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 inclimate weather, meet participants may wear cold weather gear (ie: running tights, team sweats, rain suits) with the approval of the meet director and the NJCAA Rep. 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 protests 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 fourth 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 $100.00 per team and a maximum entry fee of $20.00 per individual.
C. Entry fee must be paid at registration. Participation will not be allowed until entry fee is paid.

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 ranking committee should be composed of the Hill-n-Dale editor and volunteers from the various regions.
B. Colleges must submit meet results electronically by 12:00 Noon CST, Monday, following each meet to the Hill-n-Dale editor to be included in the weekly release and rankings.
C. The Hill-n-Dale editor will submit weekly meet results to committee members by 10:00 a.m. CST, Tuesday. Committee member 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 editor by midnight, Tuesday. The editor will compile the results and submit the top 25 rankings to the Hill-n-Dale website and the NJCAA final poll will be posted in the first week in November.
D. Member colleges must submit times weekly on the Hill-n-Dale website the official website for NJCAA cross country to be eligible for national rankings in that sport.

Section 17. **All-American Nomination Guidelines**

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

1. A fully executed copy of the NJCAA All-American nomination form filed as per the deadline dates established within each respective sport;
2. Two individual, vertical, formal glossy photographs in ***color***, no smaller than 3X5 and no larger than 5X7;
3. Photos must be head and shoulder shots, in team jersey with number visible (if applicable);
4. Digital pictures must be submitted on a computer disk or CD with a minimum print resolution of 300 dpi. Digital pictures printed on any medium other than glossy photo paper with a print resolution of less than 300 dpi will not be accepted;
5. Digital photos submitted to the National Office via email will not be accepted;
6. Student-athletes name, college, region and position must be included with the digital picture or included on the back of the photograph.
7. **Race statistics for all student-athletes that qualify for All-American status must be up-to-date on the Hill-N-Dale website prior to the start of the National Championship race.**

L. FOOTBALL

Section 1. **Important Dates for 2012**

A. **August 24** All Bowl Game hosts must fill out the NJCAA Athletic Event Questionnaire and send a certificate of insurance prior to this date. (See Section 4.)
B. **August 23** First Game Date, fourth Thursday in August.
C. **September 4** The 2012 weekly Football poll releases will begin. (See Section 5.)
D. **September 14** Ballots for All-American Football nominations will be sent to all member colleges playing football. (See Section 6.)
E. **November 16** (See Section 6.)
F. **November 11** All regular season games must be completed. (See Section 5.)
H. **November 12** Final Season poll released. (See Section 5.)
I. **November 13** 12 p.m. - Date for the selection of teams for postseason. (See Section 4.)
J. **Monday (December 3rd) following the completion of all bowl games -** Championship poll and All-Americans will be released. (See Section 5 and 6.)

Important Dates for 2013

A. **First Game Date** Fourth Thursday in August - August 22nd
B. **November 10** All regular season games must be completed. (See Section 5.)
C. **November 11** Final Season Poll released. (See Section 5.)
D. **November 12** Bowl selection date.
E. **February 6, 2013** Signing Date for Football. (See Section 8.)

Section 2. **Official Game Ball**

A. The Wilson GST 1003 football is the official game ball for the NJCAA and all sanctioned bowl games.
B. It is recommended that all NJCAA colleges playing football adopt the Wilson GST 1003 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 inquires should be sent to the attention of the Executive Director of the NJCAA.

Section 4. **Post Season Bowl Games**

A. All Bowl Game hosts must fill out the *NJCAA Athletic Event Questionnaire* and send a certificate of insurance that would meet the NJCAA insurance policy requirements prior to August 24, 2012. 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.*
B. The earliest date for the selection of teams for postseason games and classics shall be **12 Noon CST**, November 13, 2012. Bowl games scheduled prior to Thanksgiving shall select teams for participation no earlier than November 6, 2012 at 12:01 pm. Inquires and contacts may be made to interested colleges by bowl game representatives prior to November 6th or November 13th; however, any attempt to negotiate and or finalize agreements prior to theses 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 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 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 $1000.00** 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 National Office no later than 20 days prior to the date of the contests.
H. The Wilson GST 1003 leather football shall be the official football for all sanctioned bowl games.

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. Also, the college must have signed the NJCAA Championship Football Bowl Contract in those years a National Championship Game is scheduled.
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: 2012-SWJCFC & WSFL; 2013-MCAC & KJCCC; 2014-Independent & MFC; 2015- MACJC & NFC. Each conference will identify to NJCAA Headquarters, 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 week during the season. 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 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) for each team will be omitted.
D. Beginning with the 2012 season, 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 members (9) 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 PrestoSports Stat 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 office by Monday afternoons.

G. NJCAA Headquarters will begin weekly football releases on September 4, 2012. The first two ranking will be done exclusively by the voting panel. Beginning September 18, 2012 the FCR component will be included.

H. All regular season games must be completed by November 11, 2012, and the Final Regular Season Poll will be released on November 12, 2012. 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:

District	Region(s)	Director	College	E-Mail
1	3, 15, 19, 21	John Jackson	Dean College	jjackson@dean.edu
2	17, 22, 23	Jim Southward	Mississippi Community College Board	jsouthward@mccb.edu
3	4, 11, 12, 24	Thom McDonald	Iowa Community College Athletic Conference	iccac@iccac.org
4	13	Buster Gilliss	Bismarck State College	Buster.gilliss@bismarckstate.edu
5	6, 16	Randy Stange	Hutchinson Community College	stanger@hutchcc.edu
6	2, 5, 14	Roark Montgomery	Navarro College	roark.montgomery@navarrocollege.edu
7	1, 18	Greg Silcox	Paradise Valley Community College	greg.silcox@pvmail.maricopa.edu

J. The poll will rank only the top 20 football teams in the nation. A Panel Director cannot rank a team within his area number one in ratings until they have played five games. Then a team can be rated number one only if they are undefeated. A Panel Director can rate a team from their district number two at any time during the season.

K. 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.

L. Member colleges must enter statistics weekly on the NJCAA PrestoSports Stat System to be eligible for national rankings in that sport. Team and individual statistics will be submitted by the college to the NJCAA PrestoSports Stat System.

Section 6. All-American Selection

A. Ballots for All-American football nominations will be sent to all member colleges that play football on or before September 14, 2012. Also, the forms are available from the NJCAA website, www.njcaa.org.

B. Member colleges must send their nominations to their Conference Director on or before November 16, 2012. Any college who nominates more than one player for All-American must rank all nominees in order of preference before sending them to their Conference Director. *NOTE: Players will not be considered for All-American unless the following information is included and the Conference Director signs each nomination form:*

1. A vertical 3" x 5" head/shoulders glossy picture (color) in a football jersey.
2. Adequate supporting information and statistics on the nominated athlete.
3. Players must be ranked by their coach in order of preference for All-American consideration.
4. Players from each Conference must be ranked in order of preference of the Conference for All-American in each of the offensive and defensive categories.
5. Players must have been selected to their respective All-Conference Team before nominated for All-American.
6. Please also refer to Section 6. H below for other All-American nomination guidelines

C. The Conference Director shall rank all nominations submitted from his region on the NJCAA Football Ranking Form. 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 order for a player to receive consideration for the All-American Football Team.

D. 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. Also, the Conference should rank each player nominated in descending order, #1 through how many nominated in each Conference. This ranking will be done on the NJCAA Football Ranking Form.

E. The Conference Director shall send all nominations from his Conference to the Football Committee Chairperson, Express Mail, return receipt requested, postmarked no later than December 1, 2012. *Nominations postmarked after that date will not be considered, nor will late arrivals not sent Express Mail, return receipt requested.*

F. Teams that are not affiliated with a Conference should follow the All-American nomination procedure outlined in Section 6. B. above and then submit their nominations to their Regional Director. The Region Director will then submit the nominations to the Football Committee Chairperson via the process outlined in Section 6. E.

G. The All-American selections will be released the week of December 3, 2012.

H. All-American Nomination Guidelines:

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

1. A fully executed copy of the NJCAA All-American nomination form filed as per the deadline dates established within each respective sport;
2. Two individual, vertical, formal glossy photographs in *color*, no smaller than 3X5 and no larger than 5X7;
3. Photos must be head and shoulder shots, in team jersey with number visible (if applicable);
4. Digital pictures must be submitted on a computer disk or CD with a minimum print resolution of 300 dpi. Digital pictures printed on any medium other than glossy photo paper with a print resolution of less than 300 dpi will not be accepted;
5. Digital photos submitted to the National Office via email will not be accepted;

6. Student-athlete's name, college, region and position must be included with the digital picture or included on the back of the photograph.
7. Playing statistics for all student-athletes being nominated for All-American status must be up-to-date and printed from NJCAA website and included with the All-American nomination form.

Section 7. **General Rules**

A. All play shall be conducted according to the NCAA Rules of Football with exceptions only as noted in this section.
B. All teams must have a minimum of ten practice days prior to a game or scrimmage with another team. The first three days of these ten 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.
   1. Subsequent to the three-day period, institutions may practice in full pads. However, an institution may not conduct multiple on-field practice sessions (e.g., two-a-days or three-a-days) on consecutive days.
   2. Student-athletes shall not engage in more than three hours of on-field practice activities on those days during which one practice is permitted
   3. Student-athletes shall not engage in more than five hours of on-field practice activities on those days during which more than one practice is permitted.
   4. On days that institutions conduct multiple practice sessions, student-athletes must be provided with at least three continuous hours of recovery time between the end of the first and the start of the last practice that day. During this time, student-athletes may not attend any meetings or engage in other athletically related activities (e.g., weight lifting); however, time spent receiving medical treatment and eating meals may be included as part of recovery time.
   5. The NJCAA during one-a-day practice period only, 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. All physical exams shall have been completed prior to the first practice of the individual.
D. The visually enhanced football shall be an accepted ball.
E. Games played on high school fields will be allowed to use the wider high school goal posts.
F. 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.
G. Football jersey must be full-length and tucked into the pants as stated in the current NCAA Football Rules and Interpretations.
H. Adhere and follow the NCAA Fight Rule (Rule 2 and 9) and the following addition for players leaving their designated bench area:
   1. 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 schedule or post season 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.
   2. 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.

A. Health care attendants, known to be infected with the HIV virus, cannot administer to bleeding athletes.
B. 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.
C. A bleeding athlete cannot compete further until the bleeding has been stopped.
D. 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.

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.

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 National Office by October 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 - Men (Division I)

A. The NJCAA Division I Championship Golf Tournament shall conclude prior to the first full week of June.
May 12-17, 2013 – The Rawls Course at Texas Tech Univ.; Lubbock, Texas

B. All District qualifying will be completed by the conclusion of the second full week in May.

C. It is the responsibility of the District Directors to send entries to the NJCAA Tournament Director by email, express mail, or certified mail (return receipt required), no later than the Tuesday following the second full week in May.

D. The NJCAA Tournament Director shall send entry blanks to the District Directors and general information on the tournament to all NJCAA golf coaches by April 1.

Tournament Dates - Men (Division II)

A. The NJCAA Division II Championship Golf Tournament shall conclude prior to the first full week of June:
May 21-24, 2013 – Goose Pond Colony Golf Course (Scottsboro, AL)
May 20-23, 2014 – Indiana National Golf Club at Swan Lake Resort
May 19-22, 2015 – Goose Pond Colony Golf Course (Scottsboro, AL)

B. All regional qualifying must be completed by Wednesday of the **second full week in May**.

C. It is the responsibility of the region directors to send entries to the NJCAA Tournament Director, by email, Express Mail or Certified Mail (return receipt requested), no later than Thursday of the second full week of May.

D. 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 1**.

Tournament Dates - Men (Division III)

A. The NJCAA Championship Golf Tournament must be concluded by the end of the second full week of June.
June 4-8, 2013 at Chautauqua Golf Course, Chautauqua, New York
June 3-7, 2014 at Chautauqua Golf Course, Chautauqua, New York
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.**

C. It is the responsibility of the region directors to send entries to the NJCAA Tournament Director, by email, Express Mail or Certified Mail (return receipt requested), no later than the Tuesday following the second full week of May.

D. 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 1.**

Tournament Dates - Women

A. The Women's National Championship Golf tournament shall be held:
May 13-16, 2013, Longbow, Mesa AZ
May 12-15, 2014, LPGA International, Daytona Beach, FL
May 11-14, 2015 Longbow, Mesa, AZ
May 16-19, 2016 LPGA International, Daytona FL
All entries must be received by the tournament director ten days prior to the tournament.

B. It is the responsibility of the Regional Directors to send entries to the NJCAA Tournament Director, postmarked certified mail, or by email no later than ten days before the 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 1.

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 ten (10) individuals whose team does not qualify. Odd number of teams will round up.

C.

District	Regions	Director	College	E-Mail
1	1, 9, 18	Greg Silcox	Paradise Valley Community College	greg.silcox@pvmail.maricopa.edu
2	5, 14	Roark Montgomery	Navarro College	Roark.montgomery@navarrocollege.edu
3	6, 11, 16	Randy Stange	Hutchinson Community College	stanger@hutchcc.edu
4	8, 10, 17, 20, 22, 23	TBD		

D. Each District will be required to determine their national qualifiers.

E. If there is a host team/teams (not to exceed 2 by bid) they will receive an automatic bid if such teams fail to qualify.

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

A. Each region be 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 be 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 be allowed a maximum of 20 participants in the NJCAA Golf Championship 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 be allowed a maximum of ten participants in the NJCAA Golf Championships when golf eligibility filed with the National Office is five colleges or less.

B. Each region be 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 be 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 eighteen 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 coaches 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 (2) stroke penalty added to the score for the day. (Women) Two coaches per team may be designated to give advice, but coaches will not be allowed on the greens.

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.

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 (2) 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) & 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 (except for Division II). Division II will be awarding 10 gold medals.

D. 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.

E. A Medalist award shall be presented.

F. A Coach of the Tournament award shall be presented (Women's championship and 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. **Finances - Men (Division I, II, III) & Women**

A. Each college shall pay its own team expenses.
The entry fee shall not exceed $600.00 per team or $120.00 per individual. (This entry fee is for the tournament days only – not practice rounds.)

B. Any additional fees, mandatory or optional, will be identified in the tournament bid.

Section 9. **Any USGA Sanctioned Event - Men (Division I, II, III) & Women**

A. Student-athletes may compete with professional golfers in any USGA sanctioned event provided the student-athlete does not receive compensation (money) in any form for his/her participation.

B. Compensation must be in the form of personalized merchandise and may not exceed the USGA limitation per event.

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 considerations 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. (Article XX of the NJCAA bylaws)

Section 16. **National Poll Procedures - Men's (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 ten (10) players in the country as selected by the five (5) 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 Region.

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. Member colleges must enter statistics weekly on the NJCAA website to be eligible for the national rankings in golf.
C. The national poll shall honor the submitted rankings within Region.

National Poll Procedures - Men (Division III Golf Coaches Golf Coaches Association)

A. The association seeks to recognize the accomplishments of individuals and teams through the NJCAA coaches 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. Member colleges must enter statistics weekly on the NJCAA website to be eligible for national rankings in golf.
C. The national poll shall honor the submitted rankings within Region.

National Poll Procedures – Women

A. The association seeks to recognize the accomplishments of individuals and teams through the NJCAA coaches 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. Member colleges must enter statistics weekly on the NJCAA website to be eligible for national rankings in golf.
C. The national poll shall honor the submitted rankings within Region.

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.

Section 19. **All-American Nomination Guidelines**

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

1. **Golf Division I & III (Men); Women:**
    - **a. How Selected:** By finish at NJCAA Championship
    - **b. Total Finishers receiving AA Status:** 15 and ties
        - **i. First Team:** Top five finishers and ties
        - **ii. Second Team:** Next five finishers and ties
        - **iii. Honorable Mention:** Any remaining positions through 15th and ties
2. **Golf Division II (Men):**
    - a. **How selected:** By finish at NJCAA Championship
    - b. **Total Finishers receiving AA Status:** 26 and ties
        - i. **First Team:** Top eight finishers and ties
        - ii. **Second Team:** Next eight finishers and ties
        - iii. **Honorable Mention:** Any remaining positions through 26th and ties
3. 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.

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 National Office by October 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 Committees on Soccer.

November 12-17, 2012 at Darton College, Albany, GA
November 19-24, 2013 at Tyler Junior College, Tyler, TX
November 18-23, 2014 at Yavapai College, Prescott and Prescott Valley, AZ

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 or 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. Tournament Director has the right to change game times.

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

A. Districts and District Chairs

District	Regions	Director	College	E-Mail
Northeast	3, 15, 19, 21	Jeff Wiley	Jefferson Community College	jwiley@sunyjefferson.edu
Central	16,24	Rod Lovett	Parkland College	rlovett@parkland.edu
Great Lakes	4, 11, 13	Gary Huber	Black Hawk College	huberg@bhc.edu
North Central	12,20	Dale Vos	St. Clair County CC	dvos@sc4.edu
Plains	2,5,6	Randy Stange	Hutchinson Community College	stanger@hutchcc.edu
Southeast	8, 10,17, 22	David Elder	GCAA	gcaaorg@gmail.com
South	14, 23	Roark Montgomery	Navarro College	Roark.montgomery@navarrocollege.edu
West	1,9,18	Dan Johnson	Southeast Community College	djohnson@southeast.edu

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 2012, District representatives must be determined on/by November 3rd. Regions that are involved in District tournaments must have their regional tournaments completed on/by October 28th.

D. All regions that wish to enter a respective district tournament must notify their director by **October 15**, 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 15**, 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 post season 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 balls 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 15** 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.

H. District Playoffs

1. In alternating years, 2 teams from each of 4 districts will qualify for the national tournament.
2. The 4 districts which qualify 2 teams each shall be determined in a 2 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 2 teams in the host year.
5. Districts that qualify 2 teams;

2012	Central, Great Lakes, Southeast, West	National Tournament Host – Darton, GA
2013	Plains, Northeast, North Central, South	National Tournament Host – Tyler, TX

District	Site	Method / Structure
Northeast (3, 15, 19, 21)	2012 (3), 2013 (21), 2014 (19),	Odd years - 15 plays in 21; Even Years - 15 plays in 3
Central (16, 24)	2012 (24), 2013 (16)	
Great Lakes (4, 11, 13)	2012 (4), 2013 (11/13), 2014 (4)	
North Central (12, 20)	2012 (12) , 2013 (20)	
Plains (2,5,6)	2012 (6), 2013 (6)	2012-Region 2 will host Region 5 / 2013-Region 5 will host Region 2
Southeast (8, 10,17, 22)	2013 (17), 2015 (10)	Even years both regions send their Champion. Region 22 will play in Region 17 State Tournament and Region 8 will play in Region 10 in even year (2012, 2014). Region 22 will play in Region 10 and Region 8 will play in Region 17 in odd years (2013, 2015). State Champions will advance to the NJCAA national tournament.
South (14, 23)	2012 (14), 2013 (23)	Even years: 14, Odd years: 23
West (1, 9, 18)	2012 (9), 2013 (1), 2014 (1)	

I. Seeding – The soccer committee will seed the twelve 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 (ww.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 the 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 twelve 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 no stoppage of the game clock 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. They may return to the game at the next legal substitution point.
   3. National Tournament Pool Play Games only
      a. All games tied after regulation time (90 minutes) will follow the **POOL PLAY GAMES** procedures below.
   4. National Tournament Semi-Finals 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 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. The higher seed will wear light uniforms and have choice of bench.

F. NJCAA rules govern all Regional, District and National competition.

G. Each participating institution must bring one momento to exchange prior to each 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 – Days 1, 2, 3
SEMI-FINALS – 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 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 GAMES

All games in pool play (1-12) will be 90 minutes in length. In pool play games (1-12), overtime will not be played. Pool play games (1-12) which are tied after regulation time (90 minutes) will go straight to penalty kicks (PK's).

POOL PLAY STANDINGS

Team points will be awarded in each game in pool play in the following manner;
3 Points – Victory in Regulation time (90 minutes)
2 Points – Tie in Regulation time and Victory in PK's
1 Point – Tie in Regulation time and Loss in PK's
0 Points – Loss in Regulation time
After pool play, the team in each pool with the most points will advance to the Semi-Finals.

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;
2 TEAM TIES
Head to head competition between tied teams – the winning team advances.
3 TEAM TIES
Goals against in regulation time
Goal differential in regulation time with a maximum of +3 per game
**If at any point in applying either criterion:
A single team gains an advantage over the other 2 teams, it advances
A single team is eliminated and 2 teams remain tied, then immediately revert to the two team tiebreaking procedure (head to head competition between tied teams).

UNBREAKABLE TIES (3 team)

If all 3 teams remain tied after goals against and goal differential are applied, two "tiebreaking games" will be held on day 4 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. (2 ten 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.

SEMI-FINALS

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

FINALS

Game 15 – semi-finals 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 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 post-season 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 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 associations must reflect the places earned.

Section 8. **Finances**

A. Each college shall pay its own team expenses.

Section 9. **Procedures for National Soccer Coaches Association Poll**

Member colleges must enter statistics weekly on the NJCAA website to be eligible for national rankings in that sport.

2012 NJCAA MEN'S DIVISION ONE SOCCER AREA CHAIRMEN			
National Chairman **Michael Pantalione (16th yr as chair)** Yavapai College 1100 East Sheldon Street Prescott, AZ 86301 Phone: (928) 776-2242 Fax: (928) 776-2243 Email: philly@yc.edu Report Area: Regions 1, 9, 18	**Cam Stoltz (9th year)** Dakota County Technical College 1300 145th St (Co Rd 42) Rosemount, MN 55068 Work: (651) 423-8462 Fax: (651) 423-8536 Cam.Stoltz@dctc.edu Report Area: Regions 4, 11, 13, 24	**Marc Zagara (16th year)** Georgia Perimeter College 2101 Womack Road Dunwoody, GA 30338-4497 Work: (770) 274-5161 Fax: (770) 274-5259 mzagara@gpc.edu Report Area: Regions 8, 10, 17, 22	**Rick Larson (2nd year)** Schoolcraft College 18600 Haggerty Rd Livonia, MI 48152 Work: (734) 564-3693 Fax: (734) 462-4476 rick.larson4@gmail.com Report Area: Regions 12, 20
Fatai Ayoade (9th year) Johnson County CC 12345 College Blvd. Overland Park, KS 66210 Work: (913) 269-5568 Fax: (913) 496-4473 favoade@jccc.net Report Area: Regions 2, 5, 6, 16	**Steve Clements (16th year)** Tyler Junior College PO Box 9020 Tyler, TX 75711 Work: (903) 510-2687 Fax: (903) 934-7697 scle@tjc.edu Report Area: Regions 14, 23	**Nelson Cupello (16th year)** Monroe Community College 1000 E Henrietta Road Rochester, NY 14623-5780 Work: (585) 292-2847 Fax: (585) 292-3845 ncupello@monroecc.edu Report Area: Regions 3, 15, 19, 21	

2012 Reporting Dates		Key Factors in the Selection Process	Deadlines to Report
August 1 (pre-season poll)	October 15	* Won/lost record	Coaches to Area Chairman
September 3	October 22	* Head-to-head competition	Sundays 5 p.m. local time or after
September 10	October 29	* Results against common opponents	The last game of the week
September 17	November 5	* Results against teams outside of the region	
September 24	(Final Poll)	* Results against teams already in the top 20	Area Chairmen to National Chairman
October 1	November 19		Sundays 7 p.m. local time
October 8	(Post-Tournament 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 mot 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).

Section 15. **All American Selection** – See All-American Section of this Handbook

All-American Nomination Guidelines

A. The following guidelines must be adhered to for consideration of All-American status.
   1. A fully executed copy of the NJCAA All-American nomination form filed as per the deadline dates established within each respective sport;
   2. Two individual, vertical, formal glossy photographs in *color*, no smaller than 3X5 and no larger than 5X7;
   3. Photos must be head and shoulder shots, in team jersey with number visible (if applicable);
   4. Digital pictures must be submitted on a computer disk or CD with a minimum print resolution of 300 dpi. Digital pictures printed on any medium other than glossy photo paper with a print resolution of less than 300 dpi will not be accepted;
   5. Digital photos submitted to the National Office via email will not be accepted;
   6. Student-athlete's name, college, region and position must be included with the digital picture or included on the back of the photograph;
   7. Playing statistics for all student-athletes, from the entire team the player is being nominated for All-American status must be up-to-date and printed from NJCAA website and included with the All-American nomination form.

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 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.

O. SOCCER – MEN'S – DIVISION III

Section 1. Tournament Site Selection

A. Colleges or organizations wishing to host the NJCAA Championship 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. 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 8-11, 2012 at Herkimer County Community College, New York

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 1**, 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.

Section 4. Qualification of Teams for Competition

A. Eight teams participate in the national tournament

B. 1. District A - Region 3
2. District B - Region 5
3. District C - Regions 4, 13
4. District D - Region 15
5. District E – Region 19
6. District F – Region 20
7. District G – Region 21
8. District H – Regions 3, 19* (2012 Region 19 will send two teams)

* Regions 3 and 19 will alternate every other year on sending two teams from their region to the National Tournament.

C. The NJCAA Committee on Soccer will have the authority to make substitutions for last minute withdrawals from the tournament.

D. Division III District Champions must be decided by October 31, 2012, Seven Days, prior to the beginning of the NJCAA Championship.

G. Districts and District Chairs

District	Region(s)	Chair	College	Email
A	3	Jeff Wiley	Jefferson Community College	jwiley@sunyjefferson.edu
B	5	John Green	Clarendon College	John.green@clarendoncollege.edu
C	4, 13	Gary Huber	Black Hawk College	huberg@bhc.edu
D	15	Mike Pelliccia	Nassau Community College	Michael.pelliccia@ncc.edu
E	19	John Kuntz	Sussex County Community College	jkuntz@sussex.edu
F	20	Bruce Springer	Anne Arundel Community College	Bdspringer@aacc.edu
G	21	John Jackson	Dean College	jjackson@dean.edu
H	3,19*	2012 – Region 19 will send two teams. Regions 3 & 19 will alternate every other year.		

Note 1: All regions that wish to enter a respective district tournament must notify their director by October 15 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 15, 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.

H. 1. All District and National Tournament games must be played on a natural or artificial turf field that measurers 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 15, 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 no stoppage of the game clock.
2. No stoppage of game clock in last 5 minutes of a game.

3. Any player receiving a yellow card (caution) must leave the game for a substitute, including the goalkeeper. He may return to the game at the next legal substitution point.

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, numbers 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.

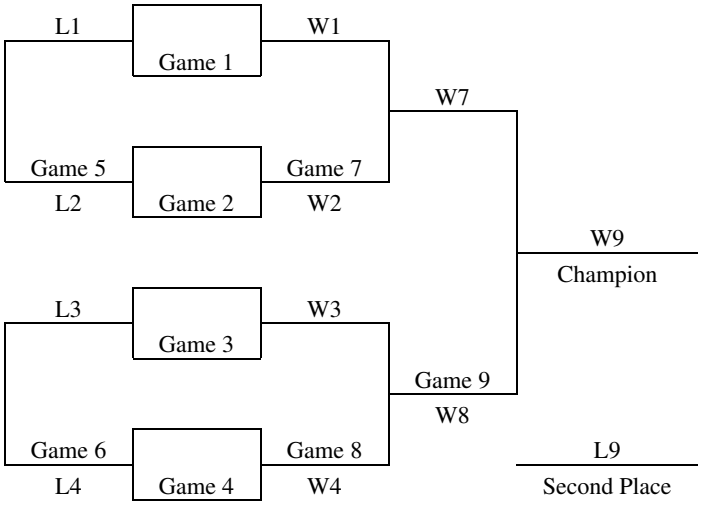
E. NJCAA rules govern all Regional, District and National competition.

F. The NJCAA Soccer Committee Chair shall appoint a committee to assist the NJCAA Representative with the operation of the championship.

G. The tournament director shall designate team bench and assign home/away uniform color prior to each game.

H. **Tournament format:**

Tournament Director will select game times.



Games 1-4 will be played Thursday

Games 5-8 will be played Friday

Championship game will be played Sunday

Losers of games 7 and 8 will be awarded Participation Awards

A seven year rotation was approved in 2011. The district match ups are as follows through 2017:

	2012	2013	2014	2015	2016	2017
Game 1	C vs. D	E vs. G	H vs. C	F vs. B	D vs. B	G vs. H
Game 2	H vs. F	F vs. A	D vs. G	A vs. D	A vs. H	C vs. A
Game 3	A vs. E	D vs. H	B vs. A	G vs. C	G vs. F	D vs. F
Game 4	G vs. B	B vs. C	E vs. F	E vs. H	C vs. E	B vs. E

District H = Region 19 for 2012

J. The official tournament ball for 2010-2014 will be the Baden Perfection Elite SX751-CPL.

Section 6. Officials

A. Only NISOA approved officials may be used in the tournament.

B. The NJCAA representative shall be responsible for securing the field officials. The NJCAA Soccer Committee 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 post-season 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 and second place teams; participation awards given to teams that win on day one and lose on day two.
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 $200.00 and shall be paid by the eight teams involved in national play.

Section 9. **Procedure for Division III National Soccer Poll**

A. NATIONAL CHAIR
Andrew Davis
Tompkins Cortland Community College
Work: (607) 844-8222 x4491
Cell: (607) 423-4143
Fax: (607) 844-6536
Email: davisa@tc3.edu
Region 3

B. Area Chairmen:

District 1
Pepe Aragon Jr.
Herkimer County Community College
Work: (315) 866-0300 ext. 8388
Home (315) 868-7373
Fax: (315) 866-1789
Region 3

District 2
Sean Worley
Richland College
Work: 972-238-6243
Fax: 972-238-3736
Email: SWorley@dcccd.edu
Regions 4, 5, 12, 13

District 3
Frank Vertullo
Suffolk County Community College
Work: (631) 275-1000
Fax: 631-451-4604
Email: vertullof@yahoo.com
Regions 15, 21

District 4
Mike Costa
Brookdale Community College
Work: 732-224-2377
Fax: 732-223-2155
Email: mcosta@brookdalecc.edu
Regions 17, 19, 20

C. Coaches who would like their teams considered for ranking each week must call their Area Chair before 10 a.m. EST Monday morning. They must have accurate and up to date scores and team records.
D. The 2012 reporting dates are as follows:
August 20 (Pre-season poll) September 3, 10, 17, 24 October 1, 8, 15, 22, 29
November 5 (Final Poll), 13 (Post-Tournament Poll)
E. Deadlines to Report
1. Coaches to Area Chairmen: Mondays by 10 a.m. EST
2. Area Chairmen to National Chairman: Mondays by 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. Won/Loss Record
G. 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). 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.
We recommend to the host of Division III Men's & Women's Soccer that separate lodging be provided for men's and women's teams. Prior approval from the NJCAA National Office is required for any variance of this recommendation.

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).

Section 15. **All-American Nomination Guidelines**

A. The following guidelines must be adhered to for consideration of All-American status:
   1. A fully executed copy of the NJCAA All-American nomination form filed as per the deadline dates established within each respective sport;
   2. One individual, vertical, formal glossy photographs in ***color***, no smaller than 3X5 and no larger than 5X7;
   3. Photos must be head and shoulder shots, in team jersey with number visible (if applicable);
   4. Digital pictures must be submitted on a computer disk or CD with a minimum print resolution of 300 dpi. Digital pictures printed on any medium other than glossy photo paper with a print resolution of less than 300 dpi will not be accepted;
   5. Digital photos submitted to the National Office via email will not be accepted;
   6. Student-athlete's name, college, region and position must be included with the digital picture or included on the back of the photograph.
   7. **Playing statistics for all student-athletes being nominated for All-American status must be up-to-date and printed from NJCAA website and included with the All-American nomination form.**

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.

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 National Office by October 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 Committees on Soccer.

November 12-18, 2012 at Viera Regional Park, Melbourne, FL
November 19-24, 2013 at Viera Regional Park, Melbourne, FL

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 or 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. Tournament Director has the right to change game times.

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

A. Districts and District Chairs

District	Regions	Director	College	E-Mail
A	1	Jerry Smith	Arizona Western College	Jerry.smith@azwestern.edu
B	6	Carl Heinrich	Johnson Co. Community College	heinrich@jccc.edu
C	9, 18	Marci Henry	Northeastern Junior College	Marci.henry@njc.edu
D	24, 16	Susan Sinclair	Illinois Central College	ssinclair@icc.edu
E	3, 15, 19, 21	Julie Mulvey	Massasoit Community College	jmulvey@massasoit.mass.edu
F	4	Berdy Kuiken	South Suburban College	bkuiken@ssc.edu
G	12	Scott Barlow	Lakeland Community College	sbarlow@lakelandcc.edu
H	7, 8, 23	Laurel Sue Smith	Polk Community College	laurelsmith@polk.edu
I	2, 5, 14	Tim Drain	Tyler Junior College	tdra@tjc.edu
J	17, 22	Donna Campbell	Abraham Baldwin College	Dcampbell@abac.edu
K	11, 13	Brenda Hampton	Iowa Western Community College	bhampton@iwcc.edu
L	10, 20	Lind Hartsell	Craven Community College	hartsell@cravencc.edu

B. The NJCAA Soccer Committee will have the authority to make substitutions for last minute withdrawals from the tournament.

A. Representatives must be determined **NO LATER THAN** the second Sunday prior to the National Tournament. Regions that are involved in District tournaments must have their regional tournaments completed on/by October 31st.

B. All regions that wish to enter a respective district tournament must notify their director by **October 15**, 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 15**, will be responsible for any expenses incurred by the district tournament director.

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

D. Colleges whose players receive red cards during post season play must notify the NJCAA Soccer Chair prior to the next tournament contest.

E. 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 balls 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 15** 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.
District Playoffs

1. Each district shall determine its own method for qualification of team(s).
2. District Playoffs

District	Regions	Site	Dates	Format
A	1	Direct	TBA	
B	6	Direct	TBA	
C	9, 18	Region 9	Nov. 2-3, 2012	Region18 enters Region 9 tournament as #3 seed
D	24, 16	Region 24	Nov. 3, 2012	Region 24 vs. Region 16
E	3, 15, 19, 21	Region 3	Nov. 3-4, 2012	Game 1 – Winner R3 vs. R15 Game 2 – Winner R19 vs. R21 Winner Game 1 vs Winner Game 3
F	4	Direct	TBA	
G	12	Direct	TBA	
H	7, 8, 23	Region 23	Nov. 3, 2012	Region 23 vs. Region 8
I	2, 5, 14	Region 14	Nov. 2-3, 2012	Game 1 - Winner R14 vs. R5 Game 2 -Winner R2 vs. Runner up R14 Winner Game 1 vs. Winner Game 2
J	17, 22	Region 17	TBA	
K	11, 13	Region 11	TBA	Region 13 enters Region 11 tournament as #5 seed (drawn at 2012 annual meeting)
L	10, 20	Region 10	Nov. 3, 2012	Region 20 vs Region 10

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 no stoppage of the game clock 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. They may return to the game at the next legal substitution point.
   3. National Tournament Pool Play Games only
      a. All games tied after regulation time (90 minutes) will follow the **POOL PLAY GAMES** procedures below.
   4. National Tournament Semi-Finals 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 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. The higher seed will wear light uniforms and have choice of bench.

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 – Days 1, 2, 3
SEMI-FINALS – 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 v 12	5 v 12	4 v 5
2 v 11	6 v 11	3 v 6
3 v 10	7 v 10	2 v 7
4 v 9	8 v 9	1 v 8

POOL PLAY GAMES

All games in pool play (1-12) will be 90 minutes in length. In pool play games(1-12), overtime will not be played. Pool play games (1-12), which are tied after regulation time (90 minutes) will go straight to penalty kicks (PK's).

POOL PLAY STANDINGS

Team points will be awarded in each game in pool play in the following manner;
3 Points – Victory in Regulation time (90 minutes)
2 Points – Tie in Regulation time and Victory in PK's
1 Point – Tie in Regulation time and Loss in PK's
0 Points – Loss in Regulation time
After pool play, the team in each pool with the most points will advance to the Semi-Finals.

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;
2 TEAM TIES
Head to head competition between tied teams – the winning team advances.

3 TEAM TIES
Goals against in regulation time
Goal differential in regulation time with a maximum of +3 per game

If at any point a single team is eliminated and 2 teams remain tied, then immediately revert to the two team tiebreaking procedure (head to head competition between tied teams).

UNBREAKABLE TIES (3 team)
If all 3 teams remain tied after goals against and goal differential are applied, two "tiebreaking games" will be held on day 4 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. (2 ten 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.

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

FINALS
Game 15 – semi-finals 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 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 post-season 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 coaches associations must reflect the places earned.

Section 8. **Finances**

A. Each college shall pay its own team expenses.

Section 9. **Procedures for National Poll**

A. The National Poll shall consist of the top 20 teams. The National poll shall honor the submitted rankings within the regions. .
B. Each region is to report his/her weekly top regional teams to the appropriate sectional director on Mondays 9 AM
C. Reports should include teams overall record, division record, and opponents played.
D. Sectional leaders and a representative from the NJCAA Women's Soccer Coaches Association will form the poll on Tuesday mornings. The National office will release the poll on Wednesdays. Regions not reporting to their sectional leaders will not be reflected in the poll. Sectional leaders and a Representation from the NJCAA Women's Soccer Coaches Association will form the poll on Tuesday mornings. The National office will release the poll on Wednesdays. Regions not reporting to their sectional leaders will not be reflected in the poll.
E. 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.

Name	Regions	College	Email	Phone
Carl Heinrich	1, 6, 9, 18	Johnson Co. Community College	heinrch@jccc.edu	913-469-3820
Brenda Hampton	4, 24, 16, 11, 12, 13	Iowa Western Community College	bhampton@iwcc.edu	712-325-3402
Tim Drain	2, 5, 14, 22, 23	Tyler Junior College	tdra@tjc.edu	903-510-2320
Jo Ann Rogers	3, 7, 8, 10, 15, 17,19, 20, 21	Prince George's Community College	jtodaro@pgcc.edu	301-322-0513

2012 Reporting Dates

August 1 (pre-season poll)	October 1	November 5 (Final Poll)
September 3	October 8	
September 10	October 15	
September 17	October 22	
September 24	October 29	

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 mot 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).

Section 15. **All American Selection** – See All-American Section of this Handbook

All-American Nomination Guidelines

A. The following guidelines must be adhered to for consideration of All-American status.
   1. A fully executed copy of the NJCAA All-American nomination form filed as per the deadline dates established within each respective sport;
   2. Two individual, vertical, formal glossy photographs in *color*, no smaller than 3X5 and no larger than 5X7;
   3. Photos must be head and shoulder shots, in team jersey with number visible (if applicable);
   4. Digital pictures must be submitted on a computer disk or CD with a minimum print resolution of 300 dpi. Digital pictures printed on any medium other than glossy photo paper with a print resolution of less than 300 dpi will not be accepted;
   5. Digital photos submitted to the National Office via email will not be accepted;
   6. Student-athlete's name, college, region and position must be included with the digital picture or included on the back of the photograph;
   7. Playing statistics for all student-athletes, from the entire team the player is being nominated for All-American status must be up-to-date and printed from NJCAA website and included with the All-American nomination form.

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

Q. 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 National Office by October 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 8-11, 2012 – Tompkins Cortland Community College, Dryden, NY
November 7-10, 2013 - Tompkins Cortland Community College, Dryden, NY

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 1**, 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 (1) 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.

Section 4. Qualification of Teams for Competition

A. Eight teams will participate in the National Tournament.

1. Game 1 – District C vs. District D
2. Game 2 - District H vs. District F
3. Game 3 – District A vs. District E
4. Game 4 – District G vs. District B

***For 2013**

Districts D&E (Regions 4 & 13) receives one bid to the NJCAA Championship Tournament on odd numbered years and two bids on even numbered years. Granting District C (Region 19) one bid to the NJCAA Championship Tournament on even numbered years and two bids on odd numbered years. In odd numbered years, District C will represent the District Champion and District E will represent the 2nd District C team.

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 Saturday, October 27, 2012.

D. District Chairs:

District	Region(s)	Director	College	E-Mail
A	3A	Gary Broadhurst	Mohawk Valley Comm Clg	gbroadhurst@mvcc.edu
B	3B	Gary Broadhurst	Mohawk Valley Comm Clg	gbroadhurst@mvcc.edu
C	19	Ron Case	Gloucester County College	rcase@gccnj.edu
D	4	Berdy Kuiken	South Suburban College	bkuiken@southsuburbancollege.edu
E	13	Jean Musgjerd	Rochester Comm & Tech Clg.	Jean.musgjerd@roch.edu
F	5	Rex Parcells	Hill College	Rparcells@hillcollege.edu
G	15 / 21	Kerri-Ann McTiernan	Fashion Institute of Tech.	Kerriann_mctiernan@fitnyc.edu
H	20 / 17	Jo Ann Rogers	Prince George's Comm. Clg	jtodaro@pgcc.edu

Note 1: All regions that wish to enter a respective district tournament must notify their director by October 15, 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 15, will be responsible for any expenses incurred by the district tournament director.

Note 2: Regions which have only one (1) college in the division, and are involved in inter-regional competition, must have compiled a record of .500 by November 1st, 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 15, 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 no stoppage of the game clock.
2. Playing squads are limited to 25 players.
3. Any player receiving a yellow card (including goalkeepers) must leave the game for a substitute. She may return to the game at the next legal substitution point.

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, numbers 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 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 in that day.

E. Players participating in more than three postseason games shall be allowed one additional yellow card before they are suspended. Red card penalties do not change.

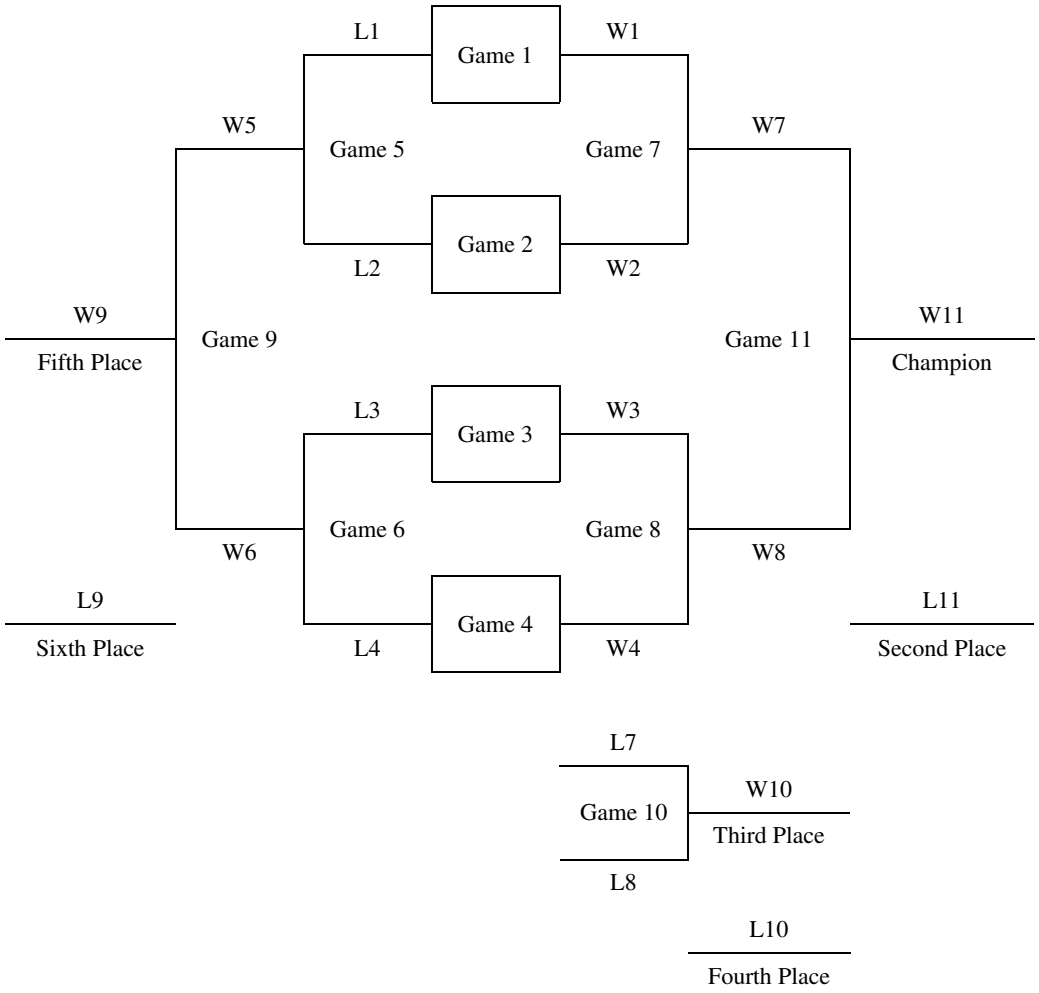
F. The tournament will conduct games on Thursday, Friday, and Sunday; the 5th/6th place games and 3rd/4th place games will be played on Sunday prior to the Championship Game. The 3rd place and 5th place games will be 90 minutes in duration, after which, if the game is tied, the teams will take part in a penalty kick shootout to determine a 3rd and 5th place winner.

G. NJCAA rules govern all Regional, District and National competition.

H. The NJCAA Soccer Committee Chair shall appoint a committee to assist the NJCAA Representative with the operation of the championship.

I. The top of the bracket will wear light uniforms and have choice of bench.

2012 Division III Women's Pairings



J. Games 1-4 will be played on Thursday
Games 5-8 will be played on Friday
No games on Saturday
Games 9-11 will be played on Sunday (No overtime in games 9 & 10)

Section 6. Officials

A. Only NISOA approved officials may be used in the tournament.

B. The NJCAA representative shall be responsible for securing the field officials. The NJCAA Soccer Committee 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 post-season 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 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 $200.00 and shall be paid by the eight teams involved in the national tournament.

Section 9. Procedure for Division III National Soccer Poll

A. National Chair: Sal Galvano
Monroe Community College
Rochester, New York
Phone: (585) 292-2835 Email: sgalvano@monroe.edu

B. Coaches/Colleges **MUST:**
1. 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).
2. Fax the NJCAA Weekly ranking and report form Monday before 12:00 Noon EST to:
Sal Galvano
Monroe Community College
Rochester, New York
Phone: (585) 292-2835 Email: sgalvano@monroe.edu

C. The Soccer President, Vice President, and Secretary/Treasurer will rank the teams.
D. All games played shall be counted in overall record.
E. The 2012 reporting dates are as follows: (Report Monday's by Noon – Polls released on Tuesdays)
August 13 (Pre-season poll)
September 3, 10, 17, 24
October 1, 8, 15, 22, 29 (Final Poll)
November 5 (Final Poll), 12 (Post-tournament poll)
F. Key Factors in the Selection Process (not in any ranked order)
Won/lost record
Head to head competition
Results against common opponents
Results against ranked opponents
The National poll shall honor the submitted rankings within the 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 Housing

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

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.

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

A. The following guidelines must be adhered to for consideration of All-American status:
1. A fully executed copy of the NJCAA All-American nomination form filed as per the deadline dates established within each respective sport;
2. Two individual, vertical, formal glossy photographs in ***color***, no smaller than 3X5 and no larger than 5X7;
3. Photos must be head and shoulder shots, in team jersey with number visible (if applicable);
4. Digital pictures must be submitted on a computer disk or CD with a minimum print resolution of 300 dpi. Digital pictures printed on any medium other than glossy photo paper with a print resolution of less than 300 dpi will not be accepted;
5. Digital photos submitted to the National Office via email will not be accepted;
6. Student-athlete's name, college, region and position must be included with the digital picture or included on the back of the photograph;
7. **Playing statistics for all student-athletes being nominated for All-American status must be up-to-date and printed from NJCAA website and included with the All-American nomination form.**

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.

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BANNER PACKAGE #2
Two 3.5′ x 8′ NJCAA Logo Mesh Vinyl Banners
3.5′ X 3′ Your School Logo Mesh Vinyl Banner
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BANNER PACKAGE #3
Two 3.5′ x 8′ NJCAA Logo Vinyl Banners
3.5′ X 3′ School Logo Vinyl Banner
Two 3.5′ x 8′ NJCAA Logo Mesh Vinyl Banners
3.5′ X 3′ Your School Logo Mesh Vinyl Banner
$469.00

MEGA BANNER PACKAGE #4
Two 3.5′ x 8′ NJCAA Logo Vinyl Banners
3.5′ X 3′ Your School Logo Vinyl Banner
Two 3.5′ x 8′ NJCAA Logo Mesh Vinyl Banners
3.5′ X 3′ Your School Logo Mesh Vinyl Banner
7′ x 16′ NJCAA Logo Vinyl Banner
7′ x 16′ NJCAA Logo Mesh Vinyl Banner
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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 National Office by October 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 Tournament will be held during the **third week in May**.

2013 – May 15-18 at Canyons Complex; St. George, Utah
2014 – May 14-17 at Canyons Complex; St. George, Utah
2015 – May 13-16 at Canyons Complex; St. George, Utah
Note: Beginning in 2013 DI Softball will be a 4 day event.

Section 3. Tournament Host Pre-Tournament Responsibilities

A. Pre-Tournament information shall be sent out by April 12, 2013 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. Qualifying shall take place as follows:

B. At least 25% of the overall schedule for Division I teams must be against Division I opponents.

District	Region(s)	Director	College	E-Mail
A	1	Jerry Smith	Arizona Western College	jerry.smith@azwestern.edu
B	2 & 23	Jason Carmichael	Mid-South Community College	jdcarmichael@midsouthcc.edu
C	5a	Rex Parcells	Hill College	rparcells@hillcollege.edu
D	5b	Rex Parcells	Hill College	rparcells@ hillcollege.edu
E	6 & 9	Marci Henry	Northeastern Junior College	Marci.henry@njc.edu
F	7	Dan Lumpkin	Cleveland State Community College	dlumpkin@clevelandstatecc.edu
G	8a	Laurel Sue Smith	Polk State College	laurelsmith@polk.edu
H	8b	Laurel Sue Smith	Polk State College	laurelsmith@polk.edu
I	10/15/20	Lind Hartsell	Craven Community College	hartselll@cravencc.edu
J	11, 16	Brenda Hampton	Iowa Western Community College	bhampton@iwcc.edu
K	14a	Tim Drain	Tyler Junior College	tdra@tjc.edu
L	14b	Tim Drain	Tyler Junior College	tdra@tjc.edu
M	17	Donna Campbell	Abraham Baldwin College	dcampbell@abac.edu
N	18	Norma Carr	Salt Lake Community College	norma.carr@slcc.edu
O	22	Karen Reynolds	Jefferson Davis Community College	karen.reynolds@jdcc.edu
P	24	Sue Sinclair	Illinois Central College	ssinclair@icc.edu

Region 5a	**Region 5b**	**Region 8a**	**Region 8b**
Clarendon College	Grayson County Junior College	Florida State College/Jacksonville	Pensacola State College
El Paso Community College	Hill College	Lake-Sumter Community College	Northwest Florida State College
Frank Phillips College	McLennan Community College	St John's River State College	Chipola College
Howard College	North Central Texas College	Daytona State College	Gulf Coast State College
Midland College	Ranger College	Santa Fe College	Tallahassee Community College
Odessa College	Temple College	College of Central Florida	Hillsborough Community College
Western Texas College	Vernon College	Seminole State College of Florida	St. Petersburg College
	Cisco Junior College	Brevard Community College	State College of Fla. – Manatee/Sarasota
		Indian River State College	Polk State College
		Palm Beach State College	South Florida Community College
		Broward College	
		Miami-Dade College	
Region 14a	**Region 14b**		
Navarro College	Blinn College		
Trinity Valley CC	San Jacinto College-South		
Bossier Parish CC	Lamar State-Port Arthur		
Lon Morris College	Galveston College		
Paris Junior College	Alvin Community College		
Texarkana College	Angelina College		
Northeast CC	Coastal Bend College		

C. Regional Directors/Coach shall send a roster and formal team photo with player in uniforms and visible number either the size of 5x7 or 8x10 to the National Tournament Director by **April 24th.**

D. **District and Region play must be completed on or before May 11, 2013 prior to the beginning of the National Tournament**.

E. District Tournaments must be at least double elimination.

District B Format May 9-10, 2013 at Region 2 Tournament Winner Region 2 will secure and pay for officials and awards	District E Format May 9 -10 (11th rain date), 2013 at Region 9 winner May 8- 9 (10th rain date), 2014 at Region 6 winner Host will pay for awards and umpires. Umpires will be assigned through the Conference Assigner . Format: 2 out of 3 series with 2 games played on day 1 and game 3 (if necessary) on 2nd date.
District I Format Region 10 will host on April 26-28, 2013, 2014 thru 2016 If Region 15 and 20 reps are both .500, they will playoff to enter the District I Tournament. If there is only one rep from Region 15 and 20 that is .500, they will enter the District I Tournament with no play off needed. If neither Region 15 or 20 reps are .500, they will not be part of the District I tournament. Region 15 and 20 reps, if part of the tournament, will have to pay a tournament entry fee to participate in the District I Tournament. **Note:** .500 record means, a .500 record 10 days before the District I Tournament per the NJCAA Handbook, Article XII, Section 3A. Must also adhere to Section 4.B., at Least 25% of the overall schedule for Div. I teams must be against Div. I opponents.	District J Format Host: 2013-winner of Region 11 Host: 2014-winner of Region 16 Date: May 3 & 4 (5 rain date), 2013 Host region will pay for awards. Host college will pay for umpires. Best of 3 series with 2 games on day one and 3rd game if needed on day two.

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 Annual NJCAA Meetings.
   2. Notify National Tournament Director and National Office when District results of that tournament are known.
   3. In the event that the District Director cannot obtain a consensus from Regional Directors on the site of the tournament, the Executive Director will make the final decision.

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 K, P, L, J, A, I, B, O, E, C, H, N, M, D, G, F.

H. All post season tournament play shall follow NJCAA rules.
   1. The halted game rule will be in affect 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.

I. The following is the 2013 National Tournament 1st round pairings. The tournament format will be double elimination:

#1 Seed Game 1 #16 Seed	#3 Seed Game 5 #14 Seed
#9 Seed Game 2 #8 Seed	#11 Seed Game 6 #6 Seed
#5 Seed Game 3 #12 Seed	#7 Seed Game 7 #10 Seed
#13 Seed Game 4 #4 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 on Sunday, May 12, 2013 on a conference call.

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 I 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 prior to the seeding conference call.)

Section 6. **Rules and Procedures**

A. NCAA rules will be used with noted exceptions found in Section 4.H.1-3.
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 24 uniform players (excluding redshirts) and maximum of 6 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 post season 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 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. Protest Committee will be made up of the National Tournament Director, NJCAA Representative and the Umpire and Chief.
H. 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 192, Rule 15.10.1.2 and Page 203 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.

I. 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 5 game balls per game with at least two balls being new.

J. 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 thirty (30) medals.
C. Each individual player on the second place team shall receive an NJCAA silver medal. There shall be thirty (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 12 players (4 battery, 4 infielders, 3 outfielders, 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 for 2013. The National poll shall honor the submitted rankings within the regions.
B. On Mondays, 9 am-12 pm CST, EST, MST, PST, the Regional Directors shall call their respective Sectional Leaders. For 2012-2013 Sectional Directors will be:

Name	Region(s)	College	E-Mail	Phone
Tim Drain	2, 14, 22, 23	Tyler Junior College	tdra@tjc.edu	(903) 510-2320
Laurel Sue Smith	7, 8, 10, 17	Polk State College	laurelsmith@polk.edu	(863) 297-1067
Brenda Hampton	6, 11, 16, 24	Iowa Western Community College	bhampton@iwcc.edu	(712) 325-3402
Norma Carr	1, 5, 9, 18	Salt Lake Community College	Norma.carr@slcc.edu	(801) 957-4083

C. Sectional director will form the poll on Tuesday mornings. The National Office will tally sectional director votes and release the poll on Wednesday.
D 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).
E Only those teams with a minimum of eight games will be considered for ranking on the poll.
F. The National Poll shall be released March 13, 20, 27 April 3, 10, 17, 24, 2013.

Section 11. **All-Americans**

A. Nomination Procedures: Colleges shall nominate players for All American to the Region. Regional Director will submit nominees in rank order to Softball Committee Chair; the Region Ranking must be honored when making All American selections. AA will be selected by the Softball Committee.

B. Deadline Date to Committee Chair is no later than Friday prior to the opening day of the National Tournament, May 10, 2013.
C. Deadline date for selection: ASAP following the NJCAA Championship
D. Number AA/Positions Chosen: 39 Total
   1. First Team: 13 (4 battery, 4 infielders, 3 outfielders, 1 DP, 1 utility)
   2. Second Team: 13 (4 battery, 4 infielders, 3 outfielders, 1 DP, 1 utility)
   3. Third Team: 13 (4 battery, 4 infielders, 3 outfielders, 1 DP, 1 utility)
E. The following guidelines must be adhered to for consideration of All-American status:
   1. A fully executed copy of the NJCAA All-American nomination form filed as per the deadline dates established within each respective sport;
   2. Two individual, vertical, formal glossy photographs in ***color***, no smaller than 3X5 and no larger than 5X7;
   3. Photos must be head and shoulder shots, in team jersey with number visible (if applicable);
   4. Digital pictures must be submitted on a computer disk or CD with a minimum print resolution of 300 dpi. Digital pictures printed on any medium other than glossy photo paper with a print resolution of less than 300 dpi will not be accepted;
   5. Digital photos submitted to the National Office via email will not be accepted;
   6. Student-athlete's name, college, region and position must be included with the digital picture or included on the back of the photograph.
   7. **Playing statistics for all student-athletes being nominated for All-American status must be up-to-date and printed from NJCAA website and included with the All-American nomination form.**
   8. Region Director will send to the NJCAA Softball Chair, the Regions All Americans on the "Region All American Form". Players must be listed in rank order under the positions of Outfielder, infielder, battery and DP/utility. All Stats must be completed for each player in each position. The individual All American forms, appropriate photos and copy of the players NCJAA stats will sent directly to the NJCAA Office.

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 post season 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 must wear official institutional matching apparel (color and logo) to include matching collared 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 collared 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).

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.

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 National Office by October 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.

2013: May 15-18 at Traceway Park, Clinton, Mississippi
2014: May 14-17 at Traceway Park, Clinton, Mississippi
2015: May 13-16 at TBA

Section 3. Tournament Host Pre-Tournament Responsibilities

A. Pre-Tournament information shall be sent by March 8, 2013 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. Qualifying shall take place as follows:

B. Districts and District Directors

District	Region(s)	Director	College	E-Mail
A	1 (5)	Jerry Smith	Arizona Western College	jerry.smith@azwestern.edu
B	4A	Berdy Kuiken	South Suburban College	bkuiken@southsuburbancollege.edu
C	4B	Berdy Kuiken	South Suburban College	bkuiken@southsuburbancollege.edu
D	6A	Carl Heinrich	Johnson County Community College	heinrich@jccc.edu
E	6B	Carl Heinrich	Johnson County Community College	heinrich@jccc.edu
F	9,11,13	Brenda Hampton	Iowa Western Community College	bhampton@iwcc.edu
G	12A	Scott Barlow	Lakeland Community College	sbarlow@lakelandcc.edu
H	12B	Scott Barlow	Lakeland Community College	sbarlow@lakelandcc.edu
I	3,15,21	Julie Mulvey	Massasoit Community College	jmulvey@massasoit.mass.edu
J	2,16	Darren Pannier	State Fair Community College	dpannier@sfccmo.edu
K	19	Ron Case	Gloucester County College	rcase@gccnj.edu
L	20	JoAnn Rogers	Prince George's Community College	jtodaro@pgcc.edu
M	23A	TBA	TBA	TBA
N	23B	TBA	TBA	TBA
O	24A	Sue Sinclair	Illinois Central College	ssinclair@icc.edu
P	24B, 10, 8	Sue Sinclair	Illinois Central College	ssinclair@icc.edu

[a] District E West - Ancilla, Clark State Grand Rapids, Glen Oaks Kalamazoo Valley, Kellogg, Lake Michigan, Lansing, Muskegon, Owens, Sinclair College

[b] District F East - Alpena, Cuyahoga, Delta, Henry Ford, Lakeland, Macomb, Mott, Oakland, St. Clair County

B. The coach shall send a roster and team picture to the National Tournament Director by April 18, 2013. 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, 2013 of their intent to participate in a District playoff.

D. District and Region play must be completed on or before Saturday, May 11, 2013 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.

1. District Formats:

1. **District F Format**
   a. 2013: Region 11 Host
   b. 2014: Region 9 Host
   c. 2013 Dates are May 8-9. Rain out date is May 10.
   d. Host will provide district awards and umpires (3 umpires). (Paid by host College).
   e. Best of 3 games. Two games played on day one. If third game needed played on day 2.
   f. Times designated by Host

2. District I Format
   a. 2013: Region 3 host
   b. 2014: Region 15 host
   c. 2015: Region 15 host
   d. Format: A double elimination tournament. On the first day every team plays the other 2 teams. If all teams are even on their first day, the host team receives a bye. Blind Draw for the game schedule on day 1.
   e. Host team responsible for securing officials and awards.

2. **District J Format**
   a. 2013 - Region 2 Host.
   b. 2014 – Region 16 Host (The acknowledged rotation is 2 to 1 with R16 being favored.)
   c. 2013 dates are May 3, 4 & 5 if necessary Rain out dates will be May 11, 12 & 13.
   d. Host College secures umpires and awards.
3. **District P Format**
   a. Neutral Site – TBA for 2013 & 2014
   b. 2013 – May 10-11, May 12 Rain date.
   c. 2014 – May 9-10, May 11 Rain date.
   d. Costs for umpires, facility will be split by participating Colleges.
   e. District plaque paid for by Region 10 in 2013, District plaque paid for by Region 24 in 2014.

H. 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, 2013.
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.

I. Substitution Process
1. In the event there is not 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: O,I,K,H,E,P,N,M,L,A,D,B,C,F,G,J

J. All postseason tournament play shall follow the NCAA rules.
1. The halted game rule will be in affect 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.

K. The following is the **2013** National Tournament 1st round pairings. The tournament will be double elimination. (Change if four day tournament).

#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 section directors. The committee will seed all sixteen teams/directors on Monday, May 13, 2013 on a conference call.

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. (Note: Teams participating in the tournament should fax their schedules in with scores to all Sectional Directors prior to the seeding conference call.)

Section 6. **Rules and Procedures**

A. NCAA rules will be used with noted exceptions found in Section 4.I.1-3.

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 post season 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 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 and 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. Specific NCAA Rule references to be used: Page 192, Rule 15.10.1.2 and Page 203 Appendix G
H. 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

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 a 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, 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 2013.
B. On Mondays, 9 a.m. - 12 p.m. CST, EST, MST, PST, the Regional Directors shall contact their respective Sectional Leaders. For 2013 Sectional Leaders will be:

Name	Regions	College	E-mail	Phone
Berdy Kuiken	4A,4B, 11,12A,12B,13	South Suburban College	bkuiken@southsuburbancollege.edu	708-596-2000 X2334
Lind Hartsell	1, 2, 8, 9, 10,23	Craven Community College	hartselll@cravencc.edu	252-638-7278
Darren Pannier	6A,6B,16,24A,24B	State Fair Community College	dpannier@sfccmo.edu	660-530-5828
JoAnn Rogers	3,15,19,20,21	Prince George's Community College	jtodaro@pgcc.edu	301-322-0513

C. Sectional leaders will form the poll on Tuesday mornings. The National Office will tally sectional leader votes and release the poll on Wednesday.
D. 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).
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 26, 2013 and run a total of five weeks.
G. All game and individual college statistics must be entered on the NJCAA Website by the membership colleges.
H. Region rankings shall be followed.

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**
A. The following guidelines must be adhered to for consideration of All-American status:
1. A fully executed copy of the NJCAA All-American nomination form filed as per the deadline dates established within each respective sport;
2. Two individual, vertical, formal glossy photographs in ***color***, no smaller than 3X5 and no larger than 5X7;
3. Photos must be head and shoulder shots, in team jersey with number visible (if applicable);
4. Digital pictures must be submitted on a computer disk or CD with a minimum print resolution of 300 dpi. Digital pictures printed on any medium other than glossy photo paper with a print resolution of less than 300 dpi will not be accepted;
5. Digital photos submitted to the National Office via email will not be accepted;
6. Student-athlete's name, college, region and position must be included with the digital picture or included on the back of the photograph;
7. **Playing statistics for all student-athletes being nominated for All-American status must be up-to-date and printed from NJCAA website and included with the All-American nomination form.**
8. The Region Directors will send their region All-American forms and pictures to the national office and submit the All-American composite form to the softball chair by e-mail or fax prior to the Friday prior to the start of the national tournament.

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 collared 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 collared 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).

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.

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 National Office by October 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**.

2013: May 16-18 Rochester, Minnesota
2014: May 15-17 Rochester, Minnesota
2015: May 14-16 Rochester, Minnesota

Section 3. Tournament Host Pre-Tournament Responsibilities

A. Pre-Tournament information shall be sent by **April 1** 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. Qualifying shall take place as follows:

District	Region(s)	Director	College	E-Mail
A	3A	Gary Broadhurst	Mohawk Valley Community College	gbroadhurst@mvcc.edu
B	3B	Gary Broadhurst	Mohawk Valley Community College	gbroadhurst@mvcc.edu
C	13A	Jean Musgjerd	Rochester Comm. & Technical College	jean.musgjerd@roch.edu
D	13B	Jean Musgjerd	Rochester Comm. & Technical College	jean.musgjerd@roch.edu
E	15	Donna Genova	Bronx Community College	DTGenova@optonline.net
F	19	Ron Case	Gloucester County College	rcase@gccnj.edu
G	2, 4,12	Berdy Kuiken	South Suburban Community College	bkuiken@southsuburbancollege.edu
H	20, 21	JoAnn Rogers	Prince George's Community College	jtodaro@pgcc.edu

[a] 3A Champion will be winner of the #1 seeded bracket tournament 1,4,5,8
[b] 3B Champion will be winner of the #2 seeded bracket tournament 2,3,6,7
[a] 13A Champion will be winner of double elimination tournament
[b] 13B Champion will be winner of double elimination tournament

B. Colleges shall send a roster and team picture to the National Tournament Director by **April 25.** Team photos must have individual in team uniform in a formal pose with visible numbers.

C. Teams must notify district directors by April 12 of their intent to participate in a district playoff.

D. District and Region play must be completed five (5) 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.

1. **District G Format – Berdy Kuiken – District Director**
   Region XII team will be seeded 6th and play the #3 seed from Region IV at their home site on April 29. Winner will play in the Region IV tournament on May 3-4 as the #3 seed.
2. **District H Format – Michelle Ruble – District Director**
   a. If Region XVII/Region XXI only has one team, they will play in the Region XX tournament. They must have a .500 record per Article XII Section 2A of the NJCAA Handbook.
   b. If Region XXI and Region XVII both has teams, they will play each other and the winner will play the Region XX champion at site of region XX winner.
   c. May 4-5, 2013

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 1.**
2. Developing a financial plan for handling the District Tournament subject to approval by Regional Directors involved.
3. Notify National Tournament Director and National Office when District site has been determined and again when the results of that tournament are known.
4. In the event that the District Director cannot obtain a consensus from Regional Directors on the site of the tournament, the Executive Director will make the final decision.
5. District play-off procedures MUST be on file in the National Office by **January 1**.
6. Regions involved in district tournaments must complete regional tournaments by **May 11, 2013**.

G. Substitution Process

1. In the event there is not 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 F, A, H, B, D, G, E.

H. All post season tournament play shall follow the NCAA rules.
   1. The halted game rule will be in affect 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.

I. 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 13, 2013 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. (Notes prior to the: Teams participating in the tournament should fax their schedules in with scores to all section directors to the seeding conference call.)

Section 6. **Rules and Procedures**

A. Current NCAA Rules will be used with noted exceptions found in Section 4.H.
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 4N-143 .47 compression ball.
E. 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 192, Rule 15.10.1.2 and Page 203 Appendix G

F. 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.

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

A. The National Poll shall consist of the top 10 teams for 2013.
B. On Tuesdays, 9 a.m. - 12 p.m. CST, EST, MST, PST, the Regional Directors shall call their respective Sectional Leaders. For 2012 Sectional Leaders will be:

Gary Broadhurst: Regions 3,21	Donna Genova, Regions 15, 19, 20	Jean Musgjerd 4, 12, 13
Mohawk Valley Comm. Clg.	Bronx Community College	Rochester Community & Technical College
(315) 792-5695	(718) 289-5274	507-285-7561
gbroadhurst@mvcc.edu	DTGenova@optonline.net	jean.musgjerd@roch.edu

C. Sectional leaders will form the poll on Tuesday mornings. The National Office will tally sectional leader votes and release the poll on Wednesday.
D. 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).
E. Only those teams with a minimum of four games will be considered for ranking on the poll. Member colleges must enter individual player's statistics on the NJCAA website.
F. The National Poll shall commence on **April 1** and run a total of five weeks. The National poll shall honor the submitted rankings within the regions.

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**

A. The following guidelines must be adhered to for consideration of All-American status:
   1. A fully executed copy of the NJCAA All-American nomination form filed as per the deadline dates established within each respective sport;
   2. Two individual, vertical, formal glossy photographs in color, no smaller than 3x5 no larger than 5x7;
   3. Photos must be head and shoulder shots, in team jersey with number visible (if applicable);
   4. Digital pictures must be submitted on a computer disk or CD with a minimum print resolution of 300 dpi. Digital pictures printed on any medium other than glossy photo paper with a print resolution of less than 300 dpi will not be accepted;
   5. Digital photos submitted to the National Office via email will not be accepted;
   6. Student-athlete's name, college, region and position must be included with the digital picture or included on the back of the photograph;
   7. **Playing statistics for all student-athletes being nominated for All-American status must be up-to-date and printed from NJCAA website and included with the All-American nomination form.**
   8. Region Director will send to the NJCAA Softball Chair, the Regions All Americans on the "Region All American Form". Players must be listed in rank order under the positions of Outfielder, infielder, battery and DP/utility. All Stats must be completed for each player in each position. The individual All American forms, appropriate photos and copy of the players NCJAA stats will be sent directly to the NJCAA Office.

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 collared 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 collared 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).

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.

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 National Office by October 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 6-9, 2013 Erie Community College; Buffalo, N.Y.

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 1**, 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. Entries, "Meet Verification Forms" and signed diving sheets must be postmarked by FedEx overnight or single night carrier to the tournament host by Tuesday of the week before the NJCAA National Championship meet. Colleges are also required to submit entries via Team Manager "HyTek" electronic file in addition to the hard copy forms.

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 entries must be accompanied by the corresponding "Meet Verification Form" for each individual team, to verify those times and/or scores were done in sanction meets. In addition, all national diving entries must be accompanied with matching diving sheets, with meet official's signature, to verify that dives were done in a sanctioned meet.

1. All times must be in yards.
2. Official "Best Times" as compiled by the Database must be used as seed times. Aggregate times for relays are permitted. Changes in entry times will not be accepted.
3. All national entries must be submitted electronically to the designated database coordinator within seven calendar days upon completion of the final day/session of meet. Results submitted past the seventh calendar day mark will not be accepted/recognized

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 seven events, of which no more than three 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 competitor; an entrant who only dives shall be counted as one-third 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. **2012-2013 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	**200 IM**	2:22.09	3:00.09
500 Freestyle	5:56.79	7:17.99	**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
100 Backstroke	1:09.69	1:16.99	**400 Free Relay**	4:10.49	4:46.99
200 Backstroke	2:31.79	2:57.59	**800 Free Relay**	8:48.99	10:50.19
100 Breaststroke	1:20.99	1:30.79	**200 Medley Relay**	2:07.49	2:19.09
200 Breaststroke	2:51.89	3:35.49	**400 Medley Relay**	4:42.99	5:14.19

E. The top 24 places will be scored in the championship meet using the following scoring format:
   1. Relays: 64-56-54-52-50-48-46-44-40-34-32-30-28-26-24-22-18-14-12-10-8-6-4-2
   2. Individual Events: 32-28-27-26-25-24-23-22-20-17-16-15-14-13-12-11-9-7-6-5-4-3-2-1

F. In the prelims of the 1650, the heats will be swum fastest to slowest.

G. Diving
   1. One meter prelim optional dives for women will begin at 1:00 p.m. on Wednesday and three meter prelim optional dives for men 30 minutes after completion of women's one meter trials. One meter prelim voluntary dives for women will begin at 6:30 p.m. on Wednesday and three meter prelim voluntary dives for men 10 minutes after completion of women's one meter trials. Thursday, Friday and Saturday events will begin between 1:00-2:00 p.m.
   2. The diving order of events will be:

Day 1	Wednesday	Women's 1-Meter Prelim 6 Optional dives 30-minute warm-up period after for men. Men's 3-Meter Prelim 6 Optional dives
	Wednesday Evening	Women's 1-Meter Prelim 5 Voluntary dives 10-minute warm-up period after for men. Men's 3-Meter Prelim 5 Voluntary dives
Day 2	Thursday	Women's 1-Meter Finals: Top 8 divers from the trials will do their 6 Optional dives. 30-minute warm-up period after for men. Men's 3-Meter Finals: Top 8 divers from the trials will do their 6 Optional dives.
Day 3	Friday	Women's 3-Meter Prelims: All divers will do their entire 6 Optional dives followed by their 5 Voluntary dives. 30-minute warm-up period after for men. Men's 1-Meter Prelims: All divers will do their 6 Optional dives followed by their 5 Voluntary dives.
Day 4	Saturday	Women's 3-Meter Finals: Top 8 divers from the trials will do their entire 6 Optional dives. 30-minute warm-up period after for men Men's 1-Meter Finals: Top 8 divers from the trials will do their 6 Optional dives.

   3. Divers will perform their five voluntary dives, 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 3 meter. 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 8 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 8 divers for both men and women will complete their 6 optional dives in the finals. 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 placing. The divers score in the finals ONLY, will be used for determination of All-American.
   4. 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.
   5. New sheets must be submitted for finals on Thursday and Saturday. Dives may be changed for finals (from those performed in prelims) provided the minimum degree of difficulty requirement is met.
   6. Points for places 9-16 will be determined by the order of finish from the prelim scores.
   7. Points for places 1-8 will be determined by the order of finish from the finals score.
   8. As to new NJCAA diving records, there will only be individual records established. Existing combination records will still be honored.
   9. 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 meter. Top eight finishers will advance to the finals on Thursday SHEETS FOR FINALS ARE DUE AT 6:00 P.M. WEDNESDAY. Any qualifier not turning in a sheet by this deadline will be disqualified and no team points awarded.

Finals Thursday

Top eight divers return & and 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. SHEETS FOR FRIDAY'S PRELIMINARIES ARE DUE AT 6:00 P.M. THURSDAY.

Preliminaries Friday

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 meter. The top eight finishers will advance to the finals on Saturday. SHEETS FOR FINALS ARE DUE AT 6:00 P.M. FRIDAY. Any qualifier not turning in a sheet by this deadline will be disqualified and no team points awarded.

Finals Saturday

Top eight divers return and 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.

Section 7. **Rules governing NJCAA Dual Meet Competition**

A. Follow the current NCAA Swimming and Diving Rules & Regulations.

Section 8. **Awards**

A. National Championship awards will be given to the first and second place teams. A team award will be given to the first place team among Non-Scholarship team participants for each men and women.
   1. The Men's Non-Scholarship Award will be called the Al Zamsky Non-Scholarship Award.
   2. The Women's Non-Scholarship Award will be called the Spyke Johnson Non-Scholarship Award.

B. Individual medals shall be awarded for the first four places in all events, including relays.

C. A Swimmer of the Year Award shall be given for men and women. A men's/women's swimmer of the year will be selected 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.
   1. A Non-Scholarship Athlete of the Year Award shall be given to a male and female participant from a non-scholarship team using the same selection process as above.

   Note: if a non-scholarship athlete is the highest scorer in the meet they will be awarded both awards.
   All non-scholarship awards are presented by the NJCAA Coaches Association.

D. A diver of the year award shall be given for men and women. A men's/women's diver of the year will be selected based on performance using points awarded for place finish in one meter and three meter diving only. One point awarded for tying a National Record and two points awarded for breaking a National Record.

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 $100.00 entry fee per team (Men and Women).

Section 10. **Criteria for National Records**

A. Must be set during a 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 1 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 post season 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.

2013
Swimming & Diving Championship Format

Day 1 - Events	
1-2	400-yard Medley Relay (Time Final event)
3-4	1-Meter Women and 3 Meter Men Diving Preliminaries
5-6	800-yard Freestyle Relay (Time Final event)
Day 2 - Events	
7-8	200-yard Freestyle Relay (Time Final event)
20 Minute Intermission	
9-10	500-yard Freestyle
11-12	200-yard Individual Medley
13-14	50-yard Freestyle
3-4	1 Meter Women and 3 Meter Men Diving Finals
Day 3 - Events	
17-18	200-yard Medley Relay (Timed Final event)
20 Minute Intermission	
15-16	3-Meter Women and 1 Meter Men Diving Preliminaries
19-20	400-yard Individual Medley
21-22	100-yard Butterfly
23-24	200-yard Freestyle
25-26	100-yard Breaststroke
27-28	100-yard Backstroke
Day 4 - Events	
15-16	3 Meter Women and 1 Meter Men Diving Finals
29-30	1650-yard Freestyle *
31-32	200-yard Backstroke
33-34	100-yard Freestyle
35-36	200-yard Breaststroke
37-38	200-yard Butterfly
20 Minute Intermission	
39-40	400-yard Freestyle Relay (Time Final event)
* The 1650-yard Freestyle is a time final event. The fastest 6 women and the fastest 6 men will swim during the evening final's session on Saturday. All other heats of the event will be swum following event 38 fastest to slowest, alternation one female heat and one male heat.	

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.

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

1. A fully executed copy of the NJCAA All-American nomination form filed as per the deadline dates established within each respective sport;
2. Two individual, vertical, formal glossy photographs in ***color***, no smaller than 3X5 and no larger than 5X7;
3. Photos must be head and shoulder shots, in team jersey with number visible (if applicable);
4. Digital pictures must be submitted on a computer disk or CD with a minimum print resolution of 300 dpi. Digital pictures printed on any medium other than glossy photo paper with a print resolution of less than 300 dpi will not be accepted;
5. Digital photos submitted to the National Office via email will not be accepted;
6. Student-athletes name, college, region and position must be included with the digital picture or included on the back of the photograph.
7. Times for all student-athletes that qualify for All-American status must be up-to-date on the NJCAA website prior to the beginning of the championship meet.

V. TENNIS – MEN'S

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. The NJCAA National Office shall place all bids before the Committee on Championship Events as provided in Article X.

Section 2. Tournament Dates

The tournament shall be held **(Monday-Friday) in May of each year**.

The Division I and III tournament will be held on:

May 12-17, 2013 at Collin County Community College; Plano, Texas
May 11-16, 2014 at Collin County Community College; Plano, Texas

Section 3. Tournament Host Pre-Tournament Responsibilities

A. The 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 eligibility certification by college or Regional Director, information, records, and pictures.

B. 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 on the morning competition begins.

Section 4. Participation Requirements

A. No contestant shall be permitted to enter an 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 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 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.

Section 5. Declaration of Status

Men's and women's tennis is limited to nine scholarships. Foreign athlete scholarships are limited to two. 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. Division III Championship (flighted tournament)

A. Qualification of Teams

1. Qualifiers for the NJCAA Tennis Tournament would be as follows:
   a. Top three teams per region.
   b. If the tournament host 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.
   c. Upon completion of regional play, the Regional Director must phone the National Tournament Director and inform him/her of the name of the teams that have qualified from his region and their roster by flights and the names of individual winners whose team did not qualify. Example: #1 singles champions or #1 doubles champion. Line-ups from the Regional Tournament to the National Tournament remain the same. Extenuating circumstances must be presented to the tournament committee upon arrival at the tournament.
   d. All regional 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.
   e. The Regional Directors will send all records pertaining to the qualified individuals and/or teams to the National Tournament Director via registered mail.
   f. The National Tournament Director will turn over all the records of Tournament qualifiers to the President of the Tennis Coaches Association. These records will be used during the seeding meeting.
   g. Teams entering the NJCAA Tournament must qualify through the appropriate Regional Tournament.
   h. Deadline for participants to enter the NJCAA Tournament will be the Coaches Association Breakfast at 8:00 a.m. on the Sunday of the tournament. Coaches not having reported in will not be allowed to participate in the tournament. Play will commence on Monday morning.
   i. It is strongly recommended that Regional qualifying competition follow the National Championship format of six singles and three doubles.

B. Rules and Procedures for Division III

1. The Intercollegiate Tennis Association (ITA) Rules shall be followed in all tournament games with the following exceptions:
   a. Coaches are allowed to coach during the tournament.
   b. The ITA point-penalty rule will be in effect. A three-person committee consisting of the NJCAA representative, the president of the NJCAA Tennis Coaches Association, and the tournament director shall handle any unusual circumstances. In a situation involving the player from a college of a committee member, he/she shall be replaced by the tournament referee.
2. No player will play another player from its own region in the first round.
3. Division III draw seeding
   a. The draw seeding committee will be composed of all participating coaches in the tournament. A pre-seeding meeting will take place following the coaches association breakfast on Sunday morning. Coaches or their proxy must be physically present to the seeding 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. The seeding committee will then convene to do the seeding for the tournament. USTA seeding rules will be followed.

b. At the conclusion of the draw, the Tournament Director will assign court sites for each flight.
c. It is the responsibility of the coach to make sure his players are at the court sites on time.
d. A strict 15 minute default time will be observed.
e. In the event of an injury an alternate player in doubles may be substituted prior to start the start of that team's double match.
f. 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.
g. If a doubles team qualifies for participation in the tournament, the individuals may compete in the #1 and #2 singles flight only if the doubles team is officially entered and present. The highest ranked player on the doubles teams must play in the #1 flight in singles and the other player plays in the #2 flight in singles.
h. 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.
i. The morning the tournament starts, the Tournament Director will distribute typed draw sheets with the names and colleges of all contestants listed.
j. If nine or more teams from any division participate in the NJCAA National Tennis Tournament, a flighted tournament with a backdraw will be used. All matches will be 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. Tournament scoring will be by points. 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. In the backdraw, a win following a bye will be awarded one point and one-half point will be awarded thereafter.

C. Officials
1. The Tournament Director 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 Tennis.

D. Awards - Division III
1. Awards shall be given to the first and second place teams.
2. Gold and silver medals will be awarded the first and second place finishers respectively in each event.
3. Each individual player on the first place team shall receive a NJCAA gold medal. There shall be nine (9) medals.
4. Each individual player on the second place team shall receive a NJCAA silver medal. There shall be nine (9) medals.

E. Finances
1. Each college shall pay its team expenses.

Section 7. **Division I Championship (flighted tournament)**

A. Qualification of Teams
1. Qualifiers for the NJCAA Tennis Tournament would be as follows:
a. Top three (3) teams per region.
b. 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.
c. Upon completion of regional play, the Regional Director must phone the National Tournament Director and inform him of the name of the teams that have qualified from his region and their roster by flights and the names of individual winners whose team did not qualify. Example: #1 singles champions or #1 doubles champion. Line-ups from the Regional Tournament to the National Tournament remain the same. Extenuating circumstances must be presented to the tournament committee upon arrival at the tournament.
d. All regional 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.
e. The Regional Directors will send all records pertaining to the qualified individuals and/or teams to the National Tournament Director via registered mail.
f. The National Tournament Director will turn over all the records of Tournament qualifiers to the President of the Tennis Coaches Association. These records will be used during the seeding meeting.
g. Teams entering the NJCAA Tournament must qualify through the appropriate Regional Tournament.
h. Deadline for participants to enter the NJCAA Tournament will be the Coaches Association Breakfast at 8:00 a.m. on the Sunday of the tournament. Coaches not having reported in will not be allowed to participate in the tournament. Play will commence on Monday morning.
i. It is strongly recommended that Regional qualifying competition follow the National Championship format of six singles and three doubles.

B. Rules and Procedures for Division I
1. The Intercollegiate Tennis Association (ITA) Rules shall be followed in all tournament games with the following exceptions:
a. Coaches are allowed to coach during the tournament.
b. The ITA point-penalty rule will be in effect. A three-person committee consisting of the NJCAA representative, the president of the NJCAA Tennis Coaches Association, and the tournament director shall handle any unusual circumstances. In a situation involving the player from a college of a committee member, he/she shall be replaced by the tournament referee.
2. No player will play another player from its own region in the first round.
3. Division I Draw Seeding

a. The draw seeding committee will be composed 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. A pre-seeding meeting will take place following the coaches association breakfast on Sunday morning. Coaches or their proxy must be physically present to the seeding 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. The seeding committee will then convene to do the seeding for the tournament. USTA seeding rules will be followed.
b. At the conclusion of the draw, the Tournament Director will assign court sites for each flight.
c. It is the responsibility of the coach to make sure his players are at the court sites on time.
d. A strict 15 minute default time will be observed.
e. In the event of an injury an alternate player in doubles may be substituted prior to start the start of that team's double match.
f. 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.
g. If a doubles team qualifies for participation in the Tournament, the individuals may compete in the #1 and #2 singles flight only if the doubles team is officially entered and present. The highest ranked player on the doubles teams must play in the #1 flight in singles and the other player plays in the #2 flight in singles.
h. 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.
i. The morning the tournament starts, the Tournament Director will distribute typed draw sheets with the names and colleges of all contestants listed.
j. If nine or more teams from any division participate in the NJCAA National Tennis Tournament, a flighted tournament with a backdraw will be used. All matches will be 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. Tournament scoring will be by points. 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. In the backdraw, a win following a bye will be awarded one point and a half point will be awarded thereafter.

C. Officials
1. The Tournament Director 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 Tennis.

D. Awards - Division I
1. Awards shall be given to the first, second and third place teams.
2. Gold and silver medals will be awarded to the first and second place finishers respectively in each event.
3. Each individual player on the first place team shall receive a NJCAA gold medal. There shall be nine medals.
4. Each individual player on the second place team shall receive a NJCAA silver medal. There shall be nine medals.

E. Finances
1. Each college shall pay its team expenses.

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 post season 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/NJCAA 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 Statement**
A. 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 12. **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 NJCAA Tournament.

Section 13. **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 14. **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). The national poll shall honor the submitted rankings within regions.

Section 15. **All-American Nomination Guidelines**
Each flight champion (singles and doubles) is First Team All-American and each flight runner-up (singles and doubles) is Second Team All-American. Playing statistics will use the ITA statistical records shown on the ITA and NJCAA statistical sites.

Section 16. The NJCAA will use ITAtennis.com for statistics collection. Member colleges should contact the ITA for their free access code to the statistic collection tools. NJCAA dual match results must be up-to-date 14 days prior to the start of the NJCAA National Tournament.

W. TENNIS – WOMEN

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. The NJCAA National Office shall place all bids before the Committee on Championship Events as provided in Article X.

Section 2. Tournament Date

The National Tournament will be conducted:

Division III

October 24-26, 2012 at Billie Jean King National Tennis Center Flushing Meadows, New York

Division I

May 4-10, 2013 at Randolph Tennis Center; Tucson, Ariz.

May 3-9, 2014 at Tyler Junior College; Tyler Texas.

Section 3. Tournament Host Pre-Tournament Responsibilities

A. The tournament host shall notify the qualifying teams of the events, their order, the time, schedule, and other pertinent tournament information.

B. The tournament host shall be responsible for the promotion and advertising of tournament play.

C. It is recommended that the tournament host be responsible for securing the services of a computer for the tournament draw and scoring procedures.

D. The tournament host shall provide score cards for all tournament matches.

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 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.

B. A consolation back draw will be played for singles and doubles. Scoring in the back draw will be a half point for each round. To accommodate the host facility and/or weather conditions, the playing format will be determined by the NJCAA Tournament Committee.

C. 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 NJCAA tournament.

Section 5. Declaration of Status

Men's and women's tennis is limited to nine scholarships. Foreign athlete scholarships are limited to two. 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. Qualifications of Teams - Divisions I & III

A. Region may send three certified teams per division to the NJCAA National Tournament.

B. All ties shall be resolved at the regional level. Should the first, second or third place teams be unable to attend, the fourth place team may take their place.

C. The number one singles and number one doubles players from each region qualify regardless of their team's standing.

D. A full team shall consist of six singles players and three doubles teams. A maximum of 12 players shall be designated at the regional tournament. Only those 12 players are eligible to participate in the National Tournament except as allowed by substitution in Section 7.C.4.

E. Regional play shall be completed seven days prior to the beginning of the National Tournament (Division I). Regional play shall be completed no later than October 19, 2012 (Division III).

F. Subsequent to the completion of regional play, Regional Directors shall phone the National Tournament with tournament results.

G. Within a 48-hour period following the Fall/Spring Regional Tournament, regional directors shall send to the National Tournament Director and National Office by certified mail, the teams that have qualified from each region and their rosters by flights. The names of individual winners, whose teams did not qualify, shall also be sent.

H. 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.

I. Deadline for participants to enter the NJCAA Tournament will be 8:00 a.m. the day of the draw.

Section 7. **Rules and Procedures**

A. The Intercollegiate Tennis Association (ITA) Rules shall be followed in the tournament. 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 coaches in attendance, by vote, shall substitute a committee person.

B. Seeding Meetings
   1. The Host will schedule the seeding meeting on the day prior to the start of the National Tournament for Divisions I & III.

C. Tournament draw and seeding structure.
   1. Seeding will be on the basis of merit alone. Regional winners will not get an automatic seed in this tournament.
   2. 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. At the conclusion of the draw the Tournament Director will assign court sites for each flight.
   4. A player, for any reason, not qualifying through the regional tournament may be allowed to enter the NJCAA Tournament only at the position where she played the majority of her matches during the regular season. When such a situation occurs, the coach will contact the NJCAA National Office who in turn will contact the chair of the Tennis Committee and the President of the NJCAA Tennis Coaches Association prior to the NJCAA Tennis Tournament. A final decision will be made regarding the eligibility of such player.
   5. Substitutes shall be permitted prior to the draw conducted at the coaches meeting. All players' names, including substitutes, must be listed on the official entry form and must be drawn from the 12 players designated in Section 6.D. Should a college enter an incomplete team and/or a substitute be required, a lower player may be substituted for that vacant position or forfeit that position. All other players must maintain their qualified position.
   6. In the event of an injury, a lower player in doubles may be substituted prior to their first doubles match.
   7. 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.
   8. 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.
   9. The evening before the tournament starts, the Tournament Director will distribute typed draw sheets with the names and colleges of all contestants listed.
   10. No entry shall play more than three matches per day (2 singles/1 doubles or 2 doubles/1 singles).
   11. 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.
   12. Each college may enter six singles and three doubles teams. The same six players may compete in both singles and doubles.
   13. 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, her doubles partner can compete with her at the #1 doubles flight and the #2 singles flight.
   14. A flighted tournament with a backdraw will be played for singles and doubles. The tournament format will consist of two-out-of-three sets. A first round match is worth two points and all following rounds are worth one point. A win followed by a bye is worth three points. Scoring in the backdraw will be worth one half point for each round. A win following a bye will be awarded one point. Regardless of the draw size each flight will have equal total points. Backdraw total points should not exceed the number of points available in the first round of the main draw. The backdraw at DI will be an eight game pro set with regular scoring. The backdraw at DIII will be an eight game pro set with no ad scoring.
   15. To accommodate the host facility and/or weather conditions the playing format will be determined by the NJCAA Tournament Committee.

D. The Tournament Director 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 Tennis. There should be one official per six courts at the National Tournament.

E. Awards
   1. 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.
   2. Gold and silver medals will be awarded to the first and second place finishers respectively in each event.
   3. Each individual player on the first place team shall receive a NJCAA gold medal. There shall be nine medals.
   4. Each individual player on the second place team shall receive a NJCAA silver medal. There shall be nine medals.
   5. A Coach of the Tournament award shall be presented for Division I and Division III.
   6. 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.

F. Finances
   1. Each college shall pay its teams expenses.
   2. The entry fee shall be $20.00 per player in each event for DI and $60.00 per player in each event for DIII and must accompany the official entry form.

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

Section 11. **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 NJCAA Tournament.

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. **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 14. **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).
The National poll shall honor the submitted rankings within the regions.

Section 15. **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 16. The NJCAA will use www.itatennis.com for statistical collection. Member colleges should contact the ITA office for their statistical collection tools.

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 October 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 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 - Division I** ▶May 16-18, 2013 at Hutchinson Community College; Hutchinson, Kan.
▶May 15-17, 2014 at Mesa Community College, Mesa, Ariz.
▶May 14-16, 2015 at Hutchinson Community College; Hutchinson, Kan.
▶May 19-21, 2016 at South Plains College; Levelland, Texas

Outdoor Track & Field - Division III ▶May 9-11, 2013 at Howard Community College; Columbia, Md.

Indoor Track & Field ▶March 8-9, 2013 at Texas Tech.; Lubbock, Texas

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 Regional Champion in all events entered; or,
3. be a white card entry for a single event. (See Section 5 and Section 9 for details); or
4. be a Blue card entry for a single event (see Section 5. 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 a 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). (see Procedures in Section 5)

E. 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).

F. 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 and therefore an automatic entry into the National Championship.

Section 4. Responsibilities for Meet Organization

A. Tournament Host Responsibilities are:
1. 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.
2. 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.
3. 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.
4. Providing a list of entrants in each event arranged in descending order by degree of excellence of performance. This list is to be available at the time of declaration.
5. Implementing the mechanics of the meet manual.
6. Providing heat sheets and meet results at 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. The coach is responsible at this time for checking each of his/her entries.

C. Participation Requirements
1. Current NJCAA Eligibility Rules shall apply.
2. No contestant shall be permitted to enter a 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 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 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. Regional champions in all events except the pentathlon, decathlon and heptathlon automatically qualify for NJCAA Championship Track & Field meets. See Section 9.b. for information concerning the multiple events. There will be no additional entries after the Monday deadline.
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. Each institution will be permitted one event (individual or relay) "white card" entry 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)**.
3. Each institution will be permitted two "Blue Card" entries from each division, male and female, in the indoor and outdoor track and field championship. A blue card entry can be made if a participant has qualified for the national championship in an individual event. The participant must participate in the event for which they qualified in order to participate in a blue card event.
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.
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 $20.00 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 TFRRS
a. 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.
b. 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
3. On Monday by 6:00 p.m. prior to the first day of competition the coach must pull from the on-line Performance List those athletes that are to be entered into the Championship.
a. The on-line declaration form will not allow coaches to enter or change time/marks.
b. The entry time, location and date will be displayed.
c. All the coach can do is declare qualified performances, if performance needs to be added before the deadline, it must first be added to the Performance List and then declared.
d. At this time all entries are final and declared. Any qualified performance not declared will be scratched. There will be no late entries.
e. The entry fee will be $20.00.
f. The seed list will be posted on Tuesday, following declarations, on the meet host's website and on the NJCAA website.

C. Regional Champions, Blue Card, and White Card Entries
1. These entries will be declared at the same time as performance declarations on a customized NJCAA interface.
2. All Region Champions, Blue Card, or White Card entries will have times/marks listed and would be transferred with the proof of performance data to the entry list.
3. A team using too many white cards or blue cards will cause all athletes entered from that team on white cards or blue cards to be disqualified.

D. To be entered into the NJCAA National Championship Meet, the athlete and their mark must be entered into TFRRS (www.tfrrs.org) and obtain a TFRR registration number.
1. Entries for the multi events are due no later than 7 days (one week) prior to the start of the Championship meet.

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.

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. Seventh and eighth place winners will be awarded certificates denoting placement.
6. 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. Seventh and eighth place winners will be awarded certificates denoting placement.
6. 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. Seventh and eighth place winners will be awarded certificates denoting placement.
6. There shall be a Coach of the Meet award.

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. Seventh and eighth place winners will be awarded certificates denoting placement.
6. 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. Seventh and eighth place winners will be awarded certificates denoting placement.
6. There shall be a Coach of the Meet award.

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. Seventh and eighth place winners will be awarded certificates denoting placement.
6. There shall be a Coach of the Meet award.

Section 8. **Finances**

A. The maximum entry fee shall be $20.00 for each contestant.

B. Each college shall pay its own team expenses.

Section 9. Qualifying Standards – 2013

The formula for replacing qualifying standards 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. (Standards will be listed based on 2012 eighth place results at the National Indoor and Outdoor Meets)

A. 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

B. 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**	**Event Meters**	**FAT**	**Event Meters**	**FAT**	**Event Meters**	**FAT**
55-Meter Dash	7.32	4x440-Yard Relay	4:07.88	55-Meter Dash	6.54	4x440-Yard Relay	3:24.38
60-Meter Dash	7.85	*4x800-Meter Relay	10:14.24	60-Meter Dash	7.02	*4x800-Meter Relay	8:01.07
55-Meter Hurdles	8.60	*4x880-Yard Relay	10:22.39	55-Meter Hurdles	7.78	*4x880-Yard Relay	8:02.15
60-Meter Hurdles	9.17	Distance Medley Relay-Meters	13:29.17	60-Meter Hurdles	8.31	Distance Medley Relay-Meters	10:37.77
200-Meter Dash	25.56	Distance Medley Relay-Yards	13:34.34	200-Meter Dash	22.33	Distance Medley Relay-Yards	10:39.71
400-Meter Dash	59.61	**Event**	**Metric**	400-Meter Dash	50.00	**Event**	**Metric**
500-Meter Run	1:19.47	Shot Put	12.31	500-Meter Run	1:07.22	Shot Put	14.93
600-Yard Run	1:29.40	Triple Jump	11.10	600-Yard Run	1:15.63	Triple Jump	14.34
600-Meter Run	1:40.13	Long Jump	5.40	600-Meter Run	1:24.70	Long Jump	7.08
800-Meter Run	2:25.79	High Jump	1.56	800-Meter Run	1:59.66	High Jump	2.00
1,000-Meter Run	3:13.14	SH	1.51	1,000-Meter Run	2:40.49	SH	1.95
1,500-Meter Run	5:01.49	Weight Throw	14.43	1,500-Meter Run	4:03.43	Weight Throw	15.25
Mile Run	5:25.61	Pole Vault	3.05	Mile Run	4:22.91	Pole Vault	4.35
3,000-Meter Run	11:02.24	SH	2.90	3,000-Meter Run	8:54.17	SH	4.20
5,000-Meter Run	19:20.24	Standards men and women pole vault		5,000-Meter Run	15:33.94	Standards men and women pole vault	
4x400-Meter Relay	4:04.57	progression 15cm for the first 3		4x400-Meter Relay	3:21.84	progression 15cm for the first 3	
		heights and 10cm for the remainder				heights and 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 200, 400 & 600 RACES WILL QUALIFY TO THE FINALS BY THE EIGHT FASTEST TIMES, IF FACILITIES ALLOW, THE GAMES COMMITTEE WILL TAKE THE NINE (9) FASTEST TIMES TO THE FINALS.
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. Pentathlon scores can be computed from the composited 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.

2013 NJCAA ALTITUDE ADJUSTMENT POLICY

To more accurately determine the altitude adjustments for the 2013 NJCAA standards for both Indoor and Outdoor Divisions I & III, refer to the NCAA Track & Field Rulebook, Division I.

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 2013 NJCAA Standards. This procedure allows us to use 2013 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	1.61	100-Meter Dash	10.64	High Jump	2.03
200-Meter Dash	24.58	SH	1.56	200-Meter Dash	21.50	SH	1.98
400-Meter Dash	56.46	Long Jump	5.53	400-Meter Dash	48.64	Long Jump	7.26
800-Meter Run	2:21.77	Triple Jump	11.48	800-Meter Run	1:55.39	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	12:32.71	Hammer	42.95	3,000-Meter Steeplechase	9:56.22	Hammer	48.29
5,000-Meter Run	19:35.39	Javelin	36.43	5,000-Meter Run	15:47.43	Javelin	53.27
10,000-Meter Run	41:21.94	Pole Vault	3.20	10,000-Meter Run	33:08.52	Pole Vault	4.50
100-Meter Hurdles	14.81	SH	3.05	110-Meter Hurdles	14.62	SH	4.35
400-Meter Hurdles	1:07.77	Standards men and women		400-Meter Hurdles	55.49	Standards men and women	
4x100-Meter Relay	48.73	pole vault progression		4x100-Meter Relay	42.19	pole vault progression 15cm	
4x400-Meter Relay	4:04.95	15cm for the first 3 heights		4x400-Meter Relay	3:18.20	for the first 3 heights and	
*4x800-Meter Relay	10:00.97	and 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 Heptathon (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.

2. 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 Steeplechase	15:18.41	Triple Jump	9.58	3,000-Meter Steeplechase	11:00.83	Triple Jump	12.80
5,000-Meter Run	21:44.98	Javelin	25.88	5,000-Meter Run	16:53.71	Javelin	42.75
10,000-Meter Run	50:11.13	Hammer	27.92	10,000-Meter Run	37:26.71	Hammer	37.98
100-Meter Hurdles	18.91	Pole Vault	1.86	110-Meter Hurdles	16.77	Pole Vault	3.58
400-Meter Hurdles	1:20.77	SH	1.71	400-Meter Hurdles	1:00.51	SH	3.43
4x100-Meter Relay	56.12	Standards men and women pole vault progression 15cm for the first 3 heights and 10cm for the remainder.		4x100-Meter Relay	45.19	Standards men and women pole vault progression 15cm for the first 3 heights and 10cm for the remainder.	
4x400-Meter Relay	4:51.03			4x400-Meter Relay	3:30.84		
*4x800-Meter Relay	12:27.09			*4x800-Meter Relay	8:33.39		

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.

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.

2013 NJCAA ALTITUDE ADJUSTMENT POLICY

To more accurately determine the altitude adjustments for the 2013 NJCAA standards for both Indoor and Outdoor Divisions I & III, refer to the NCAA Track & Field Rulebook, Division I.

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 2013 NJCAA Standards. This procedure allows us to use 2013 adjustments provided by the NCAA and to be more accurate.

Section 10. **Scoring**

A. **Indoor**

1. The indoor championships will be scored to eight places on the basis of 10-8-6-5-4-3-2-1.

B. **Outdoor**

1. The outdoor championships 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 a 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 post season 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 Nomination Guidelines

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

1. A fully executed copy of the NJCAA All-American nomination form filed as per the deadline dates established within each respective sport;
2. Two individual, vertical, formal glossy photographs in ***color***, no smaller than 3X5 and no larger than 5X7;
3. Photos must be head and shoulder shots, in team jersey with number visible (if applicable);
4. Digital pictures must be submitted on a computer disk or CD with a minimum print resolution of 300 dpi. Digital pictures printed on any medium other than glossy photo paper with a print resolution of less than 300 dpi will not be accepted;
5. Digital photos submitted to the National Office via email will not be accepted;
6. Student-athletes name, college, region and position must be included with the digital picture or included on the back of the photograph.
7. **Playing statistics for all student-athletes being nominated for All-American status must be up-to-date and printed from NJCAA website and included with the All-American nomination form.**

Y. VOLLEYBALL - WOMEN - 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 National Office by October 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. 2012 - November 15-17 at Missouri State University at West Plains
2013 - November 21-23 at Casper Events Center, Casper WY
2014 - November 20-22 at Casper Events Center, Casper WY
2015 - November 19-21 at Casper Events Center, Casper WY

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:

DIRECTOR	DISTRICT	REGION	DIRECTOR	DISTRICT	REGION
Norma Carr	A	18a	Marci Henry	I	9a
Norma Carr	B	18b	Marci Henry	J	9b
Jason Carmichael	C	1, 2	Shawn Silman	K	14a
Brenda Hampton	D	4, 11, 24	Shawn Silman	L	14b
Rex Parcells	E	5a	Carl Heinrich	M	6
Rex Parcells	F	5b	Darren Pannier	N	15, 16, 20
George Sanders	G	8a	Michelle Ivey	O	10, 17, 22
George Sanders	H	8b	Michelle Ivey	P	10, 17, 22

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: M, G, L, D, O, A, N, E, J, C, H, I, K, P, F, 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. 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 2, 2012.
1. The official roster submitted must reflect the same number and name for each player regardless of uniform color throughout tournament play.

F. All regions that wish to enter a respective district tournament must notify their director by October 15, 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 15, will be responsible for any expenses incurred by the district tournament host.

G. District Play-offs throughout tournament play.
1. District directors shall file procedures and dates in the National Office by October 1.
2. District directors shall submit a financial plan for handling the District Tournament subject to approval by Regional Directors involved.
3. All District play-offs shall be completed no later than **November 6, 2012**.
4. Certified PAVO or USAV rated officials are recommended for all regional and district play-offs.

Section 5. Individual Qualification

Volleyball colleges are limited to 14 athletic scholarships with no less than three quarters of these to be offered to U.S. Citizens and *permanent resident athletes, [Maximum # non-U.S./permanent resident is three.]

* Defined as the holder of a Green Card.

Section 6. 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 games.

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 Game. A warning stays in place for the entire tournament.

C. NCAA rules will be used with the following exceptions:
1. The attack line extension may be temporary.
2. Only one coach is allowed to stand at any one time during play.

D. District and National Tournaments.

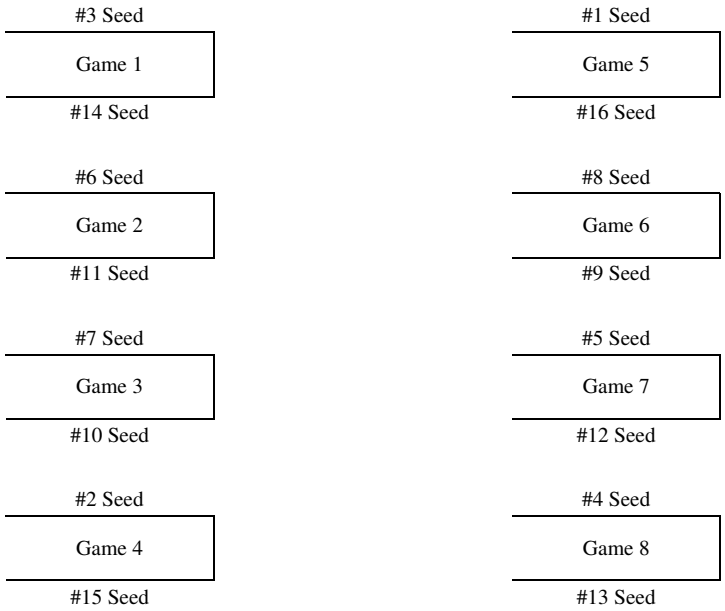
1. The official ball must be the Tachikara SV5W 18 panel NJCAA Color Ball.
2. Ball pressure shall range from 4.3 to 4.6 lbs.
3. One visible scoreboard for each court shall be used.
4. The championship shall determine places 1-10 in order of finish.
5. Warm-Up times:
   a. 2 minutes shared stretching & coin toss
   b. 4 minutes visiting team
   c. 4 minutes home team
   d. 5 minutes visiting team
   e. 5 minutes home team

Championship Bracket – The 2012 National Tournament bracket shall be a 16-team consolation – elimination.

1. All games shall be three-of-five.
2. Game time and court as listed below:

Court #1	**Day 1**	**Court #2**
Game #1	9 a.m.	Game # 2
Game #3	11:00 a.m.	Game #4
Game #5	1 p.m.	Game #6
Game #7	3 p.m.	Game #8 (end of first round)
Game #9	5:30 p.m.	Game #10 (Winner #1/#2 & Winner #3/#4)
Game #11	7:30 p.m.	Game #12 (Winner #5/#6 & Winner #7/#8)
Court #1	**Day 2**	**Court #2**
Game #13	10 a.m.	Game #14 (Loser #1/#2 & Loser #3/#4)
Game #15	Noon	Game #16 (Loser #5/#6 & Loser #7/#8) (end of second round)
Game #17	2:30 p.m.	Game #18 (Loser #9/#10 & Loser #11/#12)
Game #19	4:30 p.m.	Game #20 (Winner #13/#14 & Winner #15/#16)
Game #21	6:30 p.m.	Game #22 (Winner #9/#10 & Winner #11/#12)
Court #1	**Day 3**	**Court #2**
9th Place Game 23	Noon	Game #24 7th Place (Winner #19/#20 & Loser 17#18)
One Court		
5th Place	2:30 p.m.	Game #25 (Winner #17/#18)
3rd Place	4:30 p.m.	Game #26 (Loser #21/#22)
Championship	6:30 p.m.	Game #27 (Winner #21/#22)

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:



Section 7. **Officials**

A. Rated officials as line judges and scorers will be used for the bracket play.

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 a NJCAA gold medal. There shall be 14 medals.
C. Each individual player on the second place team shall receive a 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 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 5, 2012 and consist of the top 20 teams. The National poll shall honor the submitted rankings within the regions.
B. Each region is to report his/her weekly top regional teams. All statistics shall conform to standard procedures. All contests played shall be reported to the NJCAA website by Tuesday, 12:00 Noon, Mountain Time. Regions not reporting to their sectional director will not be reflected in the poll. Forfeits are not to be included in records or in compiling statistics.
C. 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).

Director	Phone	Email	Regions
Marci Henry, Northeastern Junior College	970-521-6617	marci.henry@njc.edu	4, 6, 9, 11, 12, 13, 24
Shawn Silman, San Jacinto College/North	281-459-7673	shawn.silman@sjcd.edu	1, 2, 5, 14, 18
George Sanders, Florida State College at Jacksonville	904-646-2205	gsanders@fscj.edu	8, 10, 16, 22

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 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 post season 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 NAGWS volleyball rules and procedures with regard to open wounds and bleeding shall be adhered to.

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. **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 dress in business casual attire. T-shirts, jeans, hats, shorts or flip-flops will not be permitted at these functions.

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. **Regular Season**

A. NCAA Rules will be used. When a two out of three game is played, the 3rd game shall be to 15 points. All two out of three games will be included in team records and statistical reports.
B. Games that are played on a timed basis will not be included in a team's record or statistical reports.
C. Only one coach is allowed to stand any time during play.

Section 17. **All-American Nomination Guidelines**

A. The following guidelines must be adhered to for consideration of All-American status:
    1. A fully executed copy of the NJCAA All-American nomination form filed as per the deadline dates established within each respective sport;
    2. Two individual, vertical, formal glossy photographs in *color*, no smaller than 3X5 and no larger than 5X7;
    3. Photos must be head and shoulder shots, in team jersey with number visible (if applicable);
    4. Digital pictures must be submitted on a computer disk or CD with a minimum print resolution of 300 dpi. Digital pictures printed on any medium other than glossy photo paper with a print resolution of less than 300 dpi will not be accepted;
    5. Digital photos submitted to the National Office via email will not be accepted;
    6. Student-athlete's name, college, region and position must be included with the digital picture or included on the back of the photograph;
    7. Playing statistics for all student-athletes being nominated for All-American status must be up-to-date and printed from NJCAA website and included with the All-American nomination form.

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.

Z. VOLLEYBALL – WOMEN – 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 National Office by October 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 15-17, 2012 – Owens Community College, Toledo, Ohio

November 21-23, 2013 – Owens Community College, Toledo, Ohio

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

Director	Districts	Director	Districts
Berdy Kuiken	District A (Region 4a)	Jerry Smith	District I (1)
Berdy Kuiken	District B (Region 4b)	Sue Sinclair	District J (24a)
Brenda Hampton	District C (Region 11a)	Sue Sinclair	District K (24b)
Brenda Hampton	District D (Region 11b)	Donna Genova	District L (Regions 3,15,19,21)
Scott Barlow	District E (Region 12a)	Carl Heinrich	District M (Region 6) Seeds 1,4,5,8 will play a single elimination tournament
Scott Barlow	District F (Region 12b)	Carl Heinrich	District N(Region 6) Seeds 2,3,6,7 will play a single elimination tournament.
Marci Henry	District G (Region 9,13)	Darren Pannier	District O (Region 2,16)
Michelle Ruble	District H (Region 20)	Lind Hartsell	District P (Regions 8,10,22)

A. The qualifying teams shall come from the following 16 districts:

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 I,K,G,P,A,O,N,M,E,D,B,F,J,C,H,L

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 1.** Team photos must have individuals in team uniform in a formal pose with numbers visible.

E. District Play-offs

1. District directors shall file procedures and dates in the National Office by **October 1st.**
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 28, 2012**. All District Play-offs shall be completed by **November 4, 2012.**
4. Certified PAVO or USA Volleyball rated officials are recommended for all regional and district play-offs.
5. All colleges must qualify in compliance with Article XII of the NJCAA bylaws.

Section 5. Individual Qualification

Division II Volleyball schools are limited to 2 athletic scholarships for non-US citizens. (Effective August 1, 2007.)

Section 6 Tournament Seeding

A. The seeding committee will consist of the sectional directors. The committee will seed all 16 teams in the tournament on **November 6, 2012.**

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.

Section 7. **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. NCAA rules will be used.

Exceptions:

1. The attack line extension may be temporary.
2. Only one coach is allowed to stand at any time during play.
3. District and National tournaments.
   a. The official ball must be the Tachikara SV5W 18 panel NJCAA Color Ball.
   b. Ball pressure shall range from 4.3 to 4.6 lbs.
   c. One visible scoreboard for each court shall be used.
   d. The championship shall determine places 1-10 in order of finish.
   e. 2 minutes shared stretching & coin toss
      4 minutes visiting team
      4 minutes home team
      5 minutes visiting team
      5 minutes home team

C. 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:

Court #1	**Day 1**	**Court #2**
Match #1	9 a.m.	Match # 2
Match #3	11:00 a.m.	Match #4
Match #5	1 p.m.	Match #6
Match #7	3 p.m.	Match #8 (end of first round)
Match #9	5:30 p.m.	Match #10 (Winner #1/#2 & Winner #3/#4)
Match #11	7:30 p.m.	Match #12 (Winner #5/#6 & Winner #7/#8)
Court #1	**Day 2**	**Court #2**
Match #13	10 a.m.	Match #14 (Loser #1/#2 & Loser #3/#4)
Match #15	Noon	Match #16 (Loser #5/#6 & Loser #7/#8) (end of second round)
Match #17	2:30 p.m.	Match #18 (Loser #9/#10 & Loser #11/#12)
Match #19	4:30 p.m.	Match #20 (Winner #13/#14 & Winner #15/#16)
Match #21	6:30 p.m.	Match #22 (Winner #9/#10 & Winner #11/#12)
Court #1	**Day 3**	**Court #2**
9th Place Match 23	Noon	Match #24 7th Place (Winner #19/#20 & Loser 17#18)
One Court		
5th Place	2:30 p.m.	Match #25 (Winner #17/#18)
3rd Place	4:30 p.m.	Match #26 (Loser #21/#22)
Championship	6:30 p.m.	Match #27 (Winner #21/#22)

Section 8. **Officials**

A. Rated officials as line judges and scorers will be used for the bracket play.

Section 9. **Awards**

A. Awards shall be given to first, second, third place teams.
B. Each individual player on the first place team shall receive an NJCAA gold medal. There shall be fourteen (14) medals.
C. Each individual player on the second place team shall receive an NJCAA silver medal. There shall be fourteen (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 twelve (12) players will be presented medals.

Section 10. **Finances**

A. All tournament expenses shall be paid by the tournament host.
B. Each college shall pay their own expenses.

Section 11. **National Poll**

A. The National Poll shall begin on **September 5, 2012** and consist of the top **20** teams. The National poll shall honor the submitted rankings within the regions.
B. Each region is to report his/her weekly top regional teams to the appropriate sectional director by Monday, 9:00 a.m.
C. Reports should include teams overall record, division record, and opponents played.
D. Regions not reporting to their sectional director will not be reflected in the poll.
E. Forfeits are not to be included in records.
F. 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 Directors

Region(s)	Director	College	E-Mail	Phone
3, 15, 19, 20, 21	Julie Mulvey	Massasoit Community College	jmulvey@massasoit.mass.edu	508-588-9100
4, 12, 10	Scott Barlow	Lakeland Community College	sbarlow@lakelandcc.edu	440-525-7350
6, 8, 16	Carl Heinrich	Johnson County Community College	heinrich@jccc.edu	913-469-3820
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	402-562-1296
13, 24	Sue Sinclair	Illinois Central College	ssinclair@icc.edu	309-694-5429

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 post season 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 volleyball 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**
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.

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. **Regular Season**
A. NCAA rules will be used with the exceptions as listed in Section 7. B.
B. When a two out of three match is played, the third game shall be to 15 points.
C. All two out of three matches will be included in team records and statistical reports.
D. Matches that are played on a timed basis will not be included in a team's record or statistical reports.

Section 18. **All-American Nomination Guidelines**
A. The following guidelines must be adhered to for consideration of All-American status:
1. A fully executed copy of the NJCAA All-American nomination form filed as per the deadline dates established within each respective sport;
2. Two individual, vertical, formal glossy photographs in *color*, no smaller than 3x5 and no larger than 5x7;
3. Photos must be head and shoulder shots, in team jersey with number visible (if applicable);
4. Digital pictures must be submitted on a computer disk or CD with a minimum print resolution of 300 dpi. Digital pictures printed on any medium other than glossy photo paper with a print resolution of less than 300 dpi will not be accepted;
5. Digital photos submitted to the National Office via email will not be accepted;
6. Student-athletes name, college, region and position must be included with the digital picture or included on the back of the photograph;
7. **Playing statistics for all student-athletes being nominated for All-American status must be up-to-date and printed from NJCAA website and included with the All-American nomination form.**

Section 19. **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.

AA. VOLLEYBALL – WOMEN – 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 National Office by October 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 9-10, 2012 at UCR Regional Sports Center; Rochester, Minnesota
November 15-16, 2013 at UCR Regional Sports Center; Rochester, Minnesota
November 14-15, 2014 at UCR Regional Sports Center; Rochester, Minnesota
November 13-14, 2015 at UCR Regional Sports Center; Rochester, Minnesota

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 recording procedures, and other pertinent information.

Section 4. Team Qualification

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

Director	District (Region(s)	Director	District (Region(s)
Gary Broadhurst	District A (Region 3)	Jean Musgjerd	District E (Region 13a)
Berdy Kuiken	District B (Region 4)	Donna Genova	District F (Region 15)
Lynne Levesque	District C (Region 5)	Scott Barlow	District G (Region 12, 20)
Jean Musgjerd	District D (Region 13b)	Lind Hartsell	District H (Region 10, 19, 21)

13 B	13 A
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 & Comm. Clg.	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 F, C, G, E, B, D, H, 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.
1. All colleges must qualify in compliance with Article XII of the NJCAA bylaws.
2. In the event that one or more regions in District H fail to certify more than one team, all three regions will participate in a joint district/regional tournament hosted by Region 19 and completed by **November 3.** The winner will be declared the district champion. The highest finishing team from each region will be declared regional champion.
3. 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.

D. All region winners must submit roster, 5x7 team picture and entry form to the Tournament Director by **October 30.** 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.

E. District Play-offs
1. District directors shall file procedures and dates in the National Office by **October 1.**
2. District directors shall submit a financial plan for handling the District Tournament subject to approval by Regional Directors involved.
3. All District play-offs shall be completed by November 3. Regions that are involved in district tournaments must have their regional tournaments completed by October 27.
4. Certified PAVO or USA Volleyball rated officials are recommended for all regional and district play-offs.

Section 5. Tournament Seeding

A. The Committee will seed the tournament by Monday, **November 5**. 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 5.**

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.
3. National Poll.
4. Overall and NJCAA Record.
5. Head-to-head competition.

NOTES: 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.

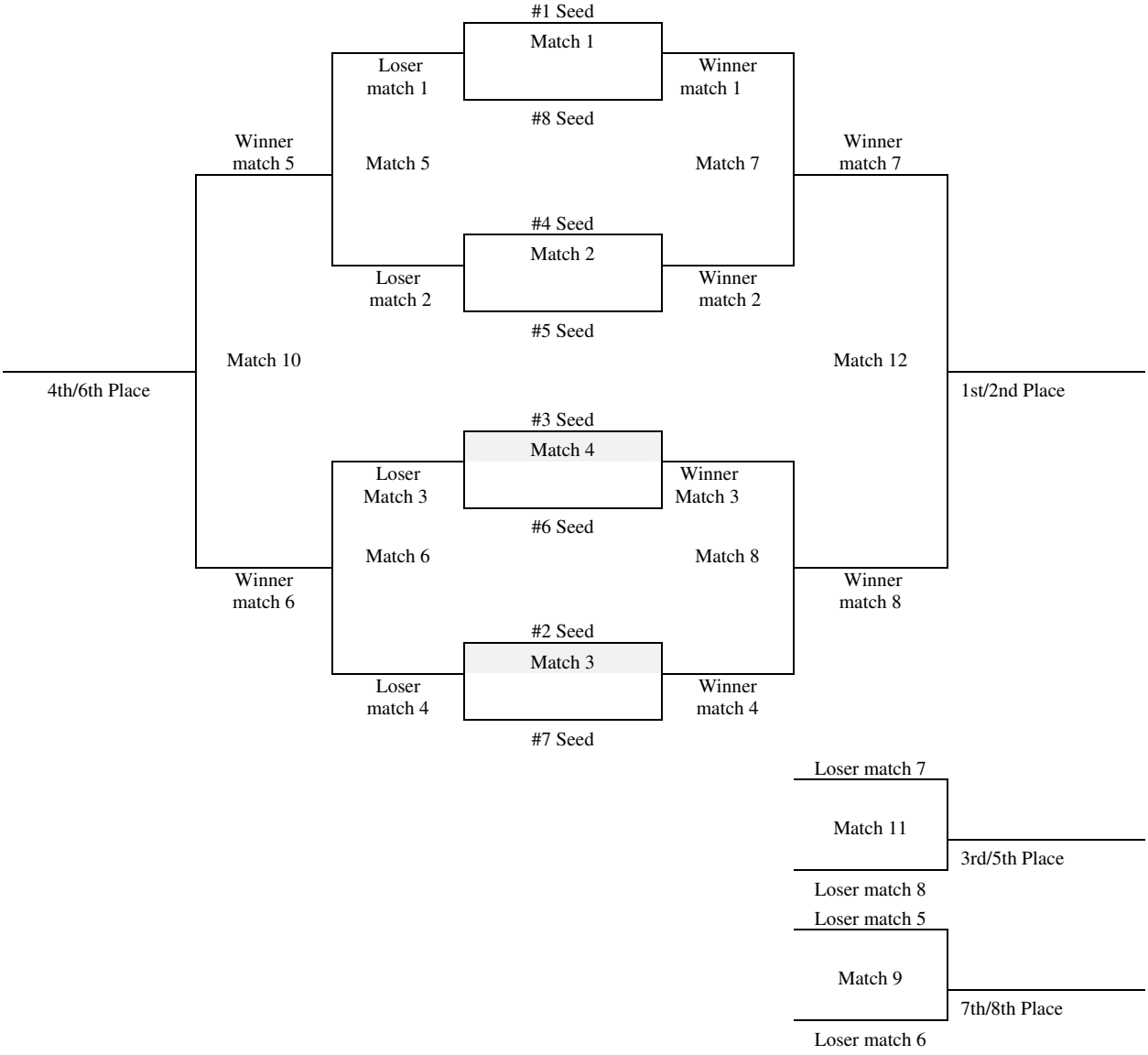
B. Teams in the tournament may only video games in which they are playing.

C. NCAA rules will be used in the NJCAA Championships.

Exceptions:

1. The attack line extension may be temporary.
2. Only one coach is allowed to stand at any one time during play.
3. During the regular season 2 out of 3 matches will be recognized in a team's record.

D. The following is the National Tournament bracket with placements and match numbers.



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
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 (3) consecutive years.

Section 8. **Awards**

A. Awards shall be given to first, second, 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.

Section 10. **National Poll**

A. The National Poll shall begin on September 5 and consist of the top **10** teams. The National poll shall honor the submitted rankings within the regions.
B. Each regional director is to report his/her weekly top regional teams and records to the appropriate sectional director by Monday, 8 a.m.
C. Regions not reporting to their sectional director will not be reflected in the poll.
D. Forfeits are not to be included in records or in compiling statistics.
E. 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).
F. Sectional Directors will participate in a conference call on Tuesday mornings and submit their own rankings of teams by 12:00 Noon to the National Office. The 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.

Regions	Sectional Director	College	E-Mail	Phone
4, 12	LuAnn Zimmick	College of DuPage, Ill.	zimmick@cod.edu	630-942-2362
3, 10, 15, 19, 20, 21	Donna Genova	Bronx Community College, N.Y.	DTGenova@optonline.com	718-289-5274
5, 13	Jean Musgjerd	Rochester Community & Technical College, Minn.	Jean.musgjerd@roch.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 post season 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.

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. Only one coach is allowed to stand at any one time during play.
3. When a 2 out of 3 set match is played the 3rd set shall be to 15 points.
4. All 2 out of 3 set matches will be included in team records and statistical reports.
5. 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**

A. The following guidelines must be adhered to for consideration of All-American status:
1. A fully executed copy of the NJCAA All-American nomination form filed as per the deadline dates established within each respective sport;
2. Two individual, vertical, formal glossy photographs in ***color***, no smaller than 3X5 and no larger than 5X7;
3. Photos must be head and shoulder shots, in team jersey with number visible (if applicable);

4. Digital pictures must be submitted on a computer disk or CD with a minimum print resolution of 300 dpi. Digital pictures printed on any medium other than glossy photo paper with a print resolution of less than 300 dpi will not be accepted;
5. Digital photos submitted to the National Office via email will not be accepted;
6. Student-athlete's name, college, region and position must be included with the digital picture or included on the back of the photograph.
7. **Playing statistics for all student-athletes being nominated for All-American status must be up-to-date and printed from NJCAA website and included with the All-American nomination form.**

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.

BB. 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 National Office by October 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 21-23, 2013 at Des Moines, Iowa
February 27- March 1, 2014 at Spokane, Washington
February 19-21, 2015 at Rochester, Minnesota

Section 3. Host Pre-Tournament Responsibilities

A. The host will send official certifying blanks to the director of each district qualifying tournament.

B. The host will send pre-tournament information to all wrestling colleges by November 30 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 a 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 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 meet 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 Wrestling Tournament at the expense of the college or tournament hosts, president of the college and 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 six NJCAA Wrestling Districts as established each year by the NJCAA Board of Directors.

B. The six districts are as follows:

1. Eastern I: Regions 3, 21
2. Eastern II: Regions 10, 15, 19, 17
3. Central: Regions 4, 12, 24
4. North Central: Regions 11, 13
5. West Central: Regions 2, 6, 16, 22
6. Western: Regions 1, 9, 18

C. District Directors

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 other Regional Director or Directors. The District Directors shall be:

District	Name	College	E-Mail	Phone
Eastern District I	Jeff Wiley	Jefferson Community College	jwiley@sunyjefferson.edu	315-786-2248
Eastern District II	Dean Myrick	Rockingham Community College	myrickd@rockinghamcc.edu	336-342-4261
Central	Gary Huber	Black Hawk College – Moline	huberg@bhc.edu	309-796-5602
North Central	Thom McDonald	ICCAC	iccac@iccac.org	515-232-3687
West Central	Randy Stange	Hutchinson Community College	stanger@hutchcc.edu	620-665-3500
Western	Al Williams	North Idaho College	aawilliams@nic.edu	208-665-5458

2. District Directors Shall:
   a. Verify that all participants meet current NJCAA eligibility rules through the NJCAA office.
   b. Require that all individual season record forms are brought to the district qualifier.
   c. Verify that all participants have weight certification forms on file in the National Wrestling Coaches Association.
   d. Send a completed certification form to the NJCAA Tournament Director as soon as qualifiers are determined.

D. Entry to the NJCAA Championship Wrestling Tournament will be by certification of the District Tournament Director.

1. 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)
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 place qualifier only in that weight class may be designated as an alternate. If the next place finisher is a wildcard, then the wildcard substitutes for the individual who cannot participate. The wildcard will then be the next-best wrestler from the qualifying tournament, at the weight class in which the replacement is required. If either the designated alternate or new wildcard cannot participate, the position will be left open. In no other circumstance then the one mentioned above can a wildcard, injured or no show, 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.
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.

Section 7. **Rules and Procedures**

A. The NJCAA mandates that all participating colleges adhere and follow the NCAA Weight Management regulations (NCAA Guidelines – Rule 3).
B. Conduct all matches according to the rules in the NCAA Wrestling Rulebook. An exception shall be that the tournament shall include a consolation bracket that shall determine a true third place finisher. This bracket shall include all wrestlers defeated in the first and second round as well as losers to semi-finalists.
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 furnished for each mat; in addition, an official riding clock is to be provided for each mat.
E. Using the seeding principles outlined in Rule 4 of the NCAA Guide, a predetermined draw shall be made by the National Tournament Director 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 the bye. After drawing for the bye, be sure the District Champions are separated. Then separate returning All-Americans (dating back two years) from each other as far as possible, in half or quarter brackets.
   1. Separate place winners and Region Champions.
   2. Separate more than two place winners from any ½ bracket.
   3. Separate more than two place winners in any ¼ bracket.
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 work out site available as determined by the tournament director.

3:00 p.m. – 6 p.m.	1.5 mats will be available
6:00 p.m. – 10 p.m.	5 mats will be available

Thursday

6:00 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-ins
9:30 a.m.	Preliminaries first round - six or eight mats at the discrimination of the Tournament Director
Noon*	Preliminaries second round - six or eight mats at the discrimination of the Tournament Director
	Consolation pigtails
	Consolation first round - six or eight mats at the discrimination of the Tournament Director
6 p.m.	NJCAA Wrestling Coaches Association Presentations
6:15 p.m.	Championship quarterfinals - six or eight mats at the discrimination of the Tournament Director
	Consolation second round
8:30 p.m.*	Consolation third round
11 p.m.	Workout facilities will close

Saturday

8 -9:25 a.m.	Scales and workout site available
9:30 a.m.	Official weigh-in
10:30 a.m.	Championship Semi-finals
	Consolation Quarterfinals
12:00 p.m.*	Consolation Semi-finals
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
7:00 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 semi-finals shall begin on two mats. Consolation quarterfinals shall begin on four mats. The consolation semi-finals 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 6 to 8 mats at the NJCAA Wrestling Championships will be mandated. All mats used in competition must meet NCAA regulations (32" min).

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 championships 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 and has been drawn into the pigtail round, his opponent shall receive a bye and advance into the round of 16. 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 round into the vacated position. This adjustment shall be done according to the procedure set forth in Section 6.e. If, after the weigh-ins 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 one point shall be awarded his opponent.

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 bout has not been concluded.

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 (3) 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 National Tournament Director for consideration. The Tournament Director shall hire all tournament officials.

B. The National 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.

Section 9. **Awards**

A. NJCAA Team Awards shall be given to the first and second place teams.

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.

Section 10. **Finances**

A. Each college shall pay its own team expenses.

B. Each participating college will be assessed a $10 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 post season 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. Time outs 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.

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
Member colleges must update all team and individual records on the NWCA OPC website in order to be eligible for ranking in the National Poll.

Section 18. All-American Nomination Guidelines
The following guidelines must be adhered to for consideration of All-American status:

1. The top five finishers in each weight class will be deemed All American;
2. Photos of all All-Americans will be provided by the tournament host.
3. 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.

ARTICLE XIV

NJCAA CHAMPIONSHIPS

- ATTENTION -
All gray shaded text in Article XIV is new or edited legislation for the 2012-2013 academic year.

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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 National Office by October 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 tournament shall be scheduled for the **first full weekend of March**.
February 28-March 2, 2013 at Erie Community College, Buffalo, New York
2014 at Erie Community College, Buffalo, New York

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 a 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 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 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 Invitational 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.

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 eight singles, four doubles and one - five man/woman team (Coaches must designate six singles, three doubles, prior to start of tournament). Any college may enter as few events as they wish.

B. The singles and doubles competition consists of three games each.

C. The Team Champions shall be determined by the total pin fall of the three types of bowling competition as follows:
1. At the conclusion of the singles and doubles competition, the top five highest pin falls of the six players shall be counted toward the team total.
2. Six games of the tournament shall be bowled in five man/woman format. The current USBC rule of substitution shall be in effect.
3. Nine games of the tournament shall be bowled in the Baker format. Up to three substitutions per Baker game will be permitted. (Founded by 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 frames, and so on, with the anchor (fifth) bowler rolling the fifth and tenth or final frame.)

D. In case of a tie for first place, the teams will be declared co-champions.
1. Lane assignments for the 5 men and women team event will be based on position after the completion of singles and doubles and after each round.

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.

Section 7. Awards - Men and 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, in each event.

C. Each individual bowler on the first place team shall receive a NJCAA gold medal. There shall be eight (8) medals.

D. Each individual bowler on the second place team shall receive a NJCAA silver medal. There shall be eight (8) 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 $210.00 per team or $35.00 per individual.

Section 9. **Outside Competition - Men and Women**

A. Any student who applies for membership in a professional bowling organization or who identifies himself/herself as a professional or who qualifies under one or more of the following categories, shall be ineligible for NJCAA bowling:
    1. Earns the major portion of his/her income as an exhibition bowler.
    2. Is employed primarily because of his/her bowling prowess and/or whose occupation requires high bowling skills.
    3. Is subsidized by a bowling sponsor, manufacturer, proprietor, or any other agency so that he/she may devote his/her primary attention to bowling.
    4. Devotes half or more of his/her time as a bowling instructor.
    5. Whose frequent appearance on Nationally distributed or network television bowling programs provide him/her with important experience in pressure competition.

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. **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

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**

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 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 individuals(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 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 Nomination Guidelines**

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.

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 National Office by October 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 17, 2012 South Plains College, Levelland, Texas
November 16, 2013 Silver Comet Trail, Dallas, GA hosted by Chattahoochee Tech.; Marietta, Ga.

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 a NJCAA "Half Marathon" 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 contestants must remain under the supervision of their coach or designated supervisory person through 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 inclimate weather, meet participants can wear cold weather gear (ie: running tights, team sweats, rain suits) with the approval of the meet director and the NJCAA Rep. 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. A woman runner(s) may run and score for her college's men's team if the championship director is notified in writing of her entry on the men's team before the event begins.

G. Only one of the five half marathon team members can be non-United States citizens receiving athletic aid.

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 a NJCAA gold medal. There shall be five medals.

D. Each individual runner on the second place team shall receive a NJCAA silver medal. There shall be five medals.

E. Champion Runner plaque will be presented.

F. 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 a NJCAA gold medal. There shall be five medals.

D. Each individual runner on the second place team shall receive a NJCAA silver medal. There shall be five medals.

E. Champion Runner plaque will be presented.

F. Athletes finishing 1-6 will be All-Americans.

Section 7. Finances

The entry fee shall be $35.00 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 post season 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 NJCAA bylaws, Article XX.

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. 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 14. All-American Nomination Guidelines

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

1. A fully executed copy of the NJCAA All-American nomination form filed as per the deadline dates established within each respective sport;
2. Two individual, vertical, formal glossy photographs in ***color***, no smaller than 3X5 and no larger than 5X7;
3. Photos must be head and shoulder shots, in team jersey with number visible (if applicable);
4. Digital pictures must be submitted on a computer disk or CD with a minimum print resolution of 300 dpi. Digital pictures printed on any medium other than glossy photo paper with a print resolution of less than 300 dpi will not be accepted;
5. Digital photos submitted to the National Office via email will not be accepted;
6. Student-athletes name, college, region and position must be included with the digital picture or included on the back of the photograph.
7. **Race statistics for all student-athletes earning All-American honors must be up-to-date on NJCAA website prior to the start of the national championship race.**

C. ICE HOCKEY

Section 1. Tournament Site Selection

A. Colleges or organizations wishing to host the NJCAA Championship Ice Hockey 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. 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 Tournament host shall set the exact dates for the tournament in keeping with the recommendation of the NJCAA Committee on Ice Hockey.

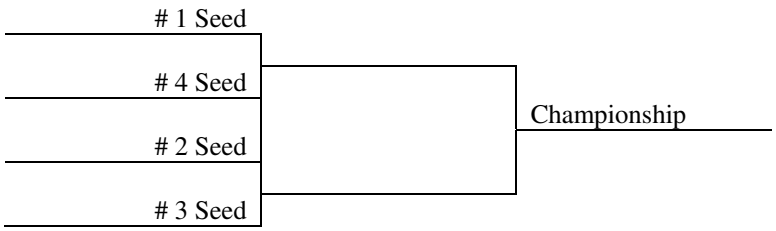
B. The dates for the NJCAA Hockey Championships will be:
February 23-24, 2013 - Monroe Community College; Rochester, N.Y.
February 22-23, 2014 - TBD

Section 3. Qualifications of Teams for National Tournament

Teams for the NJCAA Ice Hockey Tournament will be the top two teams from the Eastern JUCO hockey League, one from Region 13 and one at-large. The at-large team will be selected by the tournament committee with the input from the NJCAA coach's poll.

Section 4. Tournament Events

A. The NJCAA Ice Hockey Tournament will be a seeded four team tournament. The tournament will be seeded by the National Ice Hockey Committee with input from the NJCAA coach's poll. Seeding will take place on the Monday 12 days prior to the Championship. The brackets are as follows:



B. The host shall determine the times of the games for the two day tournament.

C. A three man officiating system will be used at the NJCAA Tournament. The officials for the championship game shall not have officiated any of the provisions tournament games.

D. The NJCAA will follow the NCAA player requirements for players dressed. It will be 18 players and 3 goaltenders.

Section 5. Awards

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

B. Each individual player on the first place team shall receive a NJCAA gold medal. There shall be 25 medals.

C. Each individual player on the second place team shall receive a NJCAA silver medal. There shall be 25 medals.

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

E. An All-Tournament Team consisting of seven players, including the tournament MVP, will be selected.

Section 6. All-American Nomination Guidelines

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

1. A fully executed copy of the NJCAA All-American nomination form filed as per the deadline dates established within each respective sport;
2. One individual, vertical, formal glossy photographs in ***color***, no smaller than 3X5 and no larger than 5X7;
3. Photos must be head and shoulder shots, in team jersey with number visible (if applicable);
4. Digital pictures must be submitted on a computer disk or CD with a minimum print resolution of 300 dpi. Digital pictures printed on any medium other than glossy photo paper with a print resolution of less than 300 dpi will not be accepted;
5. Digital photos submitted to the National Office via email will not be accepted;
6. Student-athlete's name, college, region and position must be included with the digital picture or included on the back of the photograph;
7. **Playing statistics for all student-athletes being nominated for All-American status must be up-to-date and printed from NJCAA website and included with the All-American nomination form.**

Section 7. **Equipment**

A. All student-athletes participating in NJCAA Ice Hockey will wear full-face mask protection as certified by the Hockey Equipment Certification Council (HECC).

B. An adequate cage mask for goalkeepers is mandatory for all NJCAA member colleges participating in Ice Hockey.

Section 8. **Foreign Game**

Each college may play one foreign game during the current academic year without this game counting against the game limit. The NJCAA Athletic Event Questionnaire must be completed for any foreign games.

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 post season 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. **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.

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 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). The national poll shall honor the submitted rankings within regions.

D. MEN'S LACROSSE

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 National Office by October 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 Tournament will commence on the second Saturday in May.

B. The dates for the NJCAA Lacrosse Tournament are as follows:

The quarter-finals will be conducted at the highest seeded team on the Saturday prior to the National Tournament Final Four Weekend. Game times will be 1:00 pm.

Final Four Dates:

May 11-12, 2013 at Nassau Community College, N.Y.

May 10-11, 2014 at Nassau Community College, N.Y.

Section 3. Tournament Qualifying and Selection Process

A. Current NJCAA Eligibility Rules shall apply.

B. All regional and district competition must be completed prior to the Monday before the National Tournament before a team can be considered for national competition.

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 15 – 1 qualifier
   c. Region 19 – 1 qualifier
   d. Region 20 – 1 qualifier
   e. At-large Team
2. The current tournament selection and seeding committee would select the at-large team, and then seed the six teams. 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 quarter-final winners then join the top two seeds at the Final Four national championship site. The lowest remaining seeded team will play the number one seed.

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 – Skip Bailey – Monroe CC
2. Region 15 – Mike Pelliccia – Nassau CC
3. Region 19 – Jack Sullivan – CC of Morris
4. Region 20 – Bruce Springer – Anne Arundel CC

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 four 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 won-loss record

Section 4. Tournament Events

The NJCAA Championship 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 quarter-final winners then join the top two seeds at the Final Four national championship 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.

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 forty-five (45) medals.

C. Each individual player on the second place team shall receive an NJCAA silver medal. There shall be forty-five (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 twelve (12) players will be presented medals.

Section 7. Finances

A. Each college shall pay its own team expenses

B. The host of the quarter-final games shall pay all games expenses.

C. The entry fee shall be $200.00.

Section 8. All-American Selection Procedure

A. Each region that has two or more members playing lacrosse must submit an All-Region team to the Coaches All-American selection committee, the regional directors and NJCAA lacrosse chair. This All-Region team shall consist of 13 players and must

include one goalie and a minimum of two defensemen. The All-Region/All-District teams must be ranked by player, not position.

B. All-Region teams must be submitted to the regional directors one week prior to the national tournament.

C. Regional and district directors must submit their all-region and/or all-district teams to the NJCAA lacrosse chair by the Monday prior to the national tournament. Photos and supporting materials must be submitted by the Friday prior to the national tournament.

D. The Coaches All-American selection committee will consist of one coach from each region, as well as the NJCAA lacrosse chair.

E. The coaches all-American selection will take place Friday night prior to the national tournament. The coaches will select 13 first team and 13 second team members from the all-Region and all-district teams. It is recommended that a goalie and a minimum of two defensemen be placed on the first team. All supporting materials listed in section D must be in the hands of the NJCAA lacrosse chair for each nominee at the selection meeting. For those coaches or teams not in attendance at the tournament, all materials must be sent to the national chair by the Thursday prior to the tournament.

F. Once the Coaches All-American selection committee has completed their selections, the national lacrosse chair will circulate the first and second team list for NJCAA men's lacrosse committee for approval.

G. **All-American Nomination Guidelines**

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

1. A fully executed copy of the NJCAA All-American nomination form filed as per the deadline dates established within each respective sport;
2. Two individual, vertical, formal glossy photographs in ***color***, no smaller than 3X5 and no larger than 5X7;
3. Photos must be head and shoulder shots, in team jersey with number visible (if applicable);
4. Digital pictures must be submitted on a computer disk or CD with a minimum print resolution of 300 dpi. Digital pictures printed on any medium other than glossy photo paper with a print resolution of less than 300 dpi will not be accepted;
5. Digital photos submitted to the National Office via email will not be accepted;
6. Student-athlete's name, college, region and position must be included with the digital picture or included on the back of the photograph;
7. **Playing statistics for all student-athletes being nominated for All-American status must be up-to-date and printed from NJCAA website and included with the All-American nomination form.**

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 post season 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 turtle neck 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.

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. 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). The national poll shall honor the submitted rankings within regions.

E. WOMEN'S LACROSSE

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 National Office by October 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 Lacrosse Championship are as follows:

May 11-12, 2013 – Monroe Community College; Rochester, N.Y.

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 6, 2013.

B. Qualifying shall take place as follows:
   1. District A – Region 3, 21 Champion (Region 21 will compete in Region 3's Tournament)
   2. District B – Region 20, 15 (19) Champion
   3. District C – Region 3, 21 Runner-Up
   4. District D – Region 20, 15, (19) Runner-Up

C. If a team should decide not to participate then 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 won-loss record

E. National Tournament:

Saturday:

Game 1	District B vs. District C
Game 2	District A vs. District D

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 a NJCAA gold medal. There shall be 25 medals.

C. Each individual player on the second place team shall receive a NJCAA silver medal. There shall be 25 medals.

D. A Best Offensive 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 $200.00.

Section 8. Procedure for Women's Lacrosse National Poll

A. National Chair

Jim Griffith
Anne Arundel Community College
Phone: (W) 410-777-2035
jgriffiths@aacc.edu

B. Coaches MUST:
   1. Enter and maintain their team record and individual statistics on the NJCAA web site.
   2. Fax team's overall record and weekly results to Jim Griffiths before 12:00 Noon EST on the dates below.

C. The Lacrosse President, Vice President, and Secretary/Treasurer will rank the top five teams.

D. All games played shall be counted in overall record.

E. The 2013 reporting dates are as follows:

March 11, 18, 25
April 1, 8, 15, 22, 29

F. Key factors in the selection process (not in ranked order)

Won/loss record	Head-to-head competition
Results against common opponents	Results against ranked opponents

G. 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 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 turtle neck 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.

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**

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

1. A fully executed copy of the NJCAA All-American nomination form filed as per the deadline dates established within each respective sport;
2. Two individual, vertical, formal glossy photographs in ***color***, no smaller than 3X5 and no larger than 5X7;
3. Photos must be head and shoulder shots, in team jersey with number visible (if applicable);
4. Digital pictures must be submitted on a computer disk or CD with a minimum print resolution of 300 dpi. Digital pictures printed on any medium other than glossy photo paper with a print resolution of less than 300 dpi will not be accepted;
5. Digital photos submitted to the National Office via email will not be accepted;
6. Student-athlete's name, college, region and position must be included with the digital picture or included on the back of the photograph;
7. **Playing statistics for all student-athletes being nominated for All-American status must be up-to-date and printed from NJCAA website and included with the All-American nomination form.**

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.

ARTICLE XV-XX

NJCAA COACHING ETHICS CODE & ARIZONA ACCORD

- ATTENTION -

All gray shaded text in the Article XV - XX is new or edited legislation for the 2012-2013 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.

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.
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. Appoint directors and representatives of the NJCAA for all national tournaments and meets.
B. 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. All-American	9. Leaders for Life	1. Baseball
2. Golf	2. Bowling	10. Nominations & Elections	2. Basketball
3. Lacrosse	3. Championship Events	11. Service & Recognition	3. Football
4. Soccer	4. Cross Country/Half Marathon	12. Standards & Ethics	4. Golf
5. Softball	5. Districting	13. Strategic Planning	5. Ice Hockey
6. Volleyball	6. Eligibility	14. Swimming & Diving	6. Lacrosse
	7. Finance & Budget	15. Tennis	7. Soccer
	8. Health & Safety	16. Track & Field	8. Wrestling

Section 3. Changes in the playing format of any NJCAA National/Invitational Tournament or in the method of qualifying for a National/Invitational Tournament must be circulated to the regional directors as well as to the chair of the Districting Committee via the sports committee chair at least thirty (30) calendar days prior to the Annual Meeting of the NJCAA.

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 ALL-AMERICAN 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 act on recommendations of each sports committee report.
C. To make recommendations to the 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. The following guidelines must be adhered to for consideration of All-American status:
            (1) A fully executed copy of the NJCAA All-American nomination form filed as per the deadline dates established within each respective sport;
            (2) Two individual, vertical, formal glossy photographs in *color*, no smaller than 3X5 and no larger than 5X7;
            (3) Photos must be head and shoulder shots, in team jersey with number visible (if applicable);
            (4) Digital pictures must be submitted on a computer disk or CD with a minimum print resolution of 300 dpi. Digital pictures printed on any medium other than glossy photo paper with a print resolution of less than 300 dpi will not be accepted;
            (5) Digital photos submitted to the National Office via email will not be accepted;
            (6) Student-athletes name, school, region and position must be included with the digital picture or included on the back of the photograph.
            (7) Playing statistics for all student-athletes being nominated for All-American status must be up-to-date and posted to the NJCAA web site at the time when All-American selections are made.

COMMITTEE ON BASEBALL - DIVISION I

A. To recommend policies for conducting the Division I NJCAA Baseball Tournament.
B. To coordinate the selection of the representatives from the ten (10) Division I districts to participate in the National Tournament.
C. To supervise the technical aspects of the tournament.
D. To select the Division I All-American Baseball Team.

COMMITTEE ON BASEBALL - DIVISION II

A. To recommend policies for conducting the Division II NJCAA Baseball Tournament.
B. To coordinate the selection of the representatives from the ten (10) Division II districts to participate in the National Tournament.
C. To supervise the technical aspects of the tournament.
D. To select the Division II All-American Baseball Team.

COMMITTEE ON BASEBALL - DIVISION III

A. To recommend policies for conducting the Division III NJCAA Baseball Tournament.
B. To coordinate the selection of the representatives from the eight (8) Division III districts to participate in the National Tournament.
C. To supervise the technical aspects of the tournament.
D. To select the Division III All-American Baseball Team.

COMMITTEE ON BASKETBALL - DIVISION I (MEN & WOMEN)

A. To recommend policies for conducting the Division I NJCAA Basketball Tournament.
B. To recommend methods for improvement of the Division I National Tournament.
C. To coordinate the conducting of the district tournaments with the Division I National Tournament.
D. To establish procedures for qualifying teams for the Division I National Tournament.
E. To select the Division I All-American Basketball Team.

COMMITTEE ON BASKETBALL - DIVISION II (MEN & WOMEN)

A. To recommend policies for conducting the Division II NJCAA Basketball Tournament.
B. To recommend methods for improvement of the Division II National Tournament.
C. To coordinate the conducting of the district tournaments with the Division II National Tournament.
D. To establish procedures for qualifying teams for the Division II National Tournament.
E. To select the Division II All-American Basketball Team.

COMMITTEE ON BASKETBALL - DIVISION III (MEN & WOMEN)

A. To recommend policies for conducting the Division III NJCAA Basketball Tournament.
B. To recommend methods for improvement of the Division III National Tournament.
C. To coordinate the conducting of the district tournaments with the Division III National Tournament.

D. To establish procedures for qualifying teams for the Division III National Tournament.
E. To select the Division III All-American Basketball Team.

COMMITTEE ON BOWLING (MEN & WOMEN)

A. To recommend policies for conducting the NJCAA Invitational Bowling Tournament.
B. To name the All-American Bowling Team.

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 awards changes submitted by sport committees.
C. To recommend to the Executive Committee the policies for conducting all NJCAA Men's and Women's Championship events.
D. To decide upon a tournament site for all multiple bid proposals in conjunction with the sport committee chair.
E. To review and select sites and hotels for the Annual Meeting.

COMMITTEE ON CROSS-COUNTRY (MEN & WOMEN)

A. To recommend policies for conducting the NJCAA Cross-Country Meet.
B. To name the All-American Cross-Country Team.

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 that 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 of both the men and women members in a given division.
    2. 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, each NJCAA Regional Director, and each member of the NJCAA Executive Committee 60 days prior to the Annual Meeting.

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. Eligibility items not within the philosophical position of the NJCAA, and not approved by the Eligibility Committee, shall be forwarded to the Executive Committee for final decision as to submission to the membership.
G. 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 insure 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 to the NJCAA Annual Meeting.

COMMITTEE ON FOOTBALL

A. To recommend policies for conducting the NJCAA Championship Football Game.
B. To recommend policies and procedures for the national ranking of football teams.
C. To select the All-American Football Team.

COMMITTEE ON GOLF - DIVISION I

A. To recommend policies for conducting the Division I NJCAA Golf Tournament.
B. To name the Division I All-American Golf Team.

COMMITTEE ON GOLF - DIVISIONS II

A. To recommend policies for conducting the Division II/III NJCAA Golf Tournament.
B. To name the Division II All-American Golf Team.

COMMITTEE ON GOLF - DIVISIONS III

A. To recommend policies for conducting the Division II/III NJCAA Golf Tournament.
B. To name the Division III All-American Golf Team.

COMMITTEE ON GOLF - WOMEN

A. To recommend policies for conducting the Women's NJCAA Golf Tournament.
B. To name the All-American Women's Golf Team.

COMMITTEE ON HALF MARATHON

A. To recommend policies for conducting the NJCAA Half Marathon Meet.
B. To name the All-American Half Marathon Team.

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

A. To recommend policies for conducting the NJCAA Ice Hockey Tournament.
B. To select the All-American Ice Hockey Team.

COMMITTEE ON LACROSSE (MEN & WOMEN)

A. To recommend policies for conducting the NJCAA Invitational Lacrosse Tournament.
B. To select the All-American Lacrosse Team.

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 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 days from the conclusion of the annual meeting to provide the chair with the above requirements.

    2. PRESIDENTIAL REPRESENTATIONS
        a. The Chief Executive Officers shall be elected from six geographical districts by the CEO's of the member college, of the respective districts for three year terms, based on the following rotation – Northwest and East Central Districts (2013); and Southwest and Southeast Districts (2014); Northeast and Central Districts (2015).
        b. The Southwest District shall be comprised of Regions 1, 2, 5, and 14.
            (1) The Northwest District shall be comprised of Regions 6, 9, 13 and 18.
            (2) The Central District shall be comprised of Regions 4, 11, 16, and 24.
            (3) The Northeast District shall be comprised of Regions 3, 15, 19 and 21.
            (4) The Southeast District shall be comprised of Regions 8, 17, 22 and 23.
            (5) 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 - Ballot 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 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 the following:
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 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 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 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, Service Award, Loyalty Award, Merit Award, Reed K. Swenson Leadership Award, and Appreciation Award.

COMMITTEE ON SOCCER - WOMEN - DIVISIONS I/III

A. To recommend policies for conducting the NJCAA National Soccer Championships.

B. To select the All-American Soccer Team.

COMMITTEE ON SOCCER - MEN - DIVISIONS I/III

A. To recommend policies for conducting the NJCAA Division I and III National Soccer Championship Tournament.

B. To select the Division I and Division III All-American Soccer Team.

COMMITTEE ON SOFTBALL - DIVISIONS I/II/III

A. To recommend policies for conducting the NJCAA Softball Tournaments.

B. To select the All-American Softball Team.

COMMITTEE ON STANDARDS AND ETHICS

A. 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.

B. 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. 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.
4. The Athletic Director of the accused institution has five business days to respond to the Committee regarding the allegations. The response must be in writing, either via email or certified mail.
5. The Committee will convene within five business days via teleconference to deliberate the issues and render a decision along with any appropriate penalties.
6. After the Committee has rendered a decision, the Chair will notify the complainant and the accused institution of the decision. The Chair must make notification in writing within two business days.
7. Should the accused institution choose to appeal the Committees decision, they must adhere to the appeal process as outlined in Article VII of the NJCAA bylaws.

COMMITTEE ON SWIMMING AND DIVING (MEN & WOMEN)

A. To recommend policies for conducting the NJCAA Swimming and Diving Meet.

B. To name the All-American Swimming and Diving Team.

COMMITTEE ON TENNIS - MEN/WOMEN - DIVISIONS I/III

A. To recommend policies for conducting the Division I/III NJCAA Tennis Tournament.

B. To name the Division I/II/III All-American Tennis Team.

COMMITTEE ON TRACK & FIELD – MEN/WOMEN – INDOOR/OUTDOOR DIVISION I/III

A. To recommend policies for conducting the NJCAA Indoor and Outdoor Track and Field Meets.
B. To recognize new records if conditions under which they were set are satisfactory and verified.
C. To name the All-American Track and Field Team.

COMMITTEE ON VOLLEYBALL - DIVISIONS I/II/III

A. To recommend policies for conducting the NJCAA National Volleyball Division I/II/III Championship.
B. To select the All-American Volleyball Team.

COMMITTEE ON WRESTLING

A. To recommend policies for conducting the NJCAA Wrestling Tournament.
B. To name the All-American Wrestling Team.

ARTICLE XVII – AMENDING THE BYLAWS

Section 1. The bylaws of the National Junior College Athletic Association may be amended at any annual meeting of the Board of Directors by a majority affirmative vote of those present and voting. 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 days. At this time each vote will be cast in accordance with Article VI, Section 4 of the NJCAA Constitution. All bylaw changes 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.

Section 2. The substance of a proposed bylaw amendment shall have been electronically submitted ~~in writing~~ to the National Office by **January 1** immediately prior to the annual meeting. A electronic ~~written~~ copy of the substance of the proposed amendment shall have been duly sent to each member college by **January 30**. All bylaw changes 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. Duly sent shall include email transmittal.

Section 3. Constitution and bylaw changes may be proposed by the NJCAA National Office, the Executive Committee, the Eligibility Committee, duly elected presidential representatives, sport committees and member colleges. Proposed changes may be submitted by the presidential representatives directly to the Eligibility/Executive Committee. Member colleges must receive approval of their region before submission. Approval of the change must appear in the minutes of the meeting at which it was approved.

ARTICLE XVIII – SPORTSMANSHIP

A basic principle of NJCAA athletic competition is to develop and foster respect for fellow participants, coaches, officials and spectators. The following handbook section applies to all athletic events involving NJCAA member institutions, conferences and regions. Sport rule books 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 1. Ejections: (The Ejection Form can be found in the "Forms" section of the Handbook/Casebook.)

A. Ejection for <u>violent behavior:</u>
   1. Violent behavior is defined as:
      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, game management personnel or damage property.
      b. An act in which any bench personnel other than the head coach (or in the absence of the head coach the acting head coach) ~~coaching staff~~ leave the bench area when a fight may break out or has broken out.
   2. 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. Immediate ejection and removal from the venue.
      b. Mandatory ejection and removal from the venue for any bench personnel other than the coaching staff who leaves the bench when a fight may break out or has broken out.
      c. A two contest suspension to be served during the next two regularly scheduled or post season contests. Suspension of a coach or player at the end of a season of play shall carry over to the following season.
      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.
      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.
      f. The referee may end the contest.
      g. Failure to report and/or comply will result in:
         1. For the first occurrence, the penalties will double, with the head coach 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.
         2. 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.

3. Games played during the time of failure to report and/or failure to comply with Article XVIII, Section 2.A must be forfeited.

B. Ejection for non-violent unsportsmanlike behavior:
   1. 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.
   2. 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:
      a. Immediate ejection and removal from the venue.
      b. For the first non-violent ejection of the sport season, a one contest suspension to be served during the next regularly scheduled or post-season contest(s). 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.
      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.
      d. Failure to report and/or comply will result in:
         1. For the first occurrence, the penalties will double, with the head coach 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.
         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.
         3. Games played during the time of failure to report and/or failure to comply with Article XVIII, Section 2.A must be forfeited.

C. Entering spectator area is prohibited: 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.

D. Ejection of the 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.

E. Reporting structure
   1. The Athletic Directors of the member institutions involved in the contest shall notify, in writing, their respective Region 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 post season competition)
   2. The Region Directors (or designee) shall keep a record of all ejections in their respective region. The record shall include the name and institution of the person ejected, the date of the ejection, the reason for the ejection, and the penalty imposed.
   3. The Region Director or 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.

F. Appeals
   1. Participants in all NJCAA certified sports are subject to the penalties listed for the ejections.
   2. There is no appeal of a game(s) suspension resulting from an ejection by a game official except:
      a. When there is the college's irrefutable game video evidence that the wrong student-athlete/coach was ejected. If the wrong student-athlete/coach was ejected, the penalty will be assessed to the student-athlete/coach in violation and he/she will serve the complete suspension.
      b. All game suspensions will be in effect during the appeals process.
      c. Only the institution of the student-athlete(s)/coach(s) that was ejected can appeal.
      d. The NJCAA National Office will rule on all appeals.

   NOTE: The level of the ejection can not be appealed (violent vs. non-violent).

Section 2: Suspensions:

A. 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 coaches may travel with the team. 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, and 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
7. disrespectful attitude toward host hotel personnel
8. unlawful activities

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 designee.

Procedures and Penalties

Immediate Action

Where immediate action is needed to alleviate or control a situation, the Executive Director or 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 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 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 designee concludes that immediate action is required. The actions of the Executive Director or designee shall be final and binding but shall be reported to the Standards and Ethics Committee within one week.

Timely Action

In cases where immediate action is not required but where sanctions are warranted, the Executive Director or designee may issue the following penalties:

Reprimand: The Executive Director or 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 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.

NATIONAL JUNIOR COLLEGE ATHLETIC ASSOCIATION COACHING ETHICS CODE

INTRODUCTION

This Ethics Code is intended to provide standards of professional conduct that can be applied by the National Junior College Athletic Association and its member institutions. Whether or not a coach has violated the Ethics Code does not by itself determine whether he or she is legally liable in a court action, whether a contract is enforceable, or whether other legal consequences occur. These results are based on legal rather than ethical rules. However, compliance with or violation of the Ethics Code can be admissible as evidence in some legal proceedings, depending on the circumstances.

The Code is intended to provide both the general principles and the decision rules to cover most of the situations encountered by coaches. It has as the primary goal the welfare and protection of the individuals and groups with whom the coach works. The Code also provides a common set of values upon which coaches build their professional work. It is the individual responsibility of each coach to aspire to the highest possible standards of conduct. Coaches respect and protect human and civil rights and do not knowingly participate in or condone unfair discriminatory practices.

The first section of this Code is devoted to specific principles designed to enhance the experience of those athletes and individuals participating in athletic programs sponsored by member institutions of the National Junior College Athletic Association. As a member of the United States Olympic Committee family, the National Junior College Athletic Association has also elected to adopt the United States Olympic Committees Coaching Code of Ethics. The second section of this document encompasses the General Principles and Standards of that Code.

NATIONAL JUNIOR COLLEGE COACHING PRINCIPLES

PRINCIPLE I - PROFESSIONAL PRACTICES

As coaches involved in an athletic program sponsored by the National Junior College Athletic Association, I will:

A. Use my knowledge, skills and professional association(s) for the benefit of the athletes I serve.
B. Continue personal and professional growth, remaining current on new developments in the field through continuing education.
C. Always strive to be truthful and put colleagues, the National Junior College Athletic Association, and other member institutions in a positive light.
D. Avoid discrimination in all of its forms.

PRINCIPLE II - COACH/ATHLETE RELATIONSHIPS

A. Conduct all of my relationships from a perspective of dignity and sound educational and scientific practice to:
    1. Direct comments or criticism relative to the performance and not the athlete.
    2. Ensure that all activities I provide are suitable for the experience and ability levels of the athletes that I coach.
    3. Educate athletes as to their responsibilities in contributing to a safe environment, and do my best to ensure that all facilities and equipment meet safety standards and that they are appropriate for the ability level of my athletes.
    4. Consider the athlete's future health and well being as foremost when making decisions regarding an injured athlete's ability to continue competing or training, and seek professional medical opinions to serve as a basis for my decisions.
    5. Be aware of the academic responsibilities of my student-athletes; conduct practices and competitive schedules in a manner so as not to unduly interfere with their academic success. Never encourage, condone, or require any behavior that threatens the eligibility of the athlete. Strive always to reinforce the importance of the athlete's academic performance.
    6. Comply with all of the ethical guidelines for recruiting practices as defined by the National Junior College Athletic Association and my Region/Conference.
    7. Strive to develop individual and team respect for the ability of opponents. Set standards which reinforce the importance of maintaining that respect during competition.
    8. Prioritize being present at all practices and competitions and, when unable to, assure knowledgeable and safe supervision.
B. Work with and strive to develop every member of the team.
C. Show sensitive regard for the moral, social, religious, and sexual orientations of others and communities. I will not impose my beliefs on others.
D. Recognize the trust placed in, and the unique power of, the coach and athlete relationship. I will not exploit the dependency of athletes and will avoid dual relationships (e.g., business or close personal relationships) which could impair my professional judgment, compromise the integrity of the process and/or take advantage of the relationship for my own gain.
E. While serving in a professional capacity or as a role model, avoid any drug, tobacco or alcohol use while in the presence of athletes. I will discourage by way of education any consumption of these substances by minors and will remain at all times within the limits of the law with regard to legal substances. I will avoid illegal ones entirely.
F. Not engage in physical, verbal or emotional harassment, abusive words or actions, or exploitative coercion of current or former athletes. I will report any suspected cases of abuse to the appropriate authorities immediately.
G. Recognize that all forms of sexual abuse, assault or harassment with athletes are illegal and unethical, even when an athlete invites or consents to such behavior or involvement. Sexual abuse and harassment is defined as, but not limited to, repeated comments, gestures

or physical contacts of a sexual nature. I will report all suspected cases of sexual assault or abuse to law enforcement as required by law.

PRINCIPLE III - CONFIDENTIALITY
I will respect the integrity and protect the welfare of all persons with whom I am working and pledge to safeguard information about them that has been learned or obtained during the coaching relationship, including performance reviews, statistics and all personal confidences. Further, I will obtain permission from athletes before sharing videotape recordings or other data of them with anyone except the recognized coaching staff; when current or former athletes are referred to in a publication, while teaching or in a public presentation that is not laudatory, their identity will be thoroughly disguised. The only exception to this will be that I will not use these standards of confidentiality to avoid intervention when it is necessary (e.g., when there is evidence of physical abuse or psychological abuse of minors, or legal issues).

PRINCIPLE IV - STAFF/EMPLOYEE RELATIONSHIPS
All relationships with employees and staff will be maintained on a professional and confidential basis, and I will avoid exploiting their trust and dependency.

PRINCIPLE V - PROCESS RELATING TO VIOLATION OF CODE
This Code of Ethics is administered under the authority of the National Junior College Athletic Association and its member Regions and institutions and a violation of this Code is subject to the processes and disciplinary action of those bodies.

PART II - THE UNITED STATES OLYMPIC COMMITTEE COACHING CODE OF ETHICS

GENERAL PRINCIPLES

PRINCIPLE A: COMPETENCE
Coaches strive to maintain high standards of excellence in their work. They recognize the boundaries of their particular competencies and the limitations of their expertise. They provide only those services and use only those techniques for which they are qualified by education, training, or experience. In those areas in which recognized professional standards do not yet exist, coaches exercise careful judgment and take appropriate precautions to protect the welfare of those with whom they work. They maintain knowledge of relevant scientific and professional information related to the services they render, and they recognize the need for ongoing education. Coaches make appropriate use of scientific professional, technical, and administrative resources.

PRINCIPLE B: INTEGRITY
Coaches seek to promote integrity in the practice of coaching. Coaches are honest, fair, and respectful of others. In describing or reporting their qualifications, services, products, or fees, they do not make statements that are false, misleading, or deceptive. Coaches strive to be aware of their own belief systems, values, needs, and limitations and the effect of these on their work. To the extent feasible, they attempt to clarify for relevant parties the roles they are performing and to function appropriately in accordance with those roles. Coaches avoid improper and potentially harmful dual relationships.

PRINCIPLE C: PROFESSIONAL RESPONSIBILITY
Coaches uphold professional standards of conduct, clarify their professional roles and obligations, accept appropriate responsibility for their behavior, and adapt their methods to the needs of different athletes. Coaches consult with, refer to, or cooperate with other professionals and institutions to the extent needed to serve the best interest of their athletes, or other recipients of their services. Coaches' moral standards and conduct are personal matters to the same degree as is true for any other person, except when coaches' conduct may compromise their professional responsibilities or reduce the public's trust in the coaching profession and coaches. Coaches are concerned about the ethical compliance of their colleagues' professional conduct. When appropriate, they consult with colleagues in order to prevent or avoid unethical conduct.

PRINCIPLE D: RESPECT FOR PARTICIPANTS AND DIGNITY
Coaches respect the fundamental rights, dignity, and worth of all participants. Coaches are aware of cultural, individual, and role differences, including those due to age, race, ethnicity, national origin, religion, sexual orientation, disability, language, and socioeconomic status. Coaches try to eliminate the effect on their work of biases based on those factors, and they do not knowingly participate in or condone unfair discriminatory practices.

PRINCIPLE E: CONCERN FOR OTHERS' WELFARE
Coaches seek to contribute to the welfare of those with whom they interact professionally. In their professional actions, coaches consider the welfare and rights of their athletes and other participants. When conflicts occur among coaches' obligations or concerns, they attempt to resolve these conflicts and to perform their roles in a responsible fashion that avoids or minimizes harm. Coaches are sensitive to differences in power between themselves and others, and they do not exploit or mislead other people during or after professional relationships.

PRINCIPLE F: RESPONSIBLE COACHING
Coaches are aware of their professional responsibilities to the community and while many aspects of personal behavior and private activities seem far removed from official duties of coaching, all coaches should be sensitive to their position as role models for their athletes. Private activities perceived as immoral or illegal can influence the coaching environment and coaches are encouraged to observe the standards of this Ethics Code consistently.

ETHICAL STANDARDS

1. GENERAL STANDARDS

These General Standards are applicable to the professional activities of all coaches.

1.01 APPLICABILITY OF THE ETHICS CODE

While many aspects of personal behavior and private activities seem far removed from official duties of coaching, all coaches should be sensitive to their position as role models for their athletes. Private activities perceived as immoral or illegal can influence the coaching environment and coaches are encouraged to observe the standards of this Ethics Code consistently.

1.02 BOUNDARIES OF COMPETENCE

(a) Coaches provide services only within the boundaries of their competence, based on their education training, supervised experience, or appropriate professional experience.
(b) Coaches provide services involving new techniques only after first undertaking appropriate study, training, supervision, and/or consultation from persons who are competent in those areas or techniques.
(c) In those emerging areas in which generally recognized standards for preparatory training do not yet exist, coaches nevertheless take reasonable steps to ensure the competence of their work and to protect athletes and other participants from harm.

1.03 MAINTAINING EXPERTISE

Coaches maintain a reasonable level of awareness of current scientific and professional information in their fields of activity, and undertake ongoing efforts to maintain competence in the skills they use.

1.04 BASIS FOR PROFESSIONAL JUDGEMENTS

Coaches rely on scientifically and professionally derived knowledge when making professional judgments or when engaging in professional endeavors.

1.05 DESCRIBING THE NATURE AND RESULTS OF COACHING SERVICES

When coaches provide services to an individual, a group, or an organization, they provide, using language that is reasonably understandable to the recipient of those services, appropriate information beforehand about the nature of such services and appropriate information later about the results and conclusions.

1.06 RESPECTING OTHERS

Coaches respect the rights of others to hold values, attitudes and opinions that differ from their own.

1.07 NONDISCRIMINATION

Coaches do not engage in discrimination based on age, gender, race, ethnicity, national origin, religion, sexual orientation, disability, language, socioeconomic status, or any basis proscribed by law.

1.08 SEXUAL HARRASSMENT

(a) Coaches do not engage in sexual harassment. Sexual harassment is sexual solicitation, physical advances and verbal or nonverbal conduct that is sexual in nature, and that either:
    (1) is unwelcome, is offensive, or creates a hostile environment, and the coach knows or is told this;
    (2) is sufficiently severe or intense to be abusive to a reasonable person in the context. Sexual harassment can consist of a single intense or severe act or of multiple persistent or pervasive acts.
(b) Coaches accord sexual harassment complaints and respondents dignity and respect.

Coaches do not participate in denying an athlete the right to participate based upon their having made, or their being the subject of, sexual harassment charges.

1.09 OTHER HARASSMENT

Coaches do not engage in behavior that is harassing or demeaning to persons with whom they interact in their work based on factors such as those persons' age, gender, race, ethnicity, national origin, religion, sexual orientation, disability, language, or socioeconomic status.

1.10 PERSONAL PROBLEMS AND CONFLICTS

(a) Coaches recognize that their personal problems and conflicts may interfere with their effectiveness. Accordingly, they refrain from undertaking an activity when they know or should know that their personal problems are likely to lead to harm for athletes or other participants to whom they may owe a professional obligation.
(b) In addition, coaches have an obligation to be alert to signs of, and to obtain assistance for, their personal problems at an early stage, in order to prevent significantly impaired performance.
(c) When coaches become aware of personal problems that may interfere with their forming work-related duties adequately, they take appropriate measures, such as obtaining professional consultation or assistance, and determine whether they should limit, suspend, or terminate their work-related duties.

1.11 AVOIDING HARM

Coaches take reasonable steps to avoid harming their athletes or other participants, and to minimize harm where it is foreseeable and unavoidable.

1.12 MISUSE OF COACHES INFLUENCE

Because coaches professional judgments and actions may affect the lives of others, they are alert to guard against personal, financial, social, organizational, or political factors that might lead to misuse of their influence.

1.13 MULTIPLE RELATIONSHIPS

(a) In many communities and situations, it may not be feasible or reasonable for coaches to avoid social or other nonprofessional contacts with athletes and other participants. Coaches must always be sensitive to the potential harmful effects of other contacts on their work and on those persons with whom they deal. A coach refrains from entering into or promising another personal, professional, financial, or other relationship with such persons if it appears likely that such a relationship reasonably might impair his/her objectivity or otherwise interfere with the his/her effectively performing functions as a coach, or might harm or exploit the other party.

(b) Likewise, whenever feasible, a coach refrains from taking on professional obligations when pre-existing relationships would create a risk of such harm.

(c) If a coach finds that, due to unforeseen factors, a potentially harmful multiple relationship has arisen, the coach attempts to resolve it with due regard for the best interests of the affected person and maximal compliance with the Ethics Code.

1.14 EXPLOITATIVE RELATIONSHIPS

(a) Coaches do not exploit athletes or other participants over whom they have supervisory, evaluative, or other authority.

(b) Coaches do not engage in sexual/romantic relationships with athletes or other participants over whom the coach has evaluative, direct, or indirect authority, because such relationships are likely to impair judgment or be exploitative.

1.15 CONSULTATIONS AND REFERRALS

When indicated and professionally appropriate, coaches cooperate with other professionals in order to serve their athletes or other participants effectively and appropriately.

1.16 DELEGATION TO AND SUPERVISION OF SUBORDINATES.

(a) Coaches delegate to their employees, supervisees and assistants only those responsibilities that such persons can reasonably be expected to perform competently, on the basis of their education, training, or experience, either independently or with the level of supervision being provided.

(b) Coaches provide proper training and supervision to their employees or supervisees and take reasonable steps to see that such persons perform services responsibly, competently and ethically.

1.17 FEES AND FINANCIAL ARRANGEMENTS

(a) As early as feasible in professional relationship, the coach and the athlete or other participants reach an agreement specifying the compensation and the billing arrangements.

(b) Coaches do not exploit recipients of services or payers with respect to fees.

(c) Coaches' fee practices are consistent with law.

(d) Coaches do not misrepresent their fees.

(e) If limitations to services can be anticipated because of limitations in financing, this is discussed with the athlete or other participants as appropriate.

2. ADVERTISING AND OTHER PUBLIC STATEMENTS

2.01 DEFINITION OF PUBLIC STATEMENTS

Coaches comply with the Ethics Code in public statements relative to their professional services, products, or publications.

2.02 STATEMENTS BY OTHERS

(a) Coaches who engage others to create or place public statements that promote their professional practice, products, or activities retain professional responsibility for such statements.

(b) In addition, coaches make reasonable efforts to prevent others whom they do not control (such as employers, publishers, sponsors, organizational clients, and representatives of the print or broadcast media) from making deceptive statements concerning the coach or his professional activities.

(c) If coaches learn of deceptive statements about their work made by others, coaches make reasonable efforts to correct such statements.

(d) Coaches do not compensate members of the press, radio, television, or other communication media in return for publicity in a news item.

(e) A paid advertisement relating to the coach's activities must be identified as such, unless it is already apparent from the context.

2.03 AVOIDANCE OF FALSE OR DECEPTIVE STATEMENTS

(a) Coaches do not make public statements that are false, deceptive , misleading, or fraudulent, either because of what they state, convey or suggest, or because of what they omit, concerning their work activities or those of persons or organizations with which they are affiliated. As examples (and not in limitation) of this standard, coaches do not make false or deceptive statements concerning

1. their training, experience, or competence
2. their academic degrees
3. their credentials
4. their institutional or association affiliations
5. their services
6. the basis for, or results or degree of success of their services
7. their fees.

2.04 MEDIA PRESENTATIONS

When coaches provide advice or comment by means of public lectures, demonstrations, radio or television programs, pre-recorded tapes, printed articles, mailed materials, or other media, they take reasonable precautions to ensure that the statements are consistent with this Ethics Code.

2.05 TESTIMONIALS

Coaches do not solicit testimonials from current athletes or other participants who, because of their particular circumstances, are vulnerable to undue influence.

2.06 RECRUITING

Coaches do not engage, directly or through agents, in uninvited in-person solicitation of business from actual or potential athletes or other participants who, because of their particular circumstances, are vulnerable to undue influence. However, this does not preclude recruiting athletes deemed eligible by the National Junior College Athletic Association.

3. TRAINING ATHLETES

3.01 STRUCTURING THE RELATIONSHIP

(a) Coaches discuss with athletes as early as is feasible appropriate issues, such as the nature and anticipated course of training, fees, and confidentiality.
(b) When the coach's work with athletes will be supervised, the above discussion includes that fact, and the name of the supervisor.
(c) When the coach is uncertified the athlete is informed of that fact.
(d) Coaches make reasonable efforts to answer athletes' questions and to avoid apparent misunderstandings about training. Whenever possible, coaches provide oral and/or written information, using language that is reasonably understandable to the athlete.

3.02 FAMILY RELATIONSHIPS

(a) When a coach agrees to provide services to several persons who have a relationship (such as parents and children), the coach attempts to clarify at the outset (1) which of the individuals are athletes and (2) the relationship the coach will have with each person. This clarification includes the role of the coach and the probable uses of the services provided.
(b) As soon as it becomes apparent that the coach may be called on to perform potentially conflicting roles (such as intermediary between parents and children or sibling teammates), the coach attempts to clarify and adjust, or withdraw from, roles appropriately.

3.03 PROVIDING COACHING SERVICES TO THOSE SERVED BY OTHERS

In deciding whether to offer or provide services to those already receiving coaching services elsewhere, coaches carefully consider the potential athlete's welfare. The coach discussed these issues with the athlete or another legally authorized person on behalf of the athlete, in order to minimize the risk of confusion and conflict.

3.04 SEXUAL INTIMACIES WITH CURRENT ATHLETES

Coaches do not engage in sexual intimacies with current athletes.

3.05 COACHING FORMER SEXUAL PARTNERS

Coaches do not coach athletes with whom they have engaged in sexual intimacies.

3.06 SEXUAL INTIMACIES WITH FORMER ATHLETES

(a) Coaches should not engage in sexual intimacies with a former athlete for at least two years after cessation or termination of professional services.
(b) Because sexual intimacies with former athletes are so frequently harmful to the athlete, and because such intimacies undermine public confidence in the coaching profession and thereby deter the public's use of needed services, coaches do not engage in sexual intimacies with former athletes even after a two-year interval except in the most unusual circumstances. The coach who engages in such activity after the two years or termination of the coach-athlete relationship bears the burden of demonstrating that there has been no exploitation, in light of all relevant factors, including:
    (1) the amount of time that has passed since the coach-athlete relationship terminated,
    (2) the circumstances of termination,
    (3) the athlete's personal history,
    (4) the athlete's current mental status,
    (5) the likelihood of adverse impact on the athlete and others, and
    (6) any statements or actions made by the coach during the course of the athlete-coach relationship suggesting or inviting the possibility of a post-termination sexual or romantic relationship with the athlete or coach.

3.07 DRUG-FREE SPORT

Coaches do not tolerate the use of performance-enhancing drugs and support athletes' efforts to be drug-free.

3.08 ALCOHOL AND TOBACCO

(a) Coaches discourage the use of alcohol and tobacco in conduction with athletic events or victory celebrations at playing sites and forbid use of alcohol by minors.
(b) Coaches refrain from tobacco and alcohol use while they are coaching and make every effort to avoid their use while in the presence of their athletes.

3.09 INTERRUPTION OF SERVICES

(a) Coaches make reasonable efforts to plan for the event that coaching services are interrupted by factors such as the coach's illness, death, unavailability, or relocation or by the client's relocation or financial limitations.
(b) When entering into employment or contractual relationships, coaches provide for orderly and appropriate resolution of responsibility for athlete training in the event that the employment or contractual relationship ends, with paramount consideration given to the welfare of the athlete.

3.10 TERMINATING THE PROFESSIONAL RELATIONSHIP

(a) Coaches terminate a professional relationship when it becomes reasonably clear that the athlete no longer needs the service, is not benefiting or is being harmed by continued services.
(b) Prior to termination, for whatever reason, except where precluded by the athlete's conduct, the coach discusses the athlete's views and needs, provides appropriate pre-termination counseling, suggests alternative service providers as appropriate, and takes other reasonable steps to facilitate transfer of responsibility to another provider if the athlete needs one immediately.

4. TRAINING SUPERVISION

4.01 DESIGN OF TRAINING PROGRAMS

Coaches who are responsible for training programs for other coaches seek to ensure that the programs are competently designed, provide the proper experiences, and meet the requirements for certification or other goals for which claims are made by the program.

4.02 DESCRIPTIONS OF TRAINING PROGRAMS

(a) Coaches responsible for training programs for other coaches seek to ensure that there is a current and accurate description of the program content, training goals and objectives, and requirements that must be met for satisfactory completion of the program. This information must be readily available to all interested parties.
(b) Coaches seek to ensure that statements concerning their training programs are accurate and not misleading.

4.03 ACCURACY AND OBJECTIVITY IN COACHING

(a) When engaged in coaching, coaches present information accurately and with a reasonable degree of objectivity.
(b) When engaged in coaching, coaches recognize the power they hold over athletes and therefore make reasonable efforts to avoid engaging in conduct that is personally demeaning to athletes and other participants.

4.04 ASSESSING ATHLETE PERFORMANCE

(a) In coach-athlete relationships, coaches establish an appropriate process for providing feedback to athletes.
(b) Coaches evaluate athletes on the basis of their actual performance on relevant and established program requirements.

4.05 HONORING COMMITMENTS

Coaches take reasonable measures to honor all commitments they have made to athletes.

5. TEAM SELECTION

(a) Coaches perform evaluations or team selection only within the context of a defined professional relationship.
(b) Coaches' assessments, recommendations, reports, and evaluative statements used to select team members are based on information and techniques sufficient to provide appropriate substantiation for their findings.

6. RESOLVING ETHICAL ISSUES

6.01 FAMILIARITY WITH ETHICS CODE

Coaches have an obligation to be familiar with this Ethics Code, other applicable ethics codes, and their application to the coaches' work. Lack of awareness or misunderstanding of an ethical standard is not itself a defense to a charge of unethical conduct.

6.02 CONFRONTING ETHICAL ISSUES

When a coach is uncertain whether a particular situation or course of action would violate the Ethics Code, the coach ordinarily consults with other coaches knowledgeable about ethical issues, the NGB or USOC ethics committee, or with other appropriate authorities in order to choose a proper response.

6.03 CONFLICTS BETWEEN ETHICS AND ORGANIZATIONAL DEMANDS

If the demands of an organization with which the coach is affiliated conflict with this Ethics Code, coaches clarify the nature of the conflict, make known their commitment to the Ethics Code, and to the extent feasible, seek to resolve the conflict in a way that permits the fullest adherence to the Ethics Code.

6.04 INFORMAL RESOLUTION OF ETHICAL VIOLATIONS

When coaches believe that there may have been an ethical violation by another coach, they attempt to resolve the issue by bringing it to the attention of that individual if an informal resolution appears appropriate and when intervention does not violate any athlete rights that may be involved.

6.05 REPORTING ETHICAL VIOLATIONS

If an apparent ethical violation is not appropriate for informal resolution under Standard 6.04 or is not resolved properly in that fashion, coaches take further action appropriate to the situation, unless such action conflicts with athlete rights in ways that cannot be resolved.

6.06 COOPERATING WITH ETHICS COMMITTEES

Coaches cooperate in ethics investigation, proceedings, and resulting requirements of the USOC and any NGB to which they belong. Failure to cooperate is itself an ethics violation.

6.07 IMPROPER COMPLAINTS
Coaches do not file or encourage the filing of ethics complaints that are frivolous and are intended to harm the respondent rather than to protect the public.

7. PROCESS RELATING TO VIOLATION OF CODE

7.01 The coach acknowledges that this Ethics Code is administered under the authority of their NGB or other responsible organization and that a violation of this Code subjects the coach to the processes of the NGB or other such organization required to be provided in the event of disciplinary action. The NGB or other such organization acknowledges that all violations of the Ethics Code will be reviewed for possible disciplinary action and it will provide a written report to the USOC on all reviews and actions.

7.02 In event that that a violation of the Ethics Code occurs during an authorized U. S. Olympic Training Center activity, USOC may, as landlord of the facility, take action separate and independent from that of the NGB or other member of the USOC in order to protect its interests and those of athletes, coaches, and others at the location.

7.03 Any action taken by an NGB, or other member of the USOC which affects the opportunity of a coach to participate in "protected" competition as defined in the USOC Constitution shall be entitled to processes assured under the USOC Constitution and the Amateur Sports Act of 1978. This includes process within the NGB, the USOC, and the American Arbitration Association.

7.04 If the violation of the Ethics Code occurs while a member of a USOC team or event, the coach and the NGB acknowledge that the USOC may institute its own proceeding regarding the violation, which action shall not restrict the ability or obligation of the NGB to take its own separate and independent action.

7.05 In the event that a coach is found to have violated the Ethics Code, such action is separate and apart from any other legal consequences which may occur as a result of the act.

ACKNOWLEDGEMENTS

This Coaching Code of Ethics is the result of the work of many people and committees. The approach, and contents of this code were inspired by the Ethical Principles of Psychologists and Code of Conduct, December 1992 (American Psychological Association, Vol. 47, No. 12, 1957-1611). Many of the ideas for ethical standards were drawn from numerous other codes. The most significant of these were developed by the Coaching Association of Canada, The British Institute of Sport Coaches, and the NCAA. In particular, the USOC would like to thank the following individuals who were involved with this committee during the 1993-1996 quadrennium:

USOC Coaching Committee, Ray Essick, Chair
USOC Ethics Oversight Committee, Harry Groves, Chair
USOC Games Preparation and Services Committee, Joe Kearney, Chair
USOC Vice President Michael B. Lenard
USOC General Counsel Ronald T. Rowan

The National Junior College Athletic Association also gratefully acknowledges work done by USVBA and other NGB's in the development of this Code.

ARIZONA SPORTS SUMMIT ACCORD

PREAMBLE

At its best, athletic competition can hold intrinsic value for our society. It is a symbol of a great ideal: pursuing victory with honor.

The love of sports is deeply embedded in our national consciousness. The values of millions of participants and spectators are directly and dramatically influenced by the values conveyed by organized sports. Thus, sports are a major social force that shapes the quality and character of the American culture.

In the belief that the impact of sports can and should enhance the character and uplift the ethics of the nation, we seek to establish a framework of principles and a common language of values that can be adopted and practiced widely.

***It is Therefore Agreed*:**

1. The essential elements of character-building and ethics in sports are embodied in the concept of sportsmanship and six core principles: trustworthiness, respect, responsibility, fairness, caring, and good citizenship. The highest potential of sports is achieved when competition reflects these "six pillars of character."
2. It is the duty of sports leadership – including coaches, athletic administrators, program directors and game officials – to promote sportsmanship and foster good character by teaching, enforcing, advocating and modeling these ethical principles.
3. To promote sportsmanship and foster the development of good character, sports programs must be conducted in a manner that enhances the mental, social and moral development of athletes and teaches them positive life skills that will help them become personally successful and socially responsible.
4. Participation in athletic programs is a privilege, not a right. To earn that privilege, athletes must conduct themselves, on and off the field, as positive role models who exemplify good character.
5. Sports programs should establish standards for participation by adopting codes of conduct for coaches, athletes, parents, spectators and groups that impact the quality of athletic programs.
6. All sports participants must consistently demonstrate and demand scrupulous integrity and observe and enforce the spirit as well as the letter of the rules.
7. The importance of character, ethics and sportsmanship should be emphasized in all communications relating to the recruitment of athletes, including promotional and descriptive materials.
8. In recruiting, educational institutions must specifically determine that the athlete is seriously committed to getting an education and has or will develop the academic skills and character to succeed.
9. The highest administrative officer of organizations that offer sports programs must maintain ultimate responsibility for the quality and integrity of those programs. Such officers must assure that education and character development responsibilities are not compromised to achieve sports performance goals and that the academic, emotional, physical and moral well-being of athletes is always placed above desires and pressures to win.
10. The faculties of educational institutions must be directly involved in and committed to the academic success of student-athletes and the character-building goals of the institution.
11. Everyone involved in athletic competition has a duty to treat the traditions of the sport and other participants with respect. Coaches have a special responsibility to model respectful behavior and the duty to demand that their athlete's refrain from disrespectful conduct including verbal abuse of opponents and officials, profane or belligerent trash-talking, taunting and unseemly celebrations.
12. The leadership of sports programs at all levels must ensure that coaches, whether paid or voluntary, are competent to coach. Minimal competence may be attained by training or experience. It includes basic knowledge of: 1) the character-building aspects of sports, including techniques and methods or teaching and reinforcing the core values comprising sportsmanship and good character; 2) first-aid principles and the physical capacities and limitations of the age group coached; and 3) coaching principles and the rules and strategies of the sport.
13. Because of the powerful potential of sports as a vehicle for positive personal growth, a broad spectrum of sports experiences should be made available to all of our diverse communities.
14. To safeguard the health of athletes and the integrity of the sport, athletic programs must discourage the use of alcohol and tobacco and demand compliance with all laws and regulations, including those relating to gambling and the use of drugs.
15. Though economic relationships between sports programs and corporate entities are often mutually beneficial; institutions and organizations that offer athletic programs must safeguard the integrity of their programs. Commercial relationships should be continually monitored to ensure against inappropriate exploitation of the organization's name or reputation and undue interference or influence of commercial interests. In addition, sports programs must be prudent, avoiding undue financial dependence on particular companies or sponsors.
16. The profession of coaching is a profession of teaching. In addition to teaching the mental and physical dimensions of their sport, coaches, through words and example, must also strive to build the character of their athletes by teaching them to be trustworthy, respectful, responsible, fair, caring and good citizens.

CASEBOOK

EDITED BY: ELIGIBILITY ADMINISTRATORS OF THE NJCAA

All gray shaded text in the Casebook is new or edited legislation for the 2012-13 academic year.

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CASEBOOK

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- ATTENTION -

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FOREWORD

This Casebook is a supplement to Articles V, VI, VIII, 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 2012 annual meeting or had delayed implementation, which are binding for the 2012-2013 academic year:

Article V, Section 1.J – General Information- College Level Course

Student-athletes who earn an A, B, C, D or an equivalent grade in which the state/institution deems as a passing grade in a college course, cannot repeat that course and have it count toward NJCAA eligibility more than once.

Article V, Section 1.K – General Information- Remedial/ Developmental Course

Student-athletes who earn an A, B, C, D or an equivalent grade in which the state/institution deems as a passing grade in a remedial and or developmental course, cannot repeat that course and have it count toward NJCAA eligibility more than once.

Article V, Section 3.A – Requirements for Entering and Continuing Student-Athletes

A Student-athlete must be a graduate of a high school with an academic diploma or a General Education Diploma.

Article V, Section 3.B – Requirements for Entering and Continuing Student-Athletes – Dual Enrollment while in high school

Delete bylaw
Article V, Section 3.B

~~Student-athletes who are completing high school and are simultaneously enrolled in 12 or more credits at a college are eligible for athletic participation with the completion of the NJCAA High School Waiver Form (Form 3.E). This form must be signed by the student-athlete's high school Principal and the College President. This provision is applicable to only those student-athletes whose high school class has not graduated at the time of college enrollment. USE FORM 3.E~~

Article V, Section 3.C – Requirements for Entering and Continuing Student-Athletes

An international student-athlete (non-US citizen/non-permanent resident) reaching his/her 21st birthday prior to August 1st each year will be charged with one (1) season of NJCAA eligibility regardless of participation provide he/she has NJCAA eligibility remaining. An international student-athlete (non-US citizen/non-permanent resident) reaching his/her 22nd birthday prior to August 1st each year will be charged with two (2) seasons of NJCAA eligibility regardless of participation. Effective August 1, 2013.

Article V, Section 4.C – Requirements for Athletic Eligibility

Student-athletes must maintain enrollment in 12 or more credit hours of college work as listed in the college catalog during each term of athletic participation. Student-athletes that drop below 12 hours become ineligible **48 hours** from the time of the drop date and remain ineligible until full-time status is regained within that term.

Article V, Section 4.C.1 – Requirements for Athletic Eligibility – CLEP Hours

CLEP hours may not be used to meet enrollment requirements or previous term requirements. CLEP hours may only be used to meet accumulation bylaws.

Article V, Section 4.I – Part-Time Rule

Delete bylaw
Article V, Section 4.I

~~I. PART-TIME RULE: Student-athletes who have never been full-time at any college may become eligible for a season of participation in a sport by meeting the following conditions:~~

~~1. The student-athletes attend the same institution at least one academic year as part-time student prior to the year of his/her participation passing at least 12 credit hours with an overall grade point average of 1.75 or better during that year.~~
~~2. During each term of participation, the student-athletes must carry at least six credit hours in the same institution.~~
~~3. Prior to a second season of participation in any sport, the student-athletes must pass a total of 24 credit hours with a 2.00 GPA or higher.~~
~~4. If in any term the student-athletes enroll full-time, they forfeit the privileges under this provision of the part-time eligibility rule.~~
~~5. Student-athletes who withdraw completely or to less than six credit hours become immediately ineligible.~~
~~6. Institutions who apply for this provision of the rules, must submit a transcript to establish the eligibility of the student-athletes.~~

Article V, Section 4.K – CLEP Credits

Student-athletes may use a maximum of eight (8) credits earned from passing CLEP examinations for NJCAA eligibility purposes. The maximum of eight (8) credits is per discipline.

Article V, Section 12 – Certification limits – Non U.S. student-athletes

In all sports at the Division I and Division II level, the number of non-U.S. citizen athletes that can be certified on an eligibility roster can be no more than one-quarter of the total number of Letter of Intent/Scholarships allowed by NJCAA rules in that sport.

Article V, Section 19 – Sports Procedures

Sports	Game Date (defined)
All Fall Sports	August 22nd

Article VI Section 6.A – Post Season Competition

Post season 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.

ARTICLE V, SECTION 1.B

Case 1
NJCAA Grandfather Clause

SITUATION:

Student-Athlete R enrolled in a NJCAA member college during the 1985-86 academic year, and participated in lacrosse. Student-Athlete R enrolled in the same NJCAA member college during the 1986-87 academic year, yet did not participate in any NJCAA sanctioned sports. If Student-Athlete R enrolls in an NJCAA member college for the 2012-2013 academic year, which set of academic provisions must Student-Athlete R follow?

ANSWER:

All grandfather clauses from past bylaw changes end, effective August 1, 1989. Therefore all NJCAA participants participating in the 2012-2013 academic year must satisfy the academic provisions published in the 2012-2013 NJCAA Handbook and Casebook, regardless of when the initial enrollment occurred.

ARTICLE V, SECTION 1.C

Case 1
Eligibility Compliance Training

Beginning August 1, 2012, all member colleges must attend at least one compliance workshop, conducted by the NJCAA, in every three year cycle to remain in good standing with the NJCAA. Once a member college attends a compliance workshop they will receive a certificate which is valid for a three year period verifying their completion of the bylaw requirement.

ARTICLE V, SECTION 1.D

Case 1
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 2
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 a NJCAA regional tournament. Is Student-Athlete R eligible to participate if he/she satisfies the academic rules of Section 4 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 Section 1.D, student-athletes must satisfy the institution rules, conference rules and NJCAA rules to be eligible for athletic participation.

ARTICLE V, SECTION 1.E

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 contests which are sponsored by the NJCAA must meet all provisions of the Rules of Eligibility. This is applicable to community colleges that are competing against non-member community colleges or junior varsity teams from four-year institutions whose eligibility rules may be less restrictive.

Case 2
Red-Shirt Student-Athletes Dressing for a Competition

SITUATION:

Student-Athlete R is "red-shirting" during the 2012-2013 basketball season, however he/she is dressed for competition. Is this a violation of Section 1.E?

ANSWER:

If Student-Athlete R has not been submitted on the eligibility form, he/she is technically an ineligible athlete as per Article V, Section 12.A 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.

ARTICLE V, SECTION 1.F

Case 1
Section 1.F – 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. As per Article V, Section 1.F any falsified information regarding a student-athlete's eligibility will result in a ban in participation within the NJCAA indefinitely.

ARTICLE V, SECTION 1.G

Case 1
Intercollegiate Program above the Community College Level

SITUATION:

Community College A is a member of the NJCAA, yet wishes to participate with the NAIA in intercollegiate golf. Is this possible, and still retain membership within the NJCAA?

ANSWER:

Yes, provided that Community College A does not sponsor a golf program at the two-year level. This rule is sport by sport, and must receive prior approval by the NJCAA National Office.

ARTICLE V, SECTION 1.H

Case 1
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 hours in Summer Session I, and six credit hours in Summer Session II. Student-Athlete R passes nine 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 Section 4.D. **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 at the same college.**

NOTE: If the student-athlete attempts six hours at Community College A and another six hours at Community College B during the same summer session, that summer term IS NOT counted as a full-time term.

Case 2
Clock Hours

SITUATION:

Some community colleges use clock hours rather than credit hours in determining their student-athletes' load. May 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 3
Conversion of Semester and Quarter Credits (Also in Article V, Section 10.B.1)

SITUATION:

Section 4.F requires that a student-athlete accumulate 24 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 x quarter credit hours = semester credit hours (2/3 x 36 quarter credit hours = 24 semester credit hours).
- The formula for **converting semester credits to quarter credits** is to multiply 3/2 x semester credits = quarter credit hours (3/2 x 24 semester credit hours = 36 quarter credit).
- **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 can not make a student-athlete eligible. (This same case is located in Article V, Section 10.B.1.)

ARTICLE V, SECTION 1.I

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. Section 1.I allows 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 Section 4.E.2?

ANSWER:

No. In determining the GPA, it is not possible to round off the computed GPA. The best hours concept may be used but rounding the GPA up is not allowed.

Case 3
Earned/Passing Credits Hours vs. Attempted Credit Hours

SITATUION:

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 either 4.D or 4.E.1. He earned/passed only 8 credit hours. Also, the term must be counted as full-time term 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. Section 4.D, 4.E, and 4.F all refer to the "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.

ARTICLE V, SECTION 1.J

Case 1
Credits for Remedial/In Progress (IP) Courses

SITUATION:

Community College A offers a variety of remedial or developmental courses for the purpose of preparing a student-athlete for achievement in college level courses. Before the student-athlete can proceed to the next course in the subject sequence, he/she must have mastered all the skills in that preceding course. Often a student-athlete is unable to complete within one term all the objectives of any given course and therefore must continue enrollment in the same course for another term until all objectives of that course have been satisfied. This "in progress" grade only refers to remedial or developmental courses, and cannot be utilized with credit courses. Can these courses be used for a student-athlete's credit hours earned and GPA in determining eligibility for a subsequent term?

ANSWER:

Yes. Colleges have many different ways of grading students who are enrolled in these types of courses and in most colleges, the traditional grades of A, B, C, D, and F are not given. If the student-athlete earns a passing grade, as determined by the college, the grade may be used for a student-athlete's credits earned and GPA. Usually a passing grade is equivalent to a "C" grade, and two quality points can be given for the grade unless the college has a written policy to the contrary. An "IP" grade signifying in progress may be used as a passing grade, if the course is continued in the next term. The student-athlete must maintain enrollment in the course throughout the subsequent term. A second season student-athlete must successfully pass the course to use the course in the total accumulation to meet Section 4.E or 4.F. Only one attempt of a remedial course may be used for NJCAA eligibility of a second season student-athlete.

Case 2
Repeat of a Remedial/Developmental Course after Passing the Course

SITUATION:

Student-Athlete R takes a developmental course in English and passes the course with a "C" grade or a pass credit with the NJCAA equivalent of a "C". May Student-Athlete R repeat this same course for credit for the purposes of NJCAA eligibility?

ANSWER:

No. Student-athletes who earn an A,B, C, D or an equivalent grade in which the state/institution deems as a passing grade in a college level, Remedial and or developmental course cannot repeat that course and have it count toward NJCAA eligibility more than once.

Case 3
Repeat of a Remedial/Developmental Course after Earning an IP grade

SITUATION:

Student-Athlete R takes a developmental course in Math and receives an "IP" grade for the fall term. The course is repeated in the spring term and is exited with a "C" or passing grade. How many credit hours may be counted toward eligibility for the second season of participation?

ANSWER:

If the course was a three (3) credit hour course, three (3) credit hours may be counted for the second season of participation for Sections 4.E and 4.F. Only one course attempt is calculated for a second season participant; in this case you can only calculate (3) credit hours for the course that was successfully passed.

Case 4
Repeat of a Remedial/Developmental Course, However Not in the Subsequent Term

SITUATION:

Student-Athlete R earns a 3-credit hour IP grade in a remedial English class during the fall 2011 term. He does not take the class during the spring 2012 term, however he enrolls in the same class during the fall 2011 term. How many credits can be counted towards eligibility for the fall 2012 term?

ANSWER:

Zero credits. According to Case 1 above, the student must re-attempt the same class in the subsequent term, therefore in order to count the IP grade for the fall 2012 term, he needed to attend this class during the spring 2012 term and because he did not, the 3 credit hours from the fall 2011 term cannot count towards eligibility at any time.

Case 5
Enrollment in a Remedial Program

SITUATION:

Are student-athletes eligible if they are placed in a college remedial studies program and take developmental courses as part or all of their full-time enrollment during a given term?

ANSWER:

If the college determines that the student-athletes are enrolled in 12 or more credit hours, all of which can be developmental work, they shall be eligible under NJCAA rules to participate in any of the NJCAA certified sports. Provided none of these remedial courses which make up the student-athletes enrollment have previously been successfully completed.

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 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 most recent term of enrollment. Can the three (3) credits for the Math 001 course be counted to meet NJCAA eligibility requirements?

ANSWER:

Because Student-Athlete R has successfully exited the developmental class, three hours may be used to meet NJCAA eligibility requirements for a second season of participations. However, if Student-Athlete R had not successfully exited the class, no hours could be used to satisfy Section 4.E and or 4.F.

Case 7
Section 1.J 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 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.

Case 8
Section 1.J Multiple Attempts in the Same Course

SITUATION:

Student-Athlete R enrolls in and passes PED 109 (weight training), a two credit course, in the fall semester with a grade of "A" earning 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:

No, the student is not enrolled in a full time load for the spring. The PED Course cannot be used a second time to meet the enrollment requirement since it was used in the fall term and successfully passed. The student would need to be enrolled in 12 credits in addition to the 2 credit PED 109 course to meet the full time enrollment requirement. Section 1.J restricts a student from repeating a course which they have successfully passed and have it count more than once.

ARTICLE V, SECTION 3.A

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 bona-fide 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. **Effective August 1, 2011 a student-athlete must be a high school graduate or holder of a GED certificate to meet NJCAA eligibility requirement.**

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. Effective August 1, 2012, it is the member colleges responsibility to determine if the student is a high school graduate with an academic diploma or a Certificate of General Educational Development (GED) and considered by the member college to be a "high school Graduate".

Case 3
Section 3.A – 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 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 or passed the GED, 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:

No. Student-athletes do not satisfy the requirements of this Section until a copy of such diploma is submitted to and approved by the Office of Eligibility.

Case 6
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 a holder of a Certificate of General Educational Development (GED). Effective August 1, 2012, the NJCAA membership eliminated the exception which allowed dually enrolled high school students to participate prior to their high school graduation.

Case 8
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 9
GED Test after College Enrollment

SITUATION:

Student-Athlete R, a non-high school graduate, enrolls 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 10
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 2012 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 2013 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 2012 term, he/she is not a transfer student and the passing of the GED makes the student-athlete automatically eligible for the spring 2013 term. The fall 2012 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 passing the GED.

Case 11
Retaking the GED Examination at Another Location

SITUATION:

Student-Athlete R attempts the GED examination in his/her home state, and fails to successfully pass the examination. Student-Athlete R goes to a NJCAA member college in another state to participate in their sports program. If Student-Athlete R attempts the GED, must he/she notify the testing center that they have previously taken the GED?

ANSWER:

Yes. The GED becomes invalid if notification of a previous attempt is not given to the testing center, in advance of the testing period.

Case 12
GED before High School Class has Graduated

SITUATION:

Student-Athlete R enters Community College A in the spring 2012 semester, prior to his/her high school class graduation in June 2012. If Student-Athlete R takes and passes the GED in January 2012 can he/she become eligible for NJCAA participation prior to the date of his/her 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. A copy of the GED diploma must be kept with the eligibility file for that team.

Case 13
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 3 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 <u>not</u> 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 14
Eligibility of a Non-High School Graduate

SITUATION:

Student-Athlete R's high school class graduated in June of 2012, however he/she did not graduate from high school. The student-athlete enrolls full-time in the fall 2012 term and earns 12 hours with a 1.75 GPA. Is Student-Athlete R eligible to compete in the spring 2012 term?

ANSWER:

No, effective August 1, 2011 a student-athlete <u>must</u> be a high school graduate or holder of a GED certificate to meet NJCAA eligibility requirement.

Case 15
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 2012 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 2013 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 the GED or received his high school diploma in order to participate in the spring 2013 baseball season.

ARTICLE V, SECTION 3.C

Case 1

SITUATION:

Student-Athlete R is a 24 year old non-US Citizen and has been recruited to Community College A to play soccer in the 2012 fall season. Is this student eligible to participate in the fall 2012 soccer season?

ANSWER:

Yes, even though student-athlete R is 24 years old and a non-US Citizen, the age limitation does not go into effect until August 1, 2013. Had the student been attempting to participate in the NJCAA in the fall 2013 soccer season he/she would not have been eligible.

Case 2

SITUATION:

Student-Athlete R is a 24 year old non-US Citizen and has been recruited to Community College A to play soccer in the 2012 fall season. Knowing the age limitation bylaw goes into effect in August 2013 will the student be eligible for a second season of competition in the fall 2013 season?

ANSWER:

Due to the fact the student will be over 22 years of age and is a non-US Citizen during the fall 2013 season the student will not be eligible for competition in the fall 2013 season or beyond.

Case 3

SITUATION:

Student-Athlete R participates in his first season of NJCAA basketball in the 2010-2011 season. Student-athlete R does not enroll in school during the 2011-2012 or 2012-2013 academic years at any college. Student athlete R was 18 years old during the 2010-2011 season and his birthday is August 10th. Student-athlete R wants to enroll at a NJCAA member college for the 2013-2014 academic year and participate in his second season of NJCAA basketball. Student-Athlete R is a non-US Citizen. Does he have a season of basketball eligibility remaining for the 2013-1014 season?

ANSWER:

Yes, Student-Athlete R will have one season of NJCAA eligibility remaining for the 2013-2014 season.

ARTICLE V, SECTION 3.E

Case 1
Dual Enrollment of Non-High School Graduate

SITUATION:

Student-Athlete R is not a high school graduate and enrolls in Community College A as a full-time student while simultaneously attending high school to fulfill one requirement for graduation. Is Student-Athlete R eligible to compete in athletics while completing the high school requirement if Form 3-E is properly signed?

ANSWER:

No. Form 3-E no longer exists and all participants in the NJCAA must be a high school graduate or a holder of a GED certificate.

Case 2
Academically Advanced High School Student

SITUATION:

Student-Athlete R is an advanced student academically and completed her requirements for high school graduation in three years. She has enrolled in Community College A for the fall 2012 term as a full time student. She will receive her high school diploma and graduate high school June 2013. Is she eligible to participate in NJCAA athletics as an advanced student prior to her 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 the GED exam to be eligible for NJCAA sport participation.

Case 3
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:

Effective August 1, 2012, all student-athletes in the NJCAA must be high school graduates or the holder of a GED Certificate. There is no longer an exception for home schooled students who are simultaneously finishing up their high school work and dually enrolled as a full time college student.

ARTICLE V, SECTION 4.B – Full-Time Enrollment/ Attendance

Case 1
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 2
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 ones being offered in the day school curriculum in which the student-athletes are enrolled.

Case 3
High School Advanced Placement Courses

SITUATION:

Student 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 a *college transcript*, Community College A may accept these courses to use towards Student-Athlete R's eligibility.

Case 4
Credits by Examination

SITUATION:

At Community College A, student-athletes 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 <u>part</u> 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.

Case 5
CLEP Tests

SITUATION:

Student-Athlete R enrolls in 8 credit hours of college work and 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 credit hours in the spring term. Twenty-one 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 8 hours. Can Student 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 credits may not be used to meet enrollment requirements.

Case 8
Total CLEP Hours that may be used for NJCAA 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 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 9
Continuing Education Courses

SITUATION:

Under what conditions may Continuing Education courses be utilized for NJCAA eligibility purposes?

ANSWER:

Credit or credit equivalent courses leading toward a degree or certificate may be used for NJCAA eligibility purposes. Specifically, the following guidelines must be adhered to:

1. Be credit or credit equivalent bearing.
2. Be approved by the college governance structure.
3. Be listed in the college course archives system.
4. Courses offered for CEU's may not be used for NJCAA eligibility purposes.

Case 10
Online Courses

SITUATION:

Student-Athlete R enrolls at Community College A in a three (3) credit course that 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 11
Dually Enrolled Internet Courses

SITUATION:

Student-Athlete R enrolls in 9 credit hours at a NJCAA member college and enrolls in a 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 Article V, Section 4.B by not enrolling 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.

Case 12
Section 1.J Multiple Attempts in the Same Course

SITUATION:

Student-Athlete R enrolls in and passes PED 109 (weight training), a two credit course, in the fall semester with a grade of "A" earning 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:

No, the student is not enrolled in a full time load for the spring. The PED Course cannot be used a second time to meet the enrollment requirement since it was used in the fall term and successfully passed. The student would need to be enrolled in 12 credits in addition to the 2 credit PED 109 course to meet the full time enrollment requirement. Section 1.J restricts a student from repeating a course which they have successfully passed and have it count more than once.

Case 13
Interpreting Foreign Transcripts

SITUATION:

Student-Athlete R is a non-US citizen and graduated from high school in her home country in 2011. After high school graduation, she attended Foreign College A in her home country during the 2011-2012 academic year. Student-Athlete R now wants to attend Community College A in the fall of 2012. 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 from other countries. 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.
2. It is required to provide college transcripts from colleges/universities in Canada or those from the US Territories (Puerto Rico, US Virgin Islands, Guam, etc.) for any transfers regardless of previous participation/non-participation.

Case 14
Section 4.B – Fall Sport Example

SITUATION:

Student-Athlete R enrolls full-time by the 15th calendar day of the fall term and he is a member of the soccer team. The soccer season starts on August 30 and the regular season ends on November 1. Nine of his credit hours start with the beginning of the term and one 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 by the 15th calendar day and because all 12 hours start before the end of the regular season, Student-Athlete R is eligible. If his 3-credit hour class started after November 1, he would be ineligible for the season due to only 9 hours starting before the end of the regular season.

Case 15
Section 4.B – 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 day of the term that he wants to participate in cross country whose season has not yet started. On that same day (20th calendar day) he adds a 3-credit hour class. All 13 credits start before the end of the season. Is he eligible for the cross country season?

ANSWER:

No. Because Student-Athlete R was not enrolled full-time by the 15th calendar day of the term when the sport starts, he is ineligible for the entire season regardless of the fact that all 13 credit hours start before the end of the cross country season.

Case 16
Section 4.B – Two-Term Sport Example (First term)

SITUATION:

Student-Athlete R is a basketball player and she is enrolled in 15 hours for the fall term. Ten (10) of her 15 credit hours start with the beginning of the term and the other 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 within the first 15 calendar days of the term and all hours began prior to the end of the term.

Case 17
Section 4.B – Two-Term Sport Example (First term)

SITUATION:

Student-Athlete R is a hockey player. He is enrolled in 14 hours by the 15th calendar day of the fall term of the hockey season that starts on October 25th. All 14 credit hours start on November 1. Is he eligible to compete with the start of the season on October 25th?

ANSWER:

Yes. Because the student was enrolled in full-time status by 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 by the 15th day of the fall term, he would not be eligible for the fall term.

Case 18
Section 4.B – 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 of those credits started on January 15th and the other six 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's full-time status did not start until *after* the end of the regular season therefore he is ineligible for the spring term. If 12 or more of his credits started before March 2nd, he would have been eligible.

Case 19
Section 4.B – 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. He is enrolled in 12 hours by the 15th calendar day of the spring term, however all 12 of his hours start on February 28th. Is Student-Athlete R eligible to compete during the spring term?

ANSWER:

Yes. Because all of his 12 hours started on February 28th which was before the end of the regular golf season.

Case 20
Section 4.B – 12 Hours Starting after the End of the Regular Season

SITUATION:

Student-Athlete R is enrolled full-time by the 15th calendar day of the fall term and he is 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. Is he eligible to compete during the season?

ANSWER:

No. Because Student-Athlete R's classes start after the end of the regular season, he is ineligible for the entire season because his 12 hours of class do not start prior to the end of the soccer regular season schedule.

Case 21
Mini-Courses

SITUATION:

September 1 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 15, 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 17?

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 22
Mini-Courses – Dropping and Adding

SITUATION:

Student-Athlete R enrolls in Community College A as a full-time student by 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. The other stipulation here is that the mini-session class must begin prior to the end of the regular soccer season. 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 class which was on October 12th. If the mini-session class started after the end of the regular soccer season, he/she would have remained ineligible for the season because at least 12 hours must start prior to the end of the regular season. Due to the fact the S-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 23
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 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 Section 4.B the student-athlete must be enrolled full-time by the 15th calendar day of the term. Because she added the additional 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.

Case 24
Section 4.B – Enrollment by 15th 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, an international student, 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 4.B 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.

NOTE: This rule is not exclusive to international student-athletes, but applies to all incoming NJCAA student-athletes. Additionally, these students must also meet the college attendance policy.

Case 25
Section 4.B – 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 day of the fall term she is dropped from her classes due to lack of payment. On the 17th 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 26
Section 1.J Multiple Attempts in the Same Course

SITUATION:

Student-Athlete R enrolls in and passes PED 109 (weight training), a two credit course, in the fall semester with a grade of "A" earning 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:

No, the student is not enrolled in a full time load for the spring. The PED Course cannot be used a second time to meet the enrollment requirement since it was used in the fall term and successfully passed. The student would need to be enrolled in 12 credits in addition to the 2 credit PED 109 course to meet the full time enrollment requirement. Section 1.J restricts a student from repeating a course which they have successfully passed and have it count more than once.

ARTICLE V, SECTION 4.C – Maintaining Full-Time Status

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 3-credit hour course which leaves him/her with 9 credit hours. Can Student-Athlete R continue to participate in athletics until the end of the term?

ANSWER:

No. Student-Athlete R becomes immediately ineligible the day he/she drops below 12 credit hours and must withdraw from any further athletic competitions within 48 hours of that drop date. **It is the responsibility of each college to ensure that all student-athletes participating in athletics maintain enrollment in 12 or more credit hours.** However, if the student-athlete added a class to regain full-time status, he/she would regain his/her eligibility upon full-time enrollment. (Refer to Article V, Section 5 about withdrawing from classes.) 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 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-athletes must maintain 12 or more credit hours of enrollment during the term they are participating in athletics. Student-Athlete R must stop participation immediately and will become ineligible 48 hours from the time the student dropped below full time status. If the student-athlete regains full-time status, he/she becomes eligible on the day he/she enrolls in enough credits to regain full-time status as long as those classes begin prior to the end of the regular season. (Please also refer to Article V, Section 5 about withdrawing from classes.)

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 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. As soon as the instructor notifies the registrar's office or administration responsible for student-athlete records, Student-Athlete R must withdraw from all athletic competitions because of his/her part-time status. (Please also refer to Article V, Section 5 about withdrawing from classes.) **It should be the responsibility of the Athletic Director to keep informed on a daily basis of the academic status of all student-athletes who are actively participating.** The student remains eligible for 48 hours from the time of the drop date.

Again, when the student-athlete enrolls in enough credits to return back to full-time status he/she becomes eligible at that point as long as 12 hours of class begin before the end of the regular season.

Case 5
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 4.C requires that student-athletes must carry at least 12 credit hours of college work. Additionally, Section 4.B 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 6
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, 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 spring tennis at Community College A as he/she is 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 7
Dual Enrollment at Community and Four-Year Institutions

SITUATION:

While attending Community College A, Student-Athlete R initially enrolls in 14 credit hours while simultaneously enrolled in a 3-credit hour course at Four-Year Institution X. During the season Student-Athlete R drops a 3-credit hour course at Community College A. May Student-Athlete R use the 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 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 unless **prior** approval is granted by the National Office. However, if Student-Athlete R enrolls in a new 3-credit hour class at Community College A, he/she becomes eligible at that point because of regaining full-time status. In addition, the new class hours must start before the end of the regular season.

Case 8
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 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.

ARTICLE V, SECTION 4.D

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 ten (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 4.D 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 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 4.D.

Case 2
Requirements after the First 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 1-credit hour course during the winter intersession and prior to the beginning of the next term?

ANSWER:

Yes. Section 4.D 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 to meet 4.D.

Case 3
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 4.D or 4.E.1. However, if Student-Athlete R does not pass this class, he/she will remain ineligible.

Case 4
Withdrawal to Less than Full-Time

SITUATION:

First term Student-Athlete R enrolls at Community College A with the intention of participating in basketball in the fall term. The season started on November 1st but Student-Athlete R withdraws to less than full-time on November 21st. The date for the withdrawal is recorded by the Office of Admissions and Records as November 22nd. When does Student-Athlete R become ineligible?

ANSWER:

Student-Athlete R becomes ineligible as of the official date recorded by the Office of Admissions and Records at Community College A: November 22nd. Student-Athlete R may start participating during the fall term if he/she enrolls in enough class hours to bring his/her status back to full-time. However, if Student-Athlete R does not enroll in full-time hours during the fall term, he/she remains ineligible until he/she has satisfied Section 4.D. (Please refer to Article V, Sections 4.C and 5 about withdrawing.)

Case 5
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 2012 and enrolls in a three credit hour course during the 2012 summer session at the local community college. Student-Athlete R enrolls at Community College A for the 2012 fall semester and participates in basketball. Student-Athlete R passes 9 of 15 credit hours in the 2012 fall semester. Can Student-Athlete R add the summer session course to the 9 hours passed in the fall semester to meet the eligibility requirements of Section 4.D?

ANSWER:

Yes. Section 4.D requires 12 credit hours with a 1.75 GPA prior to the 15th calendar day of the student-athlete's second full-time term. If the summer course was earned at a college other than Community College A, a transcript must be provided when the basketball eligibility form is submitted online for the second semester.

Case 6
Using rule 4.D with 4.F for a Second Season Athlete

SITUATION:

The following credits were earned by Student-Athlete R:

Fall 2011 semester – enrolls full-time in 15 and passes 11 with a 2.8 GPA; Participates in Football, 1st Season.

Spring 2012 semester – enrolls and passes 10 credits (part-time).

Summer 2012 – enrolls and passes 3 credits.

The fall 2012 semester will be his 2nd 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 4.F and 4.D. His total accumulation is 24 hours with a GPA over a 2.0, therefore satisfying Section 4.F. According to Section 4.F he must satisfy either 4.D or 4.E. He satisfies 4.D because prior to the fall 2012 semester he has been enrolled in only one full-time term: fall 2011. The fall 2012 term is his second full-time term and according to this rule (4.D) 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.

ARTICLE V, SECTION 4.E.1 – Previous Term Rule

Case 1
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 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 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 term of college. Student-Athlete R meets the requirements of 4.E.1, because he/she passed 12 credit hours with a 2.00 GPA during the previous term of full-time attendance. (Please refer to Article V, Section 1.H for when to count summer sessions as a full-time term of attendance.)

NOTE: Before Student-Athlete R can participate in a second season of competition the requirements of Section 4.F must also be satisfied.

Case 2
Requirements Prior to a Second Season

SITUATION:

Student-Athlete R, a freshman, enrolls in 15 semester hours at Community College A and participates in football. At the completion of the semester, Student-Athlete R has earned 15 credit hours with a 3.00 GPA. Student-Athlete R does not attend spring term or summer term and returns to Community College A the following fall term. Is Student-Athlete R eligible to participate in football?

ANSWER:

No. Even though Student-Athlete R satisfies 4.E.1, he/she must also meet the second season provisions established in Section 4.F. Student-Athlete R must have accumulated at least 24 semester hours with a 2.00 GPA prior to a second season.

Case 3
Section 4.E.1 – Break of Enrollment

SITUATION:

Student-Athlete R attends Community College A during the fall 2011 term as a full-time student and earns 14 hours with 2.5 GPA and **does not** participate. During the spring 2012 term, he attends Community College A as a part-time student and does not attend summer school. Is he eligible for the fall 2012 in the sport of cross country as a first season athlete?

ANSWER:

Yes. Student-Athlete R has one full-time term: fall of 2011. Therefore this student-athlete's eligibility is based upon the fall 2011 term during which he/she passed 14 credits with a 2.5 GPA, satisfying Article V, Section 4.E.1 as a first season athlete.

Case 4
Section 4.E – 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.

ARTICLE V, SECTION 4.E.2 – Accumulation Rule

NOTE: The following examples illustrate the use of Section 4.E.2. This is the accumulation section of Section 4.E.

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 2.00 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 4.E.2 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, 4 multiplied by 12 equals 48. This student-athlete has accumulated 52 credit hours with a 2.00 GPA or higher. He/she must also have 36 quarter hours at a 2.00 GPA if a second season athlete.

Case 2 – Quarter Example, Eligible

SITUATION:

The following credits were earned by Student-Athlete R:

Fall quarter - enrolls in 15 and passes 6 with a 1.00 GPA
Winter quarter - enrolls in 12 and passes 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 key phrase in this case is first season. Even though this student-athlete does not meet the requirements of Section 4.E.2, the previous term requirement of 4.E.1 is satisfied. Section 4.E is a rule in which the student-athlete must satisfy **one** of the provisions of 4.E (1-4).

Case 3 – 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 3 credits with a 2.00 GPA
Spring semester - enrolls in 12 and passes 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 4.E.2. (Please refer to the Winter-Intersession Case later in this Section 4.E.2.) **NOTE: Second season athletes must also satisfy Section 4.F.**

Case 4 – 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 8 with a 2.50 GPA
Summer session - enrolls in 6 and passes 6 with a 3.00 GPA

Is this student-athlete eligible to participate fall semester in soccer?

ANSWER:

Yes. This student-athlete has met the requirements of Section 4.E.2 by accumulating 24 semester hours in two previous full-time terms. This student-athlete also meets the second season requirement of 4.F by having 24 credit hours with a 2.00 GPA.

Case 5 – 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 (swimming, first season)
Spring semester - enrolls in 18 and passes 18 with a 2.00 (swimming, first season)
Fall semester - enrolls in 12 and passes 0 with a 0.00 (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 4.F and 4.E.2.

Case 6 – Quarter Example, Eligible

SITUATION:

The following credits were earned by Student-Athlete R:

Fall quarter - enrolls in 12 and passes 12 with a 2.00 at Community College A
Winter quarter - enrolls in 12 and passes 12 with a 2.00 (Participates in basketball.)
Spring quarter - enrolls in 12 and passes 10 with a 2.00 at Community College A
Summer session - enrolls in and passes 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 7 – Semester and Quarter Example, Ineligible

SITUATION:

The following credits were earned by Student-Athlete R:

Fall semester - enrolls in 12 and passes 12 with a 2.00 at Community College A
Spring semester - enrolls in 12 and passes 9 with a 2.00 at Community College A
Summer session - passes 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 x 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 4.E.2.

Case 8
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 3 passes 3 with a 2.00 GPA
Fall quarter - enrolls in 12 passes 12 with a 2.00 GPA
Winter quarter - enrolls in 12 passes 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 4.E.2. 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 9
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 9 with a 1.75 GPA
Winter intersession - enrolls in 1 and passes 1 with a 4.00 GPA
Spring semester - enrolls in 15 and passes 10 with a 2.00 GPA
Summer session - enrolls in 6 and passes 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 2.0, which meets the requirements of Section 4.E.2. Section 4.E contains an either/or rule. Student-Athlete R meets the requirements of Rule 4.E.2, the "2" option. (Please refer to the Winter Intersession case later on in this Section 4.E.2.)

NOTE: The student-athlete must also have 24 credit hours at a 2.00 GPA prior to second season. The Best Hours concept may be used to satisfy the GPA requirement.

Case 10
Computation of GPA Using the Best Hours

SITUATION:

During the 2011-2012 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 2012fall term on the basis of these hours earned?

ANSWER:

Yes. Student-Athlete R must meet one of the requirements of Section 4.E in addition to the second season requirements of Section 4.F. 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 11
Computing Hours Earned and GPA – Best Hours

SITUATION:

After completing 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 (4.E.1), and therefore must use the accumulation rule in Section 4.E.2. How many hours must be used to compute the GPA for Section 4.E.2?

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 12
Accelerated Courses

SITUATION:

Second season Student-Athlete R enrolls for the fall term at Community College A in 15 credit hours. A 3-credit hour course begins August 28 and is completed October 15. The basketball season begins on November 28. Can Student-Athlete R use the 3-credit hour course towards his/her accumulation of 24 credit hours to satisfy Article V, Section 4.F?

ANSWER:

Yes. All students have until they participate to accumulate the required credits to meet Article V Section 4.F. It is not required that 4.F be met within the first 15 calendar days of the term only prior to participation.

Case 13
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 20. At Community College A, the spring term begins on January 14 and the 15th calendar day of the spring term, as listed in the college catalog, is January 28. 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 4.D or Section 4.E.2, 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 anytime after the completion of the intersession course (January 20), 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 14
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 3 and ends on January 12. The spring 16-week term officially begins on January 13. 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 (4.D, 4.E.2, 4.E.3, 4.E.4 or 4.F), not towards the fall or spring terms because the class is being offered in between terms.

Case 15
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 20 and ends on February 1. 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 Sections 4.D and 4.E the class must be completed no later than the 15th calendar day of the spring term. In this case, the class must have been completed no later than January 29th in order to count it towards the accumulation (4.D, 4.E.2, 4.E.3, or 4.E.4) 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 16
Total Accumulation – Intersession Example

SITUATION:

Student-Athlete R attends Community College A, participates in his/her first season of basketball during the 11-12 season, and has the following academic record:

Fall 11 Semester - enrolls in 12 and passes 12 with a 2.00 GPA (participated 1st season of basketball)
Spring 12 Semester - enrolls in 12 and passes 9 with a 2.00 GPA (participated 1st season of basketball)
Fall 12 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 2012 term nor to be added to the spring 2013 term; he/she does not satisfy any of the four bylaws in Section 4.E of the NJCAA bylaws. The 3-credit hour intersession course **may not** be added to the fall 2012 semester to meet 4.E.1. This student-athlete would need an accumulation of 36 credit hours, with a 2.00 GPA to be added for the spring 2013 term.

Case 17

More 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.

Section 4.D and E

In Article V, Section 4.D and E both rules start with the following: "On or before" the 15th calendar day for the second/third quarter/semester, as published in the college catalog." Notice the "On or before the 15th calendar day" part of both 4.D and E.

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 4.D or any rule in 4.E. 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 with a grade posted on or before "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 his/her eligibility is submitted online. Again, this class can be used for eligibility if completed on or before to the 15th calendar day of the spring term. Please also remember that if this class is completed by the 15th day, he/she cannot use this class towards his/her full-time status for the spring term, therefore he/she 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 **may not** be used to establish eligibility for the spring term and the student-athlete will remain ineligible for the term.

In Article V, Section 4.F the rule begins with "Prior to 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. Essentially, there is no deadline to meet the 24 hours with a 2.0 GPA for Section 4.F other than it must be met prior to the student-athlete beginning his/her second season of participation.

EXAMPLE 1:

A baseball player is ineligible for the spring term having only earned 21 hours. However he meets the previous term requirement of 12/2.0 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.

EXAMPLE 2:

A softball player does not meet 4.F or any rule in 4.E prior to the spring term, therefore any classes that she may take during the winter intersession she is using to satisfy Section 4.F ***and*** the accumulation rule (4.E.2). In this case the student-athlete's deadline is the first deadline which is the "15th calendar day of the spring term" since she is trying to comply with Article V, Section 4.E. This "deadline" of the 15th calendar day supersedes the deadline of 4.F. Again, if the class ends after the 15th calendar day of the spring term then the class cannot be used and she remains ineligible throughout the term. Again, these credit hours cannot be used for full-time status during the spring term, therefore she will need to enroll in an additional 12 credit hours for the spring term since she is using this class to become eligible for the spring term.

Case 18

Independent Study Courses

SITUATION:

Student-Athlete R needs 3 credit hours to meet the provisions of Article V, Section 4.E.2 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 30. The spring term at Community College A begins on January 15 and the 15th calendar day of that term is January 29. May Student-Athlete R be certified eligible to play upon his successful completion of the independent study course on February 15?

ANSWER:

No. Article V, Section 4.E.2 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 29 (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.).

Case 19

Repeated Courses

SITUATION:

Student-Athlete R takes an English 101 college credit course during the fall 2011 term and receives a "D" grade. Student-Athlete R takes the same course during the spring 2012 term and receives a "C" grade. The course was 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. Effective August 1, 2012, 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.

ARTICLE V, SECTION 4.E.3 – First Season, Initial Term of Participation Rule

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 9 with a 2.00 GPA
Spring Semester - enrolls in 12 and passes 9 with a 2.25 GPA
Fall Semester - enrolls in 12 and passes 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 4.E.3 (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 concurrent full-time semesters passing 10 credit hours in the previous 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 4.E.3. 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 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 4.E.1, 4.E.2, 4.E.3 and 4.E.4. Section 4.E.3 *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 4.E.3 could be used in determining the student-athlete's eligibility.

NOTE: Section 4.E.3 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.

ARTICLE V, SECTION 4.E.4 – *First OR* Second Season Participant Rule

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 4.E.1 or 4.E.2 or 4.E.3, he does satisfy the provisions of 4.E.4. A second season participant for a fall sport must have passed a minimum accumulation of 36 credit hours with a 2.00 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 4.E.4, what are the academic requirements for Student-Athlete R to participate in the upcoming spring term?

ANSWER:

If Student-Athlete R does not satisfy 4.E.1 or 4.E.2, he may be eligible for his second season of spring baseball by having a total accumulation of 48 credit hours with a 2.00 GPA or higher satisfying 4.E.4.

ARTICLE V, SECTION 4.E – Examples of not Satisfying 4.E

Case 1 – 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-athlete does not meet any provision of Section 4.E. Did not pass 12 credit hours in previous full-time term nor 4.E.2: 3 x 12 = 36 total accumulation. Also, 4.E.4 would require 48 credit hours with a 2.00 GPA for a second season spring sport.

Case 2 – 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
Spring quarter - enrolls in 12 and passes 10 with a 2.50
Summer session - enrolls in 2 and passes 2 with a 4.00

Is this student-athlete eligible for the second season volleyball season?

ANSWER:

No. This student-athlete is not eligible under 4.E.1 because she did not pass 12 credit hours in the previous full-time term. She is not eligible under 4.E.2 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 4.E.4. Additionally this student-athlete does not meet the second season provisions of Section 4.F.

NOTE: The 2-credit hours earned in the summer session cannot be added to the 10 earned in the spring quarter to meet 4.E.1.

ARTICLE V, SECTION 4.F – Prior to a Second Season of Participation Rule

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 (Participates in ice hockey, 1st season.)
Winter quarter - enrolls in 12 credit hours and passes 12 credit hours with a 2.25 (Participates in ice hockey, 1st season.)
Spring quarter - enrolls in 10 credit hours and passes 10 credit hours with a 2.00

Is Student-Athlete R eligible for a second season of ice hockey?

ANSWER:

Yes. Section 4.F requires 28 quarter credit hours with a 2.00 GPA prior to a second season of participation, if the student-athlete has attempted only 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 3 full-time quarters.

Case 3
Quarter Example – Requirements Prior to a Second Season of Participation, Only 2 Full-time Quarters

SITUATION:

The following quarter credit hours were earned by Student-Athlete R.

Fall quarter - enrolls in 15 credit hours and passes 15 credit hours with a 2.50 (Participates in football, 1st season.)
Winter quarter - enrolls in 14 credit hours and passes 14 credit hours with a 2.00
Student-Athlete R does not attend spring quarter nor summer session.

Is Student-Athlete R eligible for a second season of football?

ANSWER:

Yes. Due to the fact that Student-Athlete R was only enrolled in two previous quarters he must only meet the requirements of Section 4.F. This Section requires 28 quarter credit hours with a 2.00 GPA or higher prior to a second season of participation.

NOTE: Part-time summer session attendance will not count as a term of attendance for Section 4.F, however if the student-athlete attempts 12 or more hours during the summer this will then be counted as a full-time term.

Case 4
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 (Participates in cross country, 1st season.)

Spring semester - enrolls in 15 credit hours and passes 13 credit hours with a 3.50

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 4.E.1 and 4.E.2.

Case 5
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 (Participates in basketball, 1st season.)

Spring semester - enrolls in 12 credit hours and passes 9 credit hours with a 2.00 (Participates in basketball, 1st season.)

Summer session - enrolls in 3 credit hours and passes 3 credit hours with a 2.00

Is Student-Athlete R eligible for the upcoming basketball season, his second season?

ANSWER:

Yes. Credit hours used in the accumulation requirements of Section 4.F can be acquired anytime prior to the second season of participation.

NOTE: Transfer student-athletes must meet the requirements of Section 4.F prior to the start of his/her second season.

Case 6
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 4.F must be satisfied.

Case 7
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 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 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 4.E and or 4.F.

ARTICLE V, SECTION 4.G – Full Time, Start of Season

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.

Case 2
Sections 4.B and 4.G – 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 2. 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 4.B. However, if Student-Athlete R enrolls full-time on October 20, 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 4.G, Student-Athlete R would need to be enrolled full-time before the regular season of the sport begins which in this case is November 2. Again, if he is academically eligible satisfying the eligibility requirements in Section 4, he will be eligible for the spring term by enrolling full-time before the start of the basketball season during the fall term.

Case 3

Sections 4.B and 4.G – 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 5, however he does not enroll full-time until November 15. 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 5, 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 4

Two-Term Sport Example: New Enrollee for 2nd Quarter with Season in Progress

SITUATION:

Community College A begins their basketball season on November 16. Their fall quarter ends on November 16 and the winter quarter begins on November 28. 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 16.

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 5

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 6

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 4.G requires that a student-athlete be enrolled full-time at the college he/she chooses to participate during the term which the season of that sport begins.

Case 7

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 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 8

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 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 9

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 by the 15th calendar day of the spring term. The spring term began on January 15 and on January 20 she drops a 3-credit hour class bringing her to part-time status with 11-credit hours. On January 25, she adds a 3-credit hour class and she maintains full-time status throughout the spring term. The softball season starts on February 1. Is she eligible to participate during this season?

ANSWER:

Yes. Student-Athlete R was full-time by the 15th calendar day of the term (January 29) and she is compliant with Article V, Section 4.B. The drop of the one class and 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 10

Participation between Terms

SITUATION:

Community College A begins their basketball season on November 26. Their fall quarter ends on November 22 and the winter quarter will begin on December 1. 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 26?

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 11

Section 4.G.1 – 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 4.G.1 requires student-athletes to enroll at the first possible enrollment date following their official Honorable Discharge from the military.

Case 12

Section 4.G.2 – First Opportunity for Enrollment after Completing a Religious Mission

SITUATION:

Student-Athlete R returns from a religious mission on September 22 and would like to enroll at Community College A. Because September 22 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 4.G.2. Approval must be granted by the Office of Eligibility prior to the student's participation in the spring term.

Case 13

Section 4.G.3 – 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 14
Section 4.G.3 – 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 Section 4.F 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/faxed to the 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 Section 4.F.

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 15
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 to the online eligibility form before participating.

Case 16
Section 4.G.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 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 anytime after the completion of the fall term.

Case 17
Section 4.G.4 – NJCAA College that Drops 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 discontinue 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 member NJCAA 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 18
Section 4.G.4 – 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.

Case 19
Section 4.G.5 – 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 20
Section 4.G.5 – 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, SECTION 4.H – Fall Term Records

Case 1
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 2
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 under Section 4.H, 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 3
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.

ARTICLE V, SECTION 4.I – Part-time Rule

Case 1

SITUATION:

Can a student who had been enrolled at a member college for the past two years and has never been enrolled as a full time student participate on a NJCAA certified athletic team without enrolling as a full-time student?

ANSWER:

No, effective August 1, 2012 all student-athletes participating in the NJCAA must be full-time students. The exception which had previously existed for part-time students has been deleted from the bylaws.

ARTICLE V, SECTION 4.J – Certified Disabled Student-Athlete Policy

Case 1
Section 4.J.2.a – 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 4.J.2 the "appropriate institutional academic authority (e.g., registrar) that the institution has defined the student-athlete's full-time enrollment to be less than twelve (12) credit hours to compensate for the student-athlete's disability." Therefore if the student is enrolled in more than 12 hours, the college has not deemed that less than 12 hours is appropriate for the student's disability.

Case 2
Section 4.J.4.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 2007, during Student-Athlete R's high school enrollment. Will this documentation suffice, or will an updated evaluation be required?

ANSWER:

The NJCAA would like to have a current diagnosis, which should have been made within the last three years. Circumstances of the 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 4.C, 4.D, 4.E and 4.F 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 2.0 GPA prior to their second season of participation to be eligible. If the approval had been for eleven (11) hours then the second year requirement would be 22 credits at a 2.0 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 level in order to meet the requirements of Article V, Section 4.D (one previous full time term) and maintain his/her eligibility.

ARTICLE V, SECTION 4.K – CLEP Credits

Case 1

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 Bylaw Article V, Section 4.K, "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 2

SITUATION:

Student-Athlete R is scheduled to take two CLEP tests (6 credits) the first week of the fall term. Is the student 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.

ARTICLE V, SECTION 5 – Withdrawing from Classes

Also refer to the Cases regarding withdrawing from full-time status located in Article V, Section 4.C – Maintaining Full-Time Status.

Case 1

Section 5.A – 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 withdrawal 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 2

Section 5.A – 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 withdraw 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 3
Section 5.B – 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 2.0 GPA prior to a second season in cross country (Section 4.F). 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 Section 4.D or 4.E prior to the subsequent spring season of outdoor track and field.

Case 4
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 26. The fall term at Community College A ends on December 20. Student-Athlete R drops to part-time status on December 4. 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 48 hours from the time of the drop. 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 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 Section 4.D or 4.E to be eligible for the subsequent spring term.

Case 5
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. Eleven hours of class start with the first day of the term and a 3-credit hour class starts on March 1. Student-Athlete R is thinking about withdrawing from the late start class on March 4. 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 6
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, 8-week sessions. The student is taking 3 hours during Summer session I and 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 II session 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.

ARTICLE V, SECTION 6 – 18 Calendar Months Non-Attendance Rule

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 6?

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 4.F, 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 4.F 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 (4.F). Documentation of this service must be included in the eligibility packet.

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 4.E. 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 x 3 = 36 credit hours with a 2.0 GPA. Once the student-athlete enrolls full-time after the 18-month break, he/she may no longer use this exemption.

Case 4
Section 6 – 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 4.F 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 4.F (second season requirement)?

ANSWER:

No. Section 6.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 4.F. However, he/she is exempt from Sections 4.D and E.

ARTICLE V, SECTION 7 – Number of Seasons of Participation

Case 1
Section 7.A – 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.

Case 2
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.

Case 3
Section 7.A – 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 4
Section 7.A – Eligibility of a Four-Year Institution Graduate

SITUATION:

Student-Athlete R, a graduate with a Bachelors 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 5
Section 7.A – Prep Schools- First year

SITUATION:

Student-Athlete R graduates from high school in May of 2011. During the 2011-2012 academic year he/she attends a prep school and participates in their basketball program and wishes to attend Community College A for the 2012-2013 year. Has he/she used a season of eligibility during the 2011-2012 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 2011-2012 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 6
Section 7.a – Prep Schools- Second Year

SITUATION:
Student-Athlete graduates from high school in May 2010. He enrolls in a NJCAA member college for the fall 2010 and spring 2011 academic term and participates in his first season of basketball. In the 2011 -2012 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 2012 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 their first year of post high school participation.

Case 7
Section 7.A – 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 a 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 8
Section 7.A – 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. (Refer to Section 4.H).

Case 9
Section 7.A – 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. (Refer to Section 4.H.)

Case 10
Section 7.A – 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. Section 4.H provides 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 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 11
Section 7.A – NJCAA College Offering Four-Year Degree

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 12
Section 7.A – 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 (Participates in soccer.)
Spring semester - enrolls in and passes 6-credit hours with a 2.50
Fall semester - enrolls in and passes 3-credit hours with a 3.00

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 2.00 GPA. Student-Athlete R does not need 24 semester hours because this will be the first season of participation in tennis.

Case 13
Section 7.B – 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 participation is considered the same as varsity participation.

Case 14
Section 7.B – 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 community college or a four-year institution, 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 because he/she did not actually 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 been 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 15
Section 7.B – 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 16
Section 7.B. – 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 17
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 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.

Case 18
Section 7.B – 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.

Case 19
Section 7.B – 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 2011 and spent that following academic year (2011-2012) 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 2011-2012 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 Section 4.F as well as the other eligibility rules for a non-United States citizen and transfer student.

Case 20
Transfer Tracking Form

SITUATION:

If you have a transfer student from another college (member or non-member) is there a form used to gather information from that college regarding the student-athlete's previous participation/non-participation?

ANSWER:

Yes. The Transfer Tracking Form, which is not mandated by the NJCAA, has been created for a member college to send to a student-athlete's previous college(s) to gather information regarding that student's previous participation or non-participation on a varsity, JV, club team, etc. This form is to be signed by the other college and if completed accurately by the college is a valid record of that student's participation. The student-athlete's word may be taken, however it is the NJCAA member college's responsibility to gather all information needed in determining the student-athlete's eligibility.

ARTICLE V, SECTION 8 – Hardships

Case 1
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 www.njcaa.org/schools. 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. Letter from the Athletic Director explaining the situation, circumstances, amount of participation, etc.,
2. All student-athlete's post-secondary/college transcripts,
3. Documented proof of the hardship (i.e., physician's statements, medical records, letters of verification from parents and others who are familiar with the case) and,
4. Printed 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 outdoor track and field meets of a 10-meet schedule prior to an injury. Student-Athlete R did not participate in any other scheduled meets until the last meet of the regular season schedule, the conference championship. Will Student-Athlete R qualify for an additional year of eligibility under the hardship rule if he/she enters an event at the conference championship meet and immediately drops from the event because of the original injury?

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 A to compete in four 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 four road races constitutes 50% 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 Post-Season 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 post-season 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 2011-2012 season and is injured. Student-Athlete R wants to participate for Community College A during the 2012-2013 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 2011-2012 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, ice hockey, 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 Article V, Section 19 – 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 a accumulation of 24 semester credit hours or 28/36 quarter credit hours with a 2.00 GPA or higher.

Case 9
Application of the Hardship Rule

SITUATION:

Student-Athlete R is injured and incapacitated during the third game of a 32-game schedule. The NJCAA 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. Beginning with August 1, 1996 those hardships awarded by the NJCAA will grant an entire season of participation back to the student-athlete.

Case 10
Application of the Hardship Rule

SITUATION:

While enrolled at Community College A, Student-Athlete R becomes ill and withdraws completely from college prior to the completion of the term. Prior to the term in which he/she withdrew, Student-Athlete R did not satisfy the provisions of Section 4.F. Will Student-Athlete R be granted a hardship based on the illness which prevented him/her from completing the term?

ANSWER:

No. Student-Athlete R will not be eligible to participate in a subsequent term because he/she was not academically successful prior to the hardship term. It should be noted that there will be no exceptions to Section 4.F; student-athletes must pass an accumulation of 24 semester or 28/36 quarter credit hours prior to a second season of competition.

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. How many contests must Student-Athlete R sit out during the hardship season?

ANSWER:

No contests. Hardship situations that occur after August 1, 1996 will not be required to sit out any games if the hardship is awarded.

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, the NJCAA will then review this approval to see if the student-athlete meets NJCAA guidelines. Approval from the four-year governing body must be granted prior to review by the NJCAA.

NOTE: 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 Section 8. Within the NJCAA, the term red-shirt would only refer to a student-athlete that **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).

ARTICLE V, SECTION 9 – Physical Exams

Case 1
Physical Examinations

SITUATION:

Community College A uses a player who did not pass a physical examination in compliance with this Section. 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 shall be subject to the penalty of Section 17.B.

Case 2
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, 2012. Will this physical exam meet the provision of Section 9 qualifying Student-Athlete R to compete in all sports for the 2012-2013 academic year?

ANSWER:

The physical examination date of March 15 will qualify Student-Athlete R to participate in those sports which have their first scheduled contest on or before March 15, 2012. It will be necessary for Student-Athlete R to be re-examined for those sports which begin their season schedule after March 15, or participation continues beyond the March 15th date.

Case 3
Physical Exams – 12 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 12 months after the original exam was given. In this case, the examination must be administered prior to September 15th of the current year to allow Student-Athlete R to continue his participation in men's soccer.

Case 4
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 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 5
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 V, SECTION 10.A – General Transfer Provisions

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 either of the following:

1. Contact the other college's athletic or compliance director and receive in writing a signed statement regarding the student's previous non-participation/participation; and/or
2. Send the Transfer Tracking form to the other college to complete and return back to Community College A. (This form is **not** mandatory to use by NJCAA member colleges – its purpose is to aid member colleges in determining previous collegiate participation. This form can be sent to member **and** non-member colleges and can be found on the website. Please be aware that this form is **not** a substitute nor serves the same purpose as the Transfer Waiver.)

COMMENT:

Please be aware that although verbal statements from other colleges regarding a transfer's eligibility may be helpful, however 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 reprimand, forfeitures and/or probation.

Article V, Section 1.F: "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.

Case 2

Section 10.A.1 – 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 within the first 15 calendar days 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. If the student-athlete does not meet this rule, Community College A may submit Student-Athlete R's case as a hardship using the appropriate hardship form found on the NJCAA website.

Case 3

Section 10.A.1 – 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 previous seasons. Student-Athlete R must satisfy the transfer rules of Section 10 even though he/she has graduated from Community College A.

Case 4

Section 10.A.2 – 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 may not 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 Section 4.D or 4.E prior to his/her transfer to Community College B.

Case 5

Section 10.A.2 – 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 seasons 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. Section 4.H provides for both fall and spring seasons 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 because Section 4.G and 10.A.6.

Case 6

Section 10.A.2 & 6 – Non-Member College Drops the Sport – Eligible to Participate?

SITUATION:

Student-Athlete R participates in basketball during the fall 2012 term at Four-Year Institution X during the 2012-2013 academic year. Four-Year Institution X drops the sport after the end of the fall 2012 term. Can Student-Athlete R transfer to a member college in the NJCAA and be eligible to participate in basketball during the spring 2013 term?

ANSWER:

No. Section 10.A.6 would still be applicable. Because the student-athlete was not enrolled full-time by the 15th calendar day of the fall 2012 term at the NJCAA member college to which he is transferring when the basketball season began, he would be ineligible for the spring 2013 term.

Only if the student-athlete transferred from an NJCAA member college who dropped the sport mid-season will be allowed to transfer and be immediately eligible. (Section 10.A.2.)

Case 7
Section 10.A.3 – Probation Period – Member Colleges

SITUATION:

Student-Athlete R is a football player at Community College A and participates in the first game of the 2012 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 2012 football season. Is Student-Athlete R immediately eligible to compete at Community College B during the 2012 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. As per Section 10.A.3 because Student-Athlete R participated before the term began and then decided to transfer, he would have to serve one entire season of probation which in this case it would be the 2012 season.

Case 8
Section 10.A.4 – Probation Period – Dressing for a Contest

SITUATION:

May Student-Athlete R dress for a home game while serving his/her probationary period?

ANSWER:

No. Section 1.E states that ineligible student-athletes may not dress. This rule also applies to those student-athletes serving probation – they are ineligible and may not dress for any athletic contest while serving their probationary period.

Case 9
Section 10.A.5 – Probationary Period – Full-time Status

SITUATION:

Are student-athletes who are serving probation because of not satisfying one of the transfer provisions in Section 10.B.1.b required to be enrolled full-time if he/she is academically eligible immediately after transferring?

ANSWER:

No. If the student-athlete is academically eligible but has not met one of the provisions in 10.B.1.b, he/she is not required to be full-time during his/her probation period. Only if a student-athlete is academically ineligible after transferring must be enrolled full-time at the college where he/she is serving the probation.

Case 10
Section 10.A.6 – Mid-Year Transfers of a Two-Term Sport – Ineligible

SITUATION:

Student-Athlete R attends Community College A during the fall 2012 as a full-time student and does not participate in intercollegiate sports. She transfers to Community College B after the end of the fall 2012 term and wishes to participate in swimming which is a two-term sport. Is she eligible to participate during the spring 2013 term if she meets all academic eligibility requirements in Section 4 and has a signed Transfer Waiver from Community College A?

ANSWER:

No. According to Section 10.A.6, Student-Athlete R needs 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.

Case 11
Section 10.A.6 – Two-term Sport (Basketball) Athlete Transferring after the end of the First Term

SITUATION:

Student-Athlete R attended Community College A during the fall 2012 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. There are 5 exceptions to this rule which can be located in Article V, Section 4.G.1-5. In this case Student-Athlete R does not meet one of these exceptions so he would remain ineligible for the spring term.

NOTE: This same ruling applies if the student-athlete attends and/or participates during the first term of a two-term sport at a four-year institution and then transfers to a NJCAA member college.

ARTICLE V, SECTION 10.B.1 – Transfers from a NJCAA Member College

Case 1
Ineligible Student Immediately After Transferring with a Transfer Waiver

SITUATION:

Student-Athlete R has a Transfer Waiver from Community College A in order to participate in basketball at Community College B in the following academic year. However, Student-Athlete R is ineligible for the fall term of basketball. How long is Student-Athlete R ineligible?

ANSWER:

Student-Athlete R because he/she is only academically ineligible for the fall term must be full-time during the fall term to reestablish his/her academic eligibility. Therefore if he/she after the end of the fall term satisfies Section 4.E.1or 4.E.2 and 4.F, he/she will be eligible for the spring term of basketball.

Case 2
Section 10.B.1 – Accumulation of Credits after Transferring

SITUATION:

Student-Athlete R attends Community College A during the fall and spring semesters of his/her first year of college. He/she does not participate in cross country during his/her first year of college enrollment; however he/she has already satisfied one of the five transfer provisions in Section 10.B.1.b. During the fall semester, Student-Athlete R passes 12 credit hours with a 2.00 GPA. Spring semester, Student-Athlete R passes only 10 of the 12 credit hours with a 2.00 GPA. Can Student-Athlete R transfer to Community College B and make up the 2-credit hours during the summer session so that he/she 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 (Section 4.E/4.F) at any college of his/her choice, including Community College B. If Student-Athlete R does not satisfy the provisions of Section 4.E by the 15th calendar day of the following fall term at Community College B, he/she will be ineligible during that fall term. A transcript from both Community College A and Community College B must be submitted with the eligibility forms to verify the eligibility of Student-Athlete R.

Case 3
Section 10.B.1 – Transfer of Credit Hours

SITUATION:

Student-Athlete R takes a 1-credit hour course at Community College A. After the semester he/she then transfers to Community College B. That 1-credit class at Community College A is worth 3-credit hours at Community College B. Can Community College B use 3-credit hours in establishing eligibility for Student-Athlete R?

ANSWER:

Community College B must first refer to Student-Athlete R's official transcript from Community College A. This official transcript should have the 1-credit hour class conversion of what that class's credit is worth at other institutions. If this conversion does not exist on the transcript, Community College B must contact the registrar's office at Community College A for this conversion.

Case 4
Section 10.B.1 – 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 may 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.

Case 5
Section 10.B.1 – Conversion of Semester and Quarter Credits

SITUATION:

Section 4.F requires that a student-athlete accumulate 24 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 x quarter credit hours = semester credit hours (2/3 x 36 quarter credit hours = 24 semester credit hours).
- The formula for **converting semester credits to quarter credits** is to multiply 3/2 x semester credits = quarter credit hours (3/2 x 24 semester credit hours = 36 quarter credit).
- **FYI: 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 can not make a student-athlete eligible. (This same case is located in Article V, Section 1.H.)

Case 6
Section 10.B.1 – Transfer from a Semester System to a Quarter System

SITUATION:
The following is the academic record of Student-Athlete R:

Fall semester - enrolls in and passes 15 semester credit hours with a 2.00 GPA.

Spring semester - enrolls in 12 and passes 10 semester credit hours with a 2.50 GPA on the 10 passing credit hours.

If Student-Athlete R transfers to Community College B which operates on the quarter system does he/she satisfy the provision of Section 4.F?

ANSWER:
Yes. Student-Athlete R passed an accumulation of 25 semester hours, which computes to 37.5 quarter hours to meet the provisions of Section 4.F. Multiply the 25 semester hours and those quality points by 3/2 to calculate the equivalent quarter hours. Likewise you must multiply the 1 full-time semester by 3/2 to calculate the equivalent of quarters: 1.5 quarters.

Case 7
Section 10.B.1 – Transfer from a Quarter System to a Semester System

SITUATION:
The following is the academic record of Student-Athlete R:

Fall semester - attends Community College A, enrolls in and passes 12 credits while participating in his/her first season in cross country.

Winter quarter - attends Community College B, enrolls in 12 credits and passes 10 credits with a 2.00 GPA.

Spring quarter - attends Community College B, enrolls and passes 12 credits with a 2.00 GPA.

If Student-Athlete R transfers back to Community College A, will he/she be eligible to participate in a second season of cross country?

ANSWER:
Yes. Student-Athlete R passed 12 credit hours in the previous full-time term with a 2.00 GPA to satisfy the requirements of Section 4.E. Additionally Student-Athlete R meets the second season requirements of Section 4.F by accumulating 24 semester credits prior to a second season. [12 semester credit hours + (22 quarter credit hours x 2/3 = 14.67 semester hours) = 26.6 semester credit hours.] (Refer to **Case 5 - Conversion of Semester and Quarter Credits** above.)

Case 8
Section 10.B.1 – Accumulation of Semester Credits and Quarter Credits

SITUATION:
Student-Athlete R attends Community College A which awards quarter credit hours. At the completion of three quarters, all of which included enrollment in 12 or more credit hours, Student-Athlete R passed an accumulation of only 21 quarter credit hours. If Student-Athlete R attends summer school at a four-year institution which offers semester credits, how many semester credit hours does he/she need to be eligible for the following fall quarter at Community College A, to participate in a second season?

ANSWER:
Student-Athlete R will be required to take at least 10 semester credits at the four-year institution: (10 semester x 3/2 = 15 quarter credit hours). These 15 added to the original 21 make 36, meeting the provisions of Section 4.F.

Case 9
Section 10.B.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:
Although the NJCAA would prefer to receive official transcripts for the obvious reasons, the NJCAA does not mandate the requirement for official transcripts. Official and unofficial transcripts as well as grade reports may be used for eligibility purposes.

Case 10
Section 10.B.1 – Transfer Student-Athlete who accumulates enough Credits Prior to a Second Season

SITUATION:
The following is the academic record of Student-Athlete R:

Fall quarter - attends Community College A, enrolls in and passes 12 credits with a 2.00 GPA. (Participates in football, 1st season.)

Winter quarter - attends Community College B, enrolls in 12 credits and passes 10 credits with a 2.00 GPA.

Spring quarter - attends Community College C, enrolls in and passes 14 credits with a 2.00 GPA.

If Student-Athlete R transfers to Community College D, is he eligible to participate in a second season of football competition at the beginning of the fall term?

ANSWER:
Student-Athlete R does satisfy the provisions of Sections 4.E and 4.F prior to his transfer to Community College D. However, Student-Athlete R must also satisfy one of the transfer provisions of Section 10.B.1.b.

Case 11
Section 10.B.1 – 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 under Section 4.F. 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 provisions of Section 4.F 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 Section 4.F prior to the start of his/her second season. If Student-Athlete R does not satisfy the provisions of Sections 4.E and 4.F, he/she will be ineligible during the fall term even if he/she has already satisfied one of the five provisions in Section 10.B.1.b. If Student-Athlete R has not also satisfied one of the provisions in section 10.B.1.b then he/she must serve one season of probation. Transcripts from both Community College A and Community College B are required in order to determine his/her eligibility. (Refer to Article V, Section 1.G for Summer School Attendance and Section 10.B.2 for Academic Probation Requirements.)

Case 12
Section 10.B.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, 1st 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 athletics during the following fall semester?

ANSWER:

Student-Athlete R is academically eligible at Community College C prior to his/her second season of participation. He/she must also satisfy one of the transfer provisions of Section 10.B.1.b as a transfer from both Community College A and B and if one of these provisions is not met he/she must serve a probationary period of one entire season in that sport.

Case 13
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 4 credit hours with 2.00 GPA.

If Student-Athlete R transfers to Community College C for the beginning of the following fall semester, will he/she have to transfer under one of the provisions of Section 10.B.1.b?

ANSWER:

Yes. Student-Athlete R's last full-time attendance was at Community College A and therefore will need to satisfy one of the five provisions of Section 10.B.1.b as a transfer from Community College A and if one of the provisions is not met, he/she must serve one season of probation. His/Her attendance at Community College B will not affect his/her eligibility as a transfer other than the credits earned during the summer session can only be added to his/her overall accumulation that will enable him/her to satisfy the provisions of Sections 4.E and 4.F. A transcript from both Community College A and B will be required with the eligibility form.

Case 14
Section 10.B.1.b.i – Double Transfer from a Member College that <u>does not</u> have the Sport

SITUATION:

Student-Athlete R initially attends Community College A during the fall 2011 semester. While at Community College A, Student-Athlete R competes in volleyball. Student-Athlete R attends Community College B the following spring 2012 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 2012 term?

ANSWER:

Yes, Student-Athlete R's would need a Transfer Waiver only from Community College A because this is a member college that has the sport of volleyball that she participated at and was enrolled full-time within the last academic year. She would not need a Transfer Waiver from Community College B because of not having a volleyball program. However, if Community College B had the sport of volleyball then Student-Athlete R would need two Transfer Waivers because of her full-time attendance at two different colleges during the last year. She will also be required to satisfy the academic provisions of Sections 4.E and 4.F. If she does not obtain a Transfer Waiver from Community College A she must serve one season of probation at Community College C.

Case 15
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 **all** of the following apply:

The school he/she is transferring from is an NJCAA member college,

and

The member college has the sport (regardless of participation),

and

The student-athlete was full-time at his/her previous school within the last academic year.

Case 16
Transfer Waiver Do's and Don'ts

If you have a student-athlete who has transferred from a member college who is required to have a Transfer Waiver from that member college and your college has not received the Transfer Waiver, that student-athlete is ineligible for all competition until your college receives that document from the previous college.

It is highly suggested by the National Office to keep a student-athlete from participating until you have received the signed Transfer Waiver complete with all signatures (athletic director and president) from the other college. Verbal approvals of the Transfer Waiver are not compliant with the rule.

If a student-athlete participates before receiving the Transfer Waiver, all games are required to be forfeited because all member college transfers must be academically eligible **and** meet one of the 5 provisions as listed in Article V, Section 10.B.1.b. The Transfer Waiver is the 2nd provision.

As you know if a student-athlete does not receive a Transfer Waiver, he/she is required to serve one entire season of probation. Please refer to the cases in the Handbook concerning the Transfer Waiver, eligibility, and probation.

Case 17
Section 10.B.1.b.ii – Transfer Student-Athlete who uses the Transfer Waiver Form

SITUATION:

Student-Athlete R attends Community College A for one full year (two full-time semesters) and participates in basketball. At the end of the year, Student-Athlete R has an accumulation of 24 semester credits, with a 2.75 GPA. Is Student-Athlete R eligible to transfer to Community College B at the beginning of the following fall semester and participate in basketball?

ANSWER:

Yes. ***If*** Community College A agrees to sign the Transfer Waiver, Student-Athlete R will be immediately eligible because he/she has satisfied the provisions of Sections 4.E and 4.F.

Case 18
Section 10.B.1.b.ii – Transfer Student-Athlete (non-participant) who uses the Transfer Waiver Form

SITUATION:

Student-Athlete R attends Community College A for one full year (two full-time semesters) the college offers the sport of baseball but the student-athlete did not participate. At the end of the year, Student-Athlete R has an accumulation of 24 semester credits, with a 2.75 GPA. Is Student-Athlete R eligible to transfer to Community College B at the beginning of the following fall semester and participate in baseball?

ANSWER:

Yes. ***If*** Community College A agrees to sign the Transfer Waiver, Student-Athlete R will be immediately eligible because he/she has satisfied the provisions of Sections 4.E.

NOTE: Transfer Waivers are needed when the college is a member of the NJCAA, offers the sport (regardless of participation), and if the student-athlete was enrolled full-time at that member college.

Case 19
Section 10.B.1.b.ii – Transfer Student-Athlete who was Part-Time in Previous Term

SITUATION:

The following is the academic record of Student-Athlete R:

Fall semester at Community College A - enrolls and passes 12 credit hours with a 2.00 GPA.

Spring semester at Community College B - enrolls and passes 13 credits hours with a 3.00 GPA. (Participates in first season of baseball.)

Fall semester at Community College C - enrolls part-time in 11 hours.

What are the requirements for Student-Athlete R to be eligible at Community College D the following spring semester for his second season?

ANSWER:

Student-Athlete R must satisfy the following rules:

1. Satisfy one of the four provisions of Section 4.E.
2. Satisfy Section 4.F: earned 24 semester hours with a 2.0 GPA.
3. A Transfer Waiver from Community College A depends on if that college has baseball because he was full-time at a member college within the last academic year.
4. Secure a Transfer Waiver from Community College B because this college was his term of full-time attendance and participation.

NOTE: A Transfer Waiver from Community College C is not required because Student-Athlete R was a part-time student (11 credit hours).

Case 20
Transfer Waiver and Break of Enrollment

SITUATION:

Student-Athlete R attended Community College A during the 2010-2011 academic year as a full-time student and *did not* participate in any sport; Community College A has the sport of men's basketball. He did not attend any college during the 2011-2012 academic year. Now he is looking to transfer to Community College B for the 2012-2013 academic year and wants to participate as a first season athlete on the men's basketball team. Does he need a Transfer Waiver signed by Community College A to participate at Community College B?

ANSWER:

No, in this case a Transfer Waiver is not needed from Community College A because he attended this college over one academic year ago. Student-Athlete R's non-attendance would be considered as serving one entire season of probation.

NOTE: Transfer Waivers are needed when the college is a member of the NJCAA, offers the sport (regardless of participation), and if the student-athlete was enrolled full-time at that member college.

Case 21
Section 10.B.1.b.ii – Transfer Waiver Not Required after Sitting Out One Calendar Year

SITUATION:

Student-Athlete R attends and participates at Community College A for one season for Community College A. Student-Athlete R then sits out one academic year, without attending any collegiate institution. If Student-Athlete R then attends Community College B in the third year, does he/she need a Transfer Waiver?

ANSWER:

No, because Student-Athlete R's year of non-attendance would be considered as serving one entire season of probation and is not required to have a signed a Transfer Waiver from Community College A.

Case 22
Section 10.B.1.b.ii – Multiple Transfer Student-Athletes; Transfer Waiver Required

SITUATION:

Student-Athlete R attends fall semester at Community College A as a full-time student then Student-Athlete R transfers to Community College B and participates in baseball. The following year, Student-Athlete R transfers to Community College C for the fall term as a full-time student. What requirements must be met for Student-Athlete R to be eligible to participate in baseball at Community College C the following spring semester?

ANSWER:

Student-Athlete R must have an accumulation of 24 credit hours with a 2.00 GPA or higher prior to his/her second season of competition. A Transfer Waiver is required from those member colleges that have the sport (regardless of participation) and where the student-athlete attended full-time. Therefore if both colleges have the sport of baseball, he would need Transfer Waivers from both colleges since he was full-time at both schools.

Case 23
Section 10.B.1.b.ii – Using Summer School to Make Up Deficient Credits & Transfer Waiver

SITUATION:

Student-Athlete R attends Community College A during the fall semester and passes 12 credit hours with a 1.50 GPA. Spring semester, Student-Athlete R enrolls in 12 credits and passes eight (8) credits with a 2.00 GPA. Student-Athlete R returns to his/her home during the summer and enrolls and passes four (4) credits with a 2.00 GPA in his/her home district Community College B. Is Student-Athlete R eligible the following fall semester if he/she transfers to Community College C?

ANSWER:

Student-Athlete R does satisfy the provisions of Section 4.E.2 as a first season student-athlete. Student-Athlete R must also satisfy one of the transfer provisions of Section 10.B.1.b. The Transfer Waiver must come <u>only</u> from Community College A where the student-athlete was full-time within the last year. If the Transfer Waiver is not obtained the student-athlete must serve one season of probation which would be served at Community College C.

Case 24
Transfer Waiver – Fall Sport Example: College without the Sport – One Waiver

SITUATION:

Student-Athlete R attends the fall 2012 semester at Community College A as a full-time student and participates as a member of their cross country team. Student-Athlete R then transfers to Community College B as a full-time student for the spring 2013 term. Community College B does not have a cross country program. Student-Athlete R earned 12 credit hours with a 2.00 GPA from both the fall 2012 and spring 2013 terms. Is it possible for Student-Athlete R to transfer to Community College C for the following fall 2013 term and not be required to serve a probationary period?

ANSWER:

Student-Athlete R would be required to have a Transfer Waiver from Community College A where he/she was full-time and participated within the last academic year. A Transfer Waiver is not needed from Community College B because that college does not offer a cross country program. Student-Athlete R must also meet the requirements of Section 4.E and 4.F to be immediately eligible.

NOTE: If Community College B has the sport of cross country then the student-athlete would need Transfer Waivers from both Community College A and Community College B.

Case 25
Transfer Waiver – Football Example – One Waiver

SITUATION:

Student-Athlete R, a football player, attends full-time and participates at Community College A during the fall 2011 term. After the fall term is over he transfers to Community College B for the spring 2012 term that does not have the sport of football. Then he transfers to Community College C for the fall 2012 term and wishes to compete in his second season. Does he need a Transfer Waiver and if so from one or both colleges?

ANSWER:

Student-Athlete R would need one Transfer Waiver from Community College A because of the following:

1. He was full-time and participated at that college within the last academic year.
2. Community College A is a member college.
3. Community College A has the sport of football.

NOTE: If Community College B had the sport of football *and* the student-athlete was full-time during the spring 2012 term, he would have also needed a Transfer Waiver from this college, therefore needing two Transfer Waivers to be eligible for participation at Community College C in the fall 2012 season: one from Community College A and one from Community College B.

Case 26
Transfer Waiver – Fall Sport Example: Full-time, Part-time – One Waiver

SITUATION:

Student-Athlete R is a soccer player at Community College A and participates during the fall 2011 term. He/she transfers to Community College B for the spring 2012 term and is a part-time student. Now he/she wants to participate during the fall 2012 term at Community College C and play soccer. If Student-Athlete R meets all academic eligibility requirements in Section 4, does he/she still need a Transfer Waiver? If yes, from which college(s)?

ANSWER:

Yes. Student-Athlete R would need one Transfer Waiver only from Community College A since he/she participated and attended there full-time within the last academic year.

NOTE: If Student-Athlete R had been full-time during the spring 2012 term at Community College B and the college has the sport, he/she would also need a Transfer Waiver from this college resulting in two Transfer Waivers, one from each institution.

Case 27
Transfer Waiver – Spring Sport Example – Two Waivers

SITUATION:

Student-Athlete R is a baseball player for Community College A in the fall and does not participate, however he was full-time. He transfers to Community College B in the spring and participates in his first season having received a Transfer Waiver from Community College A. After the spring term he then transfers to Community College C for the fall and spring terms. Does he need a Transfer Waiver in this case?

ANSWER:

Yes. He needs a Transfer Waiver from both Community College A and B because he attended both colleges as a full-time student within the last academic year and both schools have the sport.

Case 28
Transfer Waiver – Spring Sport Example – Part-time – No Waiver

SITUATION:

Student-Athlete R is part-time in the fall at Community College A. She is a softball player who transfers after the end of the fall term to Community College B. Does she need a Transfer Waiver to participate in the spring at Community College B?

ANSWER:

No. She has not participated previously and she was not full-time in the fall term at Community College A therefore she does not need a Transfer Waiver even though the college has the sport. However, if she was full-time in the fall then she would need a Transfer Waiver from Community College A.

Case 29
Transfer Waiver – Two-Term Sport Example – One Waiver

SITUATION:

Student-Athlete R, a basketball player, attends Community College A during the fall term and participates in her first season. After the end of the fall term she transfers to Community College B for the spring term and is ineligible to participate because she was not enrolled full-time at Community College B by the 15th calendar day of the fall term when the sport started. If she remains at Community College B for the following season, does she need a Transfer Wavier from Community College A?

ANSWER:

Yes. She will need a Transfer Waiver from Community College A because she was full-time and participated at that college within the last academic year. Even if she did not attend a member college during the spring term she would still need a Transfer Waiver from Community College A for the same reasons.

Case 30
Section 10.B.1.b.iii – Transfer Student-Athletes within a Community College District

SITUATION:

Within a Community College District are several NJCAA member colleges. All of the colleges have their own athletic programs. Can student-athletes transfer from one college to the next within the district and be eligible to participate in athletics if the student-athlete has never previously participated?

ANSWER:

Yes. Student-athletes that transfer within a Community College District must satisfy one of the transfer provisions of Section 10.B. Any student-athlete that does not meet the academic requirements and one of the provisions for transfer must serve one season of probation.

Case 31
Section 10.B.1.b.iii – Home District

SITUATION:

Student-Athlete R attends Community College A for one year and does not participate in basketball, or any other NJCAA sponsored sport. At the end of the first year, Student-Athlete R wishes to transfer back to a college within his/her home district. Within the home district/county two or more NJCAA member colleges exist. Which Community College is considered the home district college?

ANSWER:

The NJCAA member institution that is geographically closest would be the one and only member college that Student-Athlete R may transfer back to, without requiring an NJCAA Transfer Waiver form. Student-Athlete R would also be required to be academically eligible as per Section 10.B.1.a.

Case 32
Section 10.B.1.b.iii – Multiple NJCAA Institutions within Home County

SITUATION:

Within a large metropolitan area, six NJCAA member colleges exist. The entire metro area is contained within one county. How does Student-Athlete R determine which college is his/her home district college?

ANSWER:

The closest NJCAA member college to the student-athlete's home is his/her home district college.

Case 33
Section 10.B.1.b.iii – Home District, County, or Service Area College

SITUATION:

How does a student-athlete determine which college is his/her home district, county, or service area college?

ANSWER:

The following definitions are to be used for determining a student-athlete's home district, county, or service area college.

Home Domicile – Is the student's home at the time of high school graduation.

Home District College - A determined geographical area in which a college serves, and the student's home domicile is located within this district.

County Community College - The college which uses the county boundaries for the students it serves and the student's home domicile is located within that county.

Service Area College - The closest NJCAA member college to the student's home which is located within the same state provided the location of the student's home domicile is not part of a county or district community college.

NOTE: The home district/service area clause is based upon an athletic and/or educational opportunity. Therefore, the home of a student-athlete may be located within an area serviced educationally by a non-member community college. In this instance, a student-athlete may not have a home district/service area NJCAA member college.

Case 34
Section 10.B.1.b.iii – Service Area College

SITUATION:

Student-Athlete R lives within ten miles of a state border. Community College A is located 50 miles from Student-Athlete R's home domicile in an adjoining state. Can Community College A be considered Student-Athlete R's service area college?

ANSWER:

Yes. It can be considered Student-Athlete R's service area college provided Community College A shows proof that it serves students from the area where he/she resides and there is no community college closer to the home. The college must have published material identifying the areas it services.

Case 35
Section 10.B.1.b.iii – Area with no NJCAA Member College

SITUATION:

In the following situations, Student-Athlete R would not be able to utilize the NJCAA home district/service area exceptions.

1. Student-Athlete R lives and attends high school in a state that does not have a NJCAA member college.
2. The home domicile and high school for Student-Athlete R is 300 miles from the nearest NJCAA member college, and is not located within the same county as any NJCAA member college.
3. Student-Athlete R lives and graduates from high school in a large metropolitan area that does not have a NJCAA member college. The closest NJCAA member college is 80 miles away. Several community colleges exist within this metro area, but none have athletics or join the NJCAA.

NOTE: Remember the home district clause is based also upon an educational opportunity, not just athletic opportunity.

Case 36
Article V, Section 10.B.1.b.iv and Article VIII, Section 5 – New Athletic Program and Home District

SITUATION:

Community College B is starting a new athletic program in four sports for the 2011-2012 academic year. Student-Athlete R who has been attending Community College A for the 2010-2011 academic year and played soccer desires to transfer to Community College B which is in his/her home district. He/she has signed a Letter of Intent to return back to Community College A for his/her second year and season in soccer. What forms must Student-Athlete R obtain and how is this Letter of Intent related to the home district issue?

ANSWER:

Community College B must respect the signing of Student-Athlete R's Letter of Intent to return back to Community College A for his/her second year. Until the student-athlete is released by Community College A, Student-Athlete R is not recruitable by any NJCAA member college. The only form that Student-Athlete R must have in order to participate immediately at Community College B is the Release Agreement. Now, any student-athlete who has signed a Letter of Intent at a member NJCAA college must be released in order to participate at another member college because the home district rule has been deleted from Article VIII, Section 5.A. **There is no bylaw that exempts a student-athlete from the Release Agreement.**

Student-Athlete R does not need the Transfer Wavier from Community College B because she will be attending a college in her home district that is offering a new athletic program.

ARTICLE V, SECTION 10.B.2 – Transfer Probation Period

Case 1
Requirements for Probation

SITUATION:

Student-Athlete R is required to serve a probationary period of one entire season at Community College B as a result of transferring without satisfying one of the five provisions in Section 10.B.1.b immediately after transferring. The basketball season spans over both terms of the year. Can Student-Athlete R begin participation on the basketball team at any time during the season?

ANSWER:

No. Student-athletes serving a probationary period of one season are ineligible until they serve the required time which includes the regular and post seasons during the term of probation. The student-athlete, although ineligible, may practice with the team and may sign an NJCAA Letter of Intent over the course of his/her probationary period. However, the student-athlete may not dress for any competition (Section 1.E). (Refer to Section 10.A.3-5 for more probation information.)

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. The requirements of Section 10.B do not apply to such a student-athlete. The grades which were attained at Community College A are of no consequence and will not affect the student-athlete's opportunity to compete in the intercollegiate athletic program at Community College B. (Refer to Section 10.A.3-5 for more probation information.)

Case 3
Transfer Student-Athlete – Probation Requirements

SITUATION:

Student-Athlete R initially enrolls at Community College A for the 2011-2012 academic year. 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 2012-2013 academic year and participate in his first season of basketball. If Community College A refuses to sign a Transfer Waiver what is the length and terms of the probation period for Student-Athlete R?

ANSWER:

Student-Athlete R must sit out one entire season of participation. Student-Athlete R would be ineligible for basketball during the 2012-2013 academic year at Community College B. If the student is also academically ineligible, he/she must be full-time during their probationary period. (Refer to Section 10.A.3-5 for more probation information.)

Case 4
Section 10.B.2 – Probationary Period – Fall Sport Example

SITUATION:

Student-Athlete R is a volleyball player for Community College A and participates during the fall 2011 season. She transfers to Community College B for the fall 2012 season. Community College A will not sign a Transfer Waiver for Student-Athlete R and she needs this waiver to be immediately eligible. What is the probationary period for Student-Athlete R since she has not received a Transfer Waiver?

ANSWER:

Student-Athlete R must serve a probationary period of one entire season of volleyball which in this case would be the fall 2012 and spring 2013 seasons. The student-athlete would need to be full-time during this term of probation only if she is academically ineligible after transferring to Community College B.

Case 5
Section 10.B.2 – Probationary Period – Two-Term Sport Example

SITUATION:

Student-Athlete R is a basketball player for Community College A during the 2011-2012 season and participates. He/she attended Community College A the entire academic year and decides to transfer to Community College B for the 2012-2013 season. Because Student-Athlete R was full-time and participated at Community College A, he/she must receive a signed Transfer Waiver from Community College A to be immediately eligible to compete during the 2012-2013 season. What is the probationary period for Student-Athlete R due to not receiving a Transfer Waiver from Community College A?

ANSWER:

Student-Athlete R must serve one season of probation which in this case would be the entire 2012-2013 basketball season. The student-athlete would also need to be full-time during this term of probation only if he/she is academically ineligible immediately after transferring.

Case 6
Section 10.B.2 – Probationary Period – Two-Term Sport Example – Mid-Year Transfer

SITUATION:

Student-Athlete R wrestled for Community College A during the fall 2011 term and wants to transfer to Community College B for the spring term. He is not eligible for the spring 2012 term in wrestling at Community College B due to Article V, Sections 4.G and 10.A.6. He will remain at Community College B for his second season (2012-2013) of wrestling. He will need a Transfer Waiver from Community College A because he was full-time and participated within the last academic year prior to transferring; however Community College A will not sign a Transfer Waiver. What is the probationary period for Student-Athlete R since he did not receive a Transfer Waiver?

ANSWER:

Student-Athlete R must serve one season of probation in wrestling. Student-Athlete R's one season of probation will be served during the spring 2012 and fall 2012 terms. Student-Athlete R can become eligible in spring 2012 if he meets the academic requirement in 4.E and 4.F.

Case 7
Section 10.B.2 – Probationary Period – Mid-Year Transfer – Fall Golf

SITUATION:

Student-Athlete R is a women's golfer at Community College A. The main season in golf at Community College A is in the fall where golfers qualify for spring nationals. Student-Athlete R participates in fall golf season during the fall 2012 term and then transfers to Community College B for the spring term. Community College B's main season in golf is in the spring. Student-Athlete R will need a Transfer Waiver from Community College A, however the college will not sign a waiver. Is Student-Athlete R eligible to compete during the spring golf season at Community College B without the Transfer Waiver? What is the probationary period for Student-Athlete R if she needs a Transfer Waiver?

ANSWER:

First, Student-Athlete R will need a Transfer Waiver from Community College A because she participated and was a full-time student prior to transferring to Community College B. Fall and spring golf may be considered as two different sports, however a Transfer Waiver is needed to be immediately eligible in this case.

Secondly, since Community College A will not sign a Transfer Waiver, Student-Athlete R must serve one season of probation. The season of probation must be served during the official season of the sport. Therefore Student-Athlete R's probationary period will be the spring 20131 term as this is the official season for Community College B.

Case 8
Section 10.B.2 – Probationary Period – Fall Baseball Example

SITUATION:

Student-Athlete R is a baseball player at Community College A and participates during the fall baseball season during the fall 2012 term. He transfers to Community College B for the 2013 spring season. He needs a signed Transfer Waiver from Community College A, however the college will not sign the waiver. What is the probationary period for Student-Athlete R because he did not receive a Transfer Waiver?

ANSWER:

Student-Athlete R's probationary period consists of serving one season of probation (The season of probation must be served during the official sport season). The official season for baseball is spring; therefore student-athlete R's probationary period would be the spring 2013 season.

Case 9
Section 10.B.2 – Probationary Period – Spring Sport Example

SITUATION:

Softball player, Student-Athlete R, participates at Community College A during the spring 2012 term then transfers to Community College B for the fall 2012 term. She must have a Transfer Waiver from Community College A to participate during the next year at Community College B but Community College A will not sign this waiver. What is the probationary period for Student-Athlete R due to not receiving a Transfer Waiver?

ANSWER:

The season of probation must be served during the official sport season; therefore her probationary period would be the spring 2013 term.

Case 10
Section 10.B.2 – Ineligible Transfer – Probationary Period

SITUATION:

Student-Athlete R attends Community College A during the fall 2012 term and attempts 15 credits passing 7 credits with an associated GPA of 2.25. Student-Athlete R transfers to Community College B at the end of the fall term and wants to play baseball. If the student has a Transfer Waiver from Community College A is he eligible to play baseball during the spring 2013 season?

ANSWER:

No, Student-Athlete R is not eligible for the spring 2013 baseball season as he has transferred as an ineligible student-Athlete. As an ineligible transfer he must be enrolled full time completing a 16 week term and meeting the academic requirements of Article V Section 4.E.1 or 4.E.2.

ARTICLE V, SECTION 10.C – Transfers from Non-Member NJCAA Colleges

Case 1
Requirements Prior to a Second Season

SITUATION:

Student-Athlete R attends a four-year non-member college institution fall semester and passes 10 semester credit hours after initially enrolling in 12 credit hours. Student-Athlete R participated in football during the fall semester. Spring semester, Student-Athlete R passes 12 semester credits with a 3.00 GPA. If Student-Athlete R transfers to Community College A at the beginning of the fall semester, will he be eligible to participate in a second season of football competition?

ANSWER:

No. Section 4.F requires student-athletes to have accumulated a minimum of 24 semester credit hours with a 2.00 GPA or higher prior to a second season of competition. Student-Athlete R would be eligible for a first season of competition in any other sport at Community College A because he does satisfy the provisions of Section 4.E. As per this Section, because the student-athlete is ineligible, he must serve a 16-week probationary period, be enrolled full-time and pass 12 hours with a 2.0 GPA to be eligible in the future.

Case 2
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 6 credits with a 3.00 GPA; participates in baseball.

Fall semester - attends Community College A, enrolls and passes 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. If 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 will be eligible to participate. The 6-credit hours taken during the fall semester at Community College A can be used for satisfying the provisions of Sections 4.E.2 and 4.F.

Case 3
Eligible Transfer Student-Athlete based on Accumulation of Credits

SITUATION:

Student-Athlete R enrolls at Four-Year Institution X and earns the following credits:

Fall semester - enrolls in 12 semester credits and passes 4 credits with a 1.75 GPA and does not participate.

Spring semester - enrolls in and passes 12 semester credits with a 2.00 GPA and participates in tennis.

Summer session - enrolls in 8 semester credits and passes all 8 credits with a 2.00 GPA.

Student-Athlete R transfers to Community College A at the beginning of the fall term and enrolls in only 4-credit hours. Is he/she eligible to participate in athletics the following term?

ANSWER:

Yes. Student-Athlete R is eligible for athletic competition in a spring sport, including tennis. Student-Athlete R has an accumulation of 24 semester credit hours prior to his/her transfer to Community College A.

Case 4
Summer School and the Accumulation of Credits

SITUATION:

The following is the academic progress of Student-Athlete R:

Fall quarter - attends Four-Year Institution X, enrolls in 12 quarter credit hours and passes 9 credit hours with a 2.00 GPA; does not participate.

Winter quarter - attends Four-Year Institution X, enrolls in and passes 12 quarter credit hours with a 2.00 GPA.

Spring quarter - attends Four-Year Institution X, enrolls in 12 quarter credit hours and passes 10 credit hours with a 2.00 GPA.

Student-Athlete R transfers to Community College A and during the summer session, passes 5-quarter credit hours with a 3.00 GPA. Is Student-Athlete R eligible to participate in athletics at Community College A the following fall semester based on his/her accumulation of 36 quarter credits?

ANSWER:

Yes. Student-Athlete R has satisfied the provisions of Sections 4.E and 4.F prior to his/her enrollment in full-time work at Community College A. Part-time credits earned at any college can be used for the total accumulation of credits which a student-athlete may need for eligibility purposes. Transcripts from both the Four-Year Institution X and Community College A will be required with the eligibility form.

Case 5
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 9 credit hours with a 2.00 GPA; does not participate.

Spring semester - attends Four-Year Institution X, enrolls in 12 credit hours and passes 9 credit hours with a 2.00 GPA; does not participate.

Summer session - attends Community College A and enrolls and passes 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 eligible based upon Section 4.E.2 - two previous full-time terms with an accumulation of 24 semester credit hours with a 2.00 GPA or higher.

Case 6
Double Transfer – Community and Four-Year Institution

SITUATION:

Student-Athlete R attends Community College A during the fall and winter quarter of his/her first year of college. Both quarters, Student-Athlete R enrolled in 12 credit hours and passed only 10 credit hours during each term. The following spring quarter Student-Athlete R transfers to Four-Year Institution X. At the completion of the spring quarter, Student-Athlete R passed 12 quarter credit hours with a 2.00 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 from Community College A be necessary?

ANSWER:

Student-Athlete R is an eligible transfer from Four-Year Institution X (4.E.1) and therefore will be immediately eligible for a first season of competition in a given sport. He/she would not be eligible for a second season because he/she does not have 36 quarter credit hours to meet the requirements of 4.F. Student-Athlete R will not be required to obtain a Transfer Waiver form from Community College A because he/she was a full-time student at the Four-Year Institution the term previous to his/her transfer.

Case 7
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:

No. Student-Athlete R does not meet the second season requirements set forth in Section 4.F. The conversion leaves Student-Athlete R with 20 semester hours or 30 quarter hours depending upon which conversion is used. Because this student-athlete is ineligible, he/she must serve a 16-week probationary period and be enrolled full-time while earning 12 hours with a 2.0 during that term. (Refer to Section 1.H for conversion of credits.)

Case 8
Section 10.C.1. – Double Transfer Involving a Four-Year Institution

SITUATION:
The following is the academic record of Student-Athlete R:

Fall semester - attends Community College A, enrolls in 15 credits and passes 12 credits with a 3.00 GPA; participates in football.
Spring semester - attends Four-Year Institution X, enrolls in 14 semester credits and passes 7 credits with a 2.00 GPA.
Summer session - attends Community College B, enrolls in and passes 5 semester credits with a 3.00 GPA.

If Student-Athlete R transfers to Community College C, will he be immediately eligible?

ANSWER:
Student-Athlete R needs an accumulation of 24 semester hours with a 2.00 GPA or higher to be immediately eligible at Community College C. With the 5-credit hours which Student-Athlete R earned during the summer session, he will be eligible upon transfer to Community College C. Student-Athlete R is considered a transfer from a four-year institution because his last attendance in 12 or more credit hours was at the four-year institution. Transcripts from all previous colleges will be required when the NJCAA eligibility form is certified.

Case 9
Section 10.C.2. – Probation Period for Ineligible Transfer from a Four-Year Institution

SITUATION:
Student-Athlete R initially enrolls in Four-Year Institution A for the fall 2011 term. After attending both the fall 2011 and spring 2012 semesters and participating in basketball, Student-Athlete R would like to transfer to Community College B for the fall semester, 2012. If Student-Athlete R transfers as being ineligible, what is the length of his/her probation period?

ANSWER:
The length of the probation period for ineligible transfers from a four-year college/university is 16 calendar weeks, and the completion of one academic term and meeting the requirements of Article V Section4.E.1 or 4.E.2. If the student-athlete does not satisfy Section 10.C.2, he/she must repeat the 16-week probationary period and remains ineligible until he/she satisfies this rule.

Case 10
Section 10.C.2. –Transcripts, Grade Reports from a Four-Year 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 transcript is necessary to verify Student-Athlete R's academic standing at the four-year institution. Grade reports or unofficial transcripts are also accepted by the member college to determine the student-athlete's eligibility. The student-athlete will remain ineligible until the grades are received by the college.

ARTICLE V, SECTION 11.A.8.c.v – Participation With Professionals

Case 1

SITUATION:
Student-Athlete R plays in the Metro X Pro-Am Summer Basketball League. He does not receive any compensation for competing in the pro-am league but there are professional basketball players who participate in the league as well as on his team. Does student-Athlete R forfeit his NJCAA amateur status by participating in this league?

ANSWER:
If the league or team calls itself professional and/or the league or team is paying some of the players participating then yes the player would lose their NJCAA amateur status and not be permitted to participate in the sport of basketball in the NJCAA. If the Pro-Am league and or team is not paying the players but some of the players are professional then yes the non-paid player would maintain their amateur status with the NJCAA.

ARTICLE V, SECTION 11.B – Rules Governing Amateur Status

Case 1
Section 11.B.1 – Winning a Contest for Cash Prizes

SITUATION:

Community College A has a half court shot contest during a women's basketball game. A men's basketball player from Community College A is chosen as one of the contestants. May the men's basketball player from Community College A accept prize money of $100 should he win the shooting contest and retain his eligibility within the NJCAA?

ANSWER:

No. Because the contest is based on basketball skill, and the individual selected was a men's basketball player, he could either accept the prize money/gift AND not retain his eligibility in the sport of basketball in the NJCAA ***OR*** he could not accept the prize money/gift AND retain his basketball eligibility within the NJCAA.

NOTE: However if the athlete is a baseball player who wins the half court shot, he does not jeopardize his eligibility or amateur status in the NJCAA in the sport of baseball if he accepts the prize money for winning the contest. This is due to his participation in one sport (baseball) that is not the same sport as the contest (basketball). He will forfeit any future eligibility in the sport of men's basketball by accepting any prize money.

Case 2
Section 11.B.1 – 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:

Yes. The USGA Rules of Golf (Rule 3-2a) have been amended to allow an amateur golfer to accept a prize of any value for a hole-in-one made while playing golf.

Case 3
Section 11.B.1 – Participation in Road Races

SITUATION:

Student-Athlete R participates in 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:

No. Any monetary award based upon participation would be a violation of the student-athlete's amateur standing.

Case 4
Section 11.B.1 – 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 5
Section 11.B.2 – Fee for Lesson

SITUATION:

Student-Athlete R would like to work at a golf or tennis pro shop giving lessons during the summer months. May a student-athlete give lessons if he/she charges a nominal fee to interested parties?

ANSWER:

No. A student-athlete may, however, assist with instruction when incidental to his/her total job (not consuming over 50% of his/her working time). In addition, the student-athlete's wage must be on a fixed hourly, weekly, or monthly basis that is commensurate with the going rate for the student-athlete's employment. (Refer to Section 11.A.4).

Case 6
Article V, Section 11.B.3 – 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 Article V, Section 11.B.3?

ANSWER:

No. Tutoring is not considered as teaching a class. If Student-Athlete R was hired by the college to teach a class or coach any capacity at the college, the student-athlete would be in violation of this rule.

Case 7
Section 11.B.4 – Participation on a College Team after having Coached in that Sport

SITUATION:

Student-Athlete R, a former golf coach who was paid for his coaching duties at a senior high school, would like to participate as a member of the golf team at Community College A. If he/she satisfies all the academic requirements of Community College A, can Student-Athlete R participate as a member of the golf team?

ANSWER:

Yes. Provided that the employment was not arranged by Community College A or by any personnel of Community College A.

Case 8
Section 11.B.4 – 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 II 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. The maximum amount of athletic aid that can be provided to Student-Athlete R is tuition, fees and course related books at the Division II level. 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. (Please refer to Article VI, Section 9 for the Athletic Scholarship Guidelines for Divisional Play.)

Case 9
Section 11.B.5 – Professional Baseball

SITUATION:

Before initially enrolling at Community College A, Student-Athlete R participated with a Class A baseball team. Student-Athlete R was unconditionally released 88 days after signing his professional contract. Has Student-Athlete R met the provisions of this Section to be eligible in baseball at Community College A?

ANSWER:

Yes, provided that written confirmation is received by the Regional Director and Office of Eligibility from Minor League Baseball prior to the student-athlete's participation.

NOTE: Any time a student-athlete has signed a contract with a professional baseball league, written confirmation must come from that league's office regarding the signing and release dates of that athlete's contract.

Case 10
Section 11.B.5 – Professional Baseball, Released by Team after the First 90 Days

SITUATION:

Student-Athlete R signs a Professional Baseball contract with Team X. Ten days after the opening date of the season schedule, Student-Athlete R is placed on the injured reserve list but is not released by the club. Student-Athlete R does not participate in any other games and is finally released by Team X at the end of the season, after 120 days under the playing contract.

Can Student-Athlete R enroll at Community College A and participate on their baseball team?

ANSWER:

No. The fact that Student-Athlete R was not released by the professional team within the first 90 days after the opening of the season schedule eliminates him from being eligible to participate in baseball at a NJCAA member college.

Case 11
Section 11.B.5 – Professional Baseball

SITUATION:

The following guidelines should be utilized for those student-athletes dealing with professional baseball, in regard to contracts and evaluations.

1. If an individual or his parents reach a written agreement with an agent to represent that individual, his eligibility at a NJCAA member college will be jeopardized.
2. It is permissible for an individual to have an advisor (but not an agent) without jeopardizing his eligibility. This advisor should be utilized to give advice, view a proposed contract and provide suggestions about the contract. This advisor should not be used to solicit contracts and tryouts. The advisor should not have contact with the professional baseball club.
3. An individual will be ineligible if he accepts transportation or meals from any person who wishes to represent him in the marketing of his athletic ability.
4. An individual or his parents may negotiate directly with a major league team, so long as no agent is involved, and no contract is agreed upon, either verbally or in writing.
5. An individual jeopardizes his eligibility at a NJCAA member college if he receives any items of value from the major league team that drafted him. This includes entertainment expenses, meals, transportation, lodging, etc., for the individual or his parents.
6. An individual may receive a tryout with a major league team only if he is not currently enrolled full-time in a NJCAA member college.

Case 12
Section 11.B.5 – Signing of Professional Baseball Contract

SITUATION:

In January, Student-Athlete R signs a Professional Baseball contract with Team X. Student-Athlete R is not required to report to Team X until May of that same year. Is Student-Athlete R eligible to participate in baseball at Community College A after signing the professional contract?

ANSWER:

No. As long as Student-Athlete R is under a professional contract, he is not eligible to participate on a college team. If the professional team would agree to unconditionally release Student-Athlete R from his contract any time before the first 90 days after the opening of the season schedule and he did not participate at a level higher than Class A, he would be eligible to participate on a Community College baseball team (Major League Baseball within the United States only).

Case 13
Section 11.B.6 – PGA Apprentice Program

SITUATION:

May a student-athlete participate in golf at a member college if he/she has taken the 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. However, once the individual joins the PGA Apprentice Program, he/she forfeits their amateur status. Any question relative to amateur status within the USGA rules may be directed to the USGA at 908-234-2300.

Case 14
Section 11.B.6 – Professional Participation

SITUATION:

Non-Student-Athlete R played professional soccer prior to initially enrolling at Community College A. Does this participation preclude such a student-athlete from competing on their basketball team?

ANSWER:

No. Student-Athlete R's amateur standing in all sports except soccer would be retained.

Case 15
Section 11.B.6 – 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.

Case 16
Section 11.B.8 – Participation with Amateur Team

SITUATION:

Student-Athlete R participates as a member of a Canadian Amateur Hockey Association team before enrolling at Community College A, which supports a hockey team. Will this participation jeopardize the individual's eligibility for participation in intercollegiate hockey at a NJCAA member institution?

ANSWER:

No. A student-athlete participating in any league under the jurisdiction of the Amateur Hockey Association of the United States or the Canadian Amateur Hockey Association (except the Major Junior A hockey leagues sponsored by CAHA) would be eligible to compete without adversely affecting the student-athlete's eligibility at a NJCAA member school.

Case 17
Section 11.B.9 – Professional Soccer

SITUATION:

If a student-athlete participated in professional soccer at any level but not limited to MLS, USL-1 or USL-2 they would be prohibited from any further participation within the NJCAA in the sport of soccer.

Case 18
Section 11.B.10 – Participation in the Superliga in the Brazilian Confederation of Volleyball

SITUATION:

Student-Athlete R is a non-US citizen who is from Brazil. She participated in the Superliga which is a professional league within the Brazilian Confederation of Volleyball (CBV). Student-Athlete R was never paid, never signed a contract, nor was given any "perks" during her tenure on this team within the Superliga. Is Student-Athlete R eligible to play within the NJCAA?

ANSWER:

No. Because of her participation and affiliation within this professional league, she is ineligible to participate within the NJCAA.

Case 19
Section 11.B.11 – Competing as a Professional in a Sport of a Different Format

SITUATION:

Student-Athlete R played beach volleyball professionally in the United States. Based on this bylaw, is she eligible to participate in varsity volleyball for a NJCAA member college?

ANSWER:

No. According to this bylaw, student-athletes shall not compete professionally or contract to compete professionally in a sport regardless of its format. Other examples include but are not limited to: football/arena football; soccer/indoor soccer.

Case 20
Section 11.B.12 – Acceptance of Prize Money – TENNIS

SITUATION:

Prior to enrollment in any college, 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. Student-Athlete R is no longer eligible to participate in tennis at any NJCAA member college. Expense money is agreed upon prior to a tournament and is not subject to the individual's finish in the tournament.

Case 21
Use of ITA (Intercollegiate Tennis Association) Expense Form

SITUATION:

A prospective or current student-athlete participates in a tennis tournament for which money is paid to the players based upon finish position. Can this student-athlete retain his/her amateur status for competition within the NJCAA?

ANSWER:

Yes. Each NJCAA tennis program must carefully review the amateur status of every student-athlete on their tennis rosters (men's and women's). This review should include a search of the available websites, including but not limited to the men's professional website and the women's professional website as well as the ITF website. Any NJCAA tennis student-athlete that appears on the websites or the review determines possible problems with strict adherence to NJCAA amateur status regulations, must be cleared in writing by the NJCAA National Office. In order to receive clearance the guidelines established for allowable amateur expenses and the ITA Reimbursement Form must be utilized. Clearance must be received in writing from the NJCAA National Office prior to any participation within the NJCAA. The ITA forms must be included in the institutions eligibility file along with a copy of the approval/clearance letter from the NJCAA in case of eligibility audit as required by Article V, Section 13.C.5.l.

NJCAA and ITA Allowable Amateur Expenses

1. A tennis player (student-athlete) starting play in a tournament as an amateur remains an amateur for the purposes of that tournament.
2. All expenses claimed must be reasonable and actually incurred.
3. Where practical, expenses must be supported by receipts or other evidence of payment.
4. The tournament director may reimburse the student-athlete directly for actual and necessary expenses (including a per diem for food and lodging, travel, and certain miscellaneous – i.e., stringing, laundry, etc.) only if funds remain available from the prize monies allocated, but not awarded for the event, and such reimbursement is not based on the student-athlete's place finish.
5. An amateur cannot accept reimbursement for an expense if someone else (for example, a sponsor) has paid such expense, unless the amateur actually returns such payment to the sponsor.
6. Travel expenses are allowable for travel to the tournament from home or previous tournament (if in fact travel was from previous tournament). Travel expenses are also allowable for actual return to the amateur's home from the tournament. Reimbursement shall be limited to the following:
    A. Air, rail and/or bus fare at coach rate.
    B. Local transportation.
    C. Automobile expenses (at the prevailing mileage reimbursement as established by the U.S. Government IRS tax code) per vehicle, plus tolls.
7. Entry fee is an allowable expense.
8. Expenses for a parent, coach, chaperone, or non-playing spouse are allowable in accordance with these rules. Expenses of a coach shall be related to practice for and participation in the tournament at the tournament sites. Payments to coaches/parents of all amateurs may be available and payable directly to the coaches/parents toward actual, allowable expenses. It is understood that such expense reimbursement must be made available to the parent/coach of all participants in the competition.

Case 22
ITA Amateur Reimbursement Form and NJCAA Certification

SITUATION:

May Community College A, who has a squad of 10 student-athletes on their tennis team, submit their ITA (Intercollegiate Tennis Association) Amateur Reimbursement forms to the National Office in April, which is several weeks before the start of the national tournament?

ANSWER:

No. The ITA Amateur Reimbursement form must be submitted to the National Office for those student-athletes who have received prize money in the sport of tennis *prior to the start of the tennis season*. This is prior to the start of the season for that individual. No tennis student-athlete may participate in **any** match (fall or spring) until clearance is received by the college from the National Office.

Case 23
Article V, Section 11.B.13.b Semi- Professional Team

SITUATION:

Student-Athlete R participates on the Up-State Marauders Semi-Professional Football team for one season following high school graduation. 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-Athletes 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, Student-Athlete R's participation with the team has nullified his NJCAA eligibility. Student-Athlete R is not eligible for participation in the NJCAA due to the Maruaders identifying themselves as a professional team.

ARTICLE V, SECTION 12 – Adding & Deleting Participants on Eligibility Forms

Case 1
Section 12.A – Supplementing Individuals

SITUATION:

Community College A begins their basketball season on November 20. Student-Athlete R joins the team on December 1 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 12.A).

Case 2
Section 12.A – Supplementing Individuals

SITUATION:

Community College A begins their cross country schedule on September 5. 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 12.A lists the deadline dates for submitting, approval and additions for each sport. The deadline date established for cross country is October 12, 2012. Any additions after this date will not be accepted by the NJCAA online eligibility program, and any participation will result in forfeiture.

Case 3
Section 12.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 post-season play if they satisfy the provisions of Section 4?

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 post-season games as long as the student-athletes maintained full-time hours throughout the end of the spring term.

Case 4
Section 12.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 for those athletes that plan to participate in the National Championship no later than the deadlines listed in Section 12.A. Also refer to Article VI, Section 2.

Case 5
Section 12.B – Eligibility of Student-Athletes if Season begins Between Terms

SITUATION:

The basketball season at Community College A begins on December 20. The fall term ended on December 15, five 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. Register or pre-enroll in 12 or more credit hours for the spring term.
2. Satisfy the provisions of Section 4.D or 4.E from the previous term(s) of full-time enrollment if the student-athlete has previously attended college.
3. Satisfy the provisions of Section 4.F 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
Section 12.B – Eligibility of a New Student-Athlete Between Terms

SITUATION:

The first indoor track and field meet at Community College A begins on January 15. The January 15 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 15?

ANSWER:

Yes. Student-Athlete R, a first term freshman, is eligible if he/she is appropriately registered or pre-enrolled at Community College A.

Case 7
Section 12.C – 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 post-season 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 post-season tournaments. Article V, Section 12.C states "if the regular season schedule of a sport ends before the last day of the term, all student-athletes remain eligible for post-season competition (Regional and National competition), provided full-time enrollment is maintained throughout the term."

Case 8
Section 12.D – 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 supplemented on a submitted 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 pass 12 credit hours with a 2.00 GPA or higher during the term to satisfy Section 10.C.2.

Case 9
Section 12.D & 13.C.3 – 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 should 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 Sections 12 and 13 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 10
Section 12.D

SITUATION:

Community College A actively recruits international players for their soccer program. They always sign four non-US Citizen athletes to full scholarships. How many non-US citizen athletes may be certified on the eligibility form for soccer in addition to the four (4) athletes that are signed to non-US citizen scholarships?

ANSWER:

Article V Section 12.D limits member schools from certifying no more than four (4) non-US Citizen athletes in the sport of soccer regardless if they are on scholarship or not.

Case 11
Section 12.D LOI vs. Eligibility Certification

SITUATION:

Community College A signs six (6) Non-US Citizens to LOIs for the upcoming baseball season. Section 12.D limits Community College A to certifying a maximum of six (6) Non-US Citizens to the NJCAA eligibility roster. Is Community College A forced to certify the six (6) students they have signed to Non-US Citizen LOIs on the eligibility roster or can they certify a different six (6) Non-US Citizens on eligibility?

ANSWER:

Community College A may certify any six (6) Non-US Citizens they choose to the NJCAA eligibility roster. Community College A is not forced to certify those students that are signed to LOIs. The NJCAA allows member colleges to sign ineligible students to LOIs and in this case just because a student is signed to an LOI does not require the member school to certify that student on the eligibility roster. It is the member colleges choice who they certify on eligibility while remaining within the maximum limits allowed by the bylaw.

Case 12
Section 12.D - Replacing Non-US Citizens on the Eligibility Form

SITUATION:

Community College A certified six (6) Non-US Citizens on the softball eligibility roster for the spring season. Mid-season, one of the Non-US Citizen athletes suffer a season ending injury. Is Community College A permitted to replace this injured Non-US Citizen Athlete on the Eligibility roster with another Non-US Citizen who had not yet been certified on the eligibility roster?

ANSWER:

No, Community College A may not replace the injured player on the eligibility roster. The team is allowed a maximum of six (6) Non-US Citizens on the eligibility roster. Once they have been added they remain on the roster and are not removed regardless if they are injured or leave the team.

Case 13
Section 12.D - Tennis

SITUATION:

Community College A certifies two (2) Non-US Citizens for the fall tennis season. Does the college have to certify the same two (2) non-US Citizens for the spring season?

ANSWER:

Community College A has certified the maximum of two (2) Non-US Citizens for tennis. In the spring they may certify the same two Non-US Citizens but they may not certify any additional Non-US Citizens to the eligibility roster since they have reached the maximum. If one of the Non-US Citizen players leaves school between terms they may not be replaced by a third Non-US Citizen athlete. The maximum number of Non-US Citizens that may be certified for tennis is two (2) for the fall and spring term combined.

Case 14
Section 12.D – Two Term Sports

SITUATION:

Community College A certifies three (3) Non-US Citizens in the fall for the current basketball season. At the end of the fall term one of the Non-US Citizens that were certified on the eligibility roster leaves the team and returns home. Is Community College A able to replace this student when they recertify the eligibility for the spring term?

ANSWER:

No. Community College A is not able to replace the Non-US Citizen player who left the team with another Non-US Citizen athlete. Community College A reached the maximum of three (3) Non-US Citizen athletes when they certified in the fall term. Basketball, Indoor track, bowling, swimming, ice hockey and wrestling have one season that covers parts of two terms and are not two separate seasons such as tennis and golf.

Case 15
Section 12.E – The Purpose of the Non-Participation Form

SITUATION:

What is the purpose of the Non-Participation Form that is required to be completed online beginning with the 2007-2008 academic year 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 16
When a Sport has been Dropped or the College will not be Fielding that Sport?

SITUATION:

Community College A has paid for the sport of women's lacrosse for the 2012-2013 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 drops the sport. Therefore the college will not be submitting an online eligibility form. When should the National Office be notified that the college has dropped or cannot field the sport?

ANSWER:

The National Office should be notified of Community College A officially dropping the sport 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.

ARTICLE V, SECTION 13 – Certifying Eligibility Form/Audit Information

Case 1
Section 13.C – Common Questions Concerning Eligibility Audits

1. **What information is required for Eligibility Audits?** Please look in Section 13.C for all required information for an Eligibility Audit. This information is also included on the Notification of Eligibility Audit Form that a college will receive via email from the National Office once chosen for an Audit.
2. **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 Eligibility 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.
3. **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.
4. **How are the teams chosen for audits at the college?** First, the National Office will audit those teams/sports that are currently in season unless the National Office has other reasons to audit a team outside of the regular season. Secondly, the National Office randomly chooses but reserves the right to initiate an audit at any time.
5. **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.
6. **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.
7. **Will the same college be audited more than one time per academic year?** If the college is on probation during an academic year, every sport team 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.

Case 2
Section 13.C.1 – The Submitted Copy vs. Preview Copy of the Eligibility Form – Audits

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. As per Section 12.A 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

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 once or twice directly 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.

- If you do not receive your confirmation emails it could be because of a number of reasons: the email address was entered incorrectly or your junk mail or spam blocker is preventing the email from going through to your inbox.
- It is important to check the submissions 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 NJCAA Headquaters.
- The online eligibility instructions are located on the NJCAA website under the school site..

Case 4

Section 13.C.2 – Transfer Transcripts from Four-Year and Community 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 an 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:

Transcripts from *all* previous colleges which he/she attended are necessary because Student-Athlete R is basing his/her eligibility on the accumulation of credits earned. (Section 13.C has listed the required information necessary for Eligibility Audits. This information should be kept in hard copy in case of notification of an Eligibility Audit.)

NOTE: The rule of thumb in counting credits for eligibility is that all credits must show on a 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 5

Section 13.C.5 – 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.

Case 6

Section 13.D.1 – Online Eligibility Submission

SITUATION:

Community College A begins its fall term on September 1. 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 within the first 15 calendar days of the beginning of the term of participation ***OR*** prior to the first game date (Article V, Section 13.D.1). Penalties for failure to submit are identified within Article V, Section 13.E 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 17.A. (When counting the fifteen calendar days the first day of the term counts as day one)

Case 7
Section 13.D.1 – 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 Section 13.D.

Case 8
Section 13.D.1 – Deadline for Submitting Eligibility Forms

SITUATION:

The fall quarter at Community College A ends on November 15 according to their college catalog. The first basketball game of the published schedule is November 15 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 16.

ANSWER:

Yes. The first basketball game was played during the fall quarter; therefore, the college must submit an eligibility form online on or before the first regularly scheduled contest as well as submitting a form for the following quarter as per the recertification deadlines in Section 13.D.3 - Recertification. If the game would have been played on November 16 instead of November 15, the eligibility would be required to be submitted by the deadlines in Section 13.D.1.

Case 9
Section 13.D.1 – 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 16 for more information about Student-Athlete Participation in All-Star and Open Competitions.)

Case 10
Section 13.D.1 – 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 Section 16.D for more Open Tournament Information and Section 12.D.2 for more Recertification information since wrestling is a two-term sport.)

Case 11
Section 13.D.2 – Seasons which begin between Terms (Outdoor Track example)

SITUATION:

At Community College A, the winter term ends on March 15 and the spring term begins on March 20. The first outdoor track and field meet is scheduled for March 16. 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 online 15 calendar days from the March 16 meet.

Case 12
Section 13.D.2 – Seasons which begin between Terms (Basketball example)

SITUATION:

The fall semester at Community College A ends on December 10 and the spring semester begins on January 12. The first basketball contest is scheduled for January 2. When must eligibility information be submitted online to the Office of Eligibility?

ANSWER:

On or before January 16th. Those colleges which begin their season between terms must submit eligibility information 15 calendar days from the date of the first regularly scheduled contest. (Please refer to Section 12.D.2 for more Recertification information.)

Case 13
Section 13.D.3 – 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 are the key dates for a student-athlete becoming ineligible as of the 20th of December, who is trying to establish eligibility for second term basketball?

ANSWER:

This student-athlete would have 20 calendar days from December 20th to establish his/her eligibility. On or before January 8th this student-athlete would have to meet the eligibility requirements or be dropped from participation. If the student-athlete satisfactorily completes the course on January 18th and establishes eligibility by Section 4, he/she may be added to the eligibility form, eligible on the online submission date. This course must be completed prior to the 15th calendar day of the spring term if he/she is trying to satisfy Section 4.D or E. (Please refer to Section 12.D.2 for more Recertification information since basketball is a two-term sport.)

Case 14
Section 13.D.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 needs to be submitted through the online eligibility program for the second term and is due 15 calendar days from the beginning date of the spring semester. (Please refer to Section 12.D.2 for more Recertification information.)

Case 15
Section 13.D.3 – Recertification Scenarios – When to Recertify for the Second Term for a Two-Term Sport

<u>All athletes remain eligible from the fall.</u>

~ Recertify the team on or before the 15th calendar day of the spring term.

<u>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.</u>

~ 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 before the 15th calendar day of the spring term.

<u>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.</u>

~ Ineligible athletes may participate during the next 20 days following the end of the fall term. On the 21st day those ineligible athletes may not continue participating.
~ Recertify the remainder of the team on or before the 15th calendar day of the spring term.

<u>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):</u>

1. If you allow ineligible athletes to participate for the 20 days following the end of the fall term, you may not allow the newly eligible athletes to participate during those 20 days. If you choose this scenario, the ineligible athletes must cease participation on the 21st day and the newly eligible athletes can be added anytime on or after this 21st day on a spring eligibility form. These athletes must be certified prior to participation.
   ** The remaining team members must be recertified before the 15th calendar day of the spring term.
2. If you choose to exchange the ineligible athletes for the newly eligible athletes *before* the 20th 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 <u>same day</u>. Ineligible and newly eligible athletes <u>cannot</u> be participating at the same time.

Case 16
Section 13.D.4 – 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 Section 12.A and the athletic director will need to sign this letter. (Also refer to Article VI, Section 2.)

Case 17
Section 13.D.4 – 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 Section 12.A. The form must be submitted online to the National Office in advance of the printed deadline.

ARTICLE V, SECTION 14 – Scrimmage Definition

Case 1
Scrimmage Dates are Required to be Posted on the Regular Schedule

SITUATION:
Is it mandatory to post scrimmages to the regular schedule?

ANSWER:
Yes. As of August 1, 2006 all scrimmages must be included and designated as such on the official schedule as published by the intercollegiate department. (Please refer to Article V, Section 14.1.)

Case 2
First Scrimmage Date

SITUATION:
When can the first scrimmage occur for a sport?

ANSWER:
As per the Sport Procedures, the first scrimmage may occur as per the "start date" listed in the Sport Procedures for that sport.

Case 3
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 4
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 is received at the office of eligibility (Article V, Section 3.A) or until they have passed 12 credit hours with a 1.75 GPA (Article V, Section 3.B). 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 5
Section 14.A.4 – Scrimmages

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 6
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 Sport Procedures for the allowed number of scrimmages per sport.

Case 7
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 8
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 9
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 post-season 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 10
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 players 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 colleges 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 11
Scrimmaging and Practicing Prior to the Start of the Fall Term in a Fall Sport

SITUATION:

The fall term starts on August 30, however the start date for scrimmaging and practicing for football starts on August 1. How is a student-athlete eligible to practice and scrimmage as per the bylaws (Article V, Section 14 and Article VIII, Section 6.A) that state that "participants must be enrolled/registered at the college he/she is representing and have a valid physical on file in order to participate in a scrimmage/practice"?

ANSWER:

The student-athletes in this case must be pre-enrolled/pre-registered for the fall term in order to practice or scrimmage at this time since for that time of the year, summer classes have ended and the fall term has not begun. There is not a limit to the number of credit hours these student-athletes (football players) must be pre-enrolled in for the fall term, just as long as the student-athletes are pre-enrolled/pre-registered for the fall term they can practice and scrimmage.

Please also remember that students must be enrolled full-time by the 15th calendar day of the fall term in order to participate in any sport during the fall term. Those participants who have been practicing and scrimmaging and have not yet pre-enrolled/pre-registered for the fall term must immediately cease practicing and scrimmaging.

Case 12
Scrimmaging Prior to or During Post-Season 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 utilized their final scrimmage date in preparation for National Championship play. A college that has not qualified for further post-season 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 two (2) scrimmage dates in the spring. This maximum of two 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 two allowable scrimmage dates.

ARTICLE V, SECTION 15 – Club Team Information

Case 1
Section 15.A – 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 National Office. Upon approval, Community College must complete and submit a Club Declaration Form. These student-athletes have used one season of eligibility within the NJCAA.

Case 2
Section 15.C – 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. Effective August 1, 2010, 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
Section 15.C – 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 post season competition. Members of a designated club team are not eligible for post-season competition.

Case 4
Section 15.C – Club Team Participation in Regional, District of 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 date in Section 12.A. Can these student-athletes participate in post season competition as individuals?

ANSWER:

No. Effective August 1, 2010 the NJCAA eliminated the bylaw which allowed individuals from club teams to compete in Regional, District and National competition.

Case 5
Section 15.D – 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
Section 15.D – 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
Section 15.D – 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
Section 15.E – 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. Article V, Section 7.B states 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
Section 15.E – 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 have 24 semester credit hours or 28/36 quarter credit hours with a 2.00 GPA or higher in order to participate at the varsity level. (Satisfy Article V, Section 4.E and 4.F.)

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 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.

ARTICLE V, SECTION 16 – All-Star & Open Competitions

Case 1
Section 16.C – 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 during basketball season. Will Student-Athlete R's participation in the indoor track 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 2
Section 16.C – 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 Section 16.C?

ANSWER:

Yes. While the season is in progress, Student-Athlete R may not play or practice with another collegiate program.

Case 3
Section 16.C – 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. This section prohibits participation on any team in the same sport other than the college team while the season of that sport is in progress.

Case 4
Section 16.C – 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
Section 16.C – 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
Section 16.D – 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.

Case 7
Section 16.D – All Star, Combine and Showcase 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 <u>not</u> sponsored by a conference or region, the NJCAA member college may not be involved with providing support for this event. This would mean that the NJCAA member college may not provide which include but are not limited to: entry fees, equipment, transportation, lodging, meals, etc. for the student-athlete.

Most of the so-called combines, showcases, and evaluation camps are not sanctioned by a conference or region. Therefore NJCAA member colleges may not support their student-athletes in these events. Student-athletes may attend these events on their own, without the support of the member institution.

Case 8
When to Submit Eligibility for Fall Golf and Tennis when the College's Main Season 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, 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 4 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 1. fall under the scrimmage definition in Article V, Section 14 and 2. 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 to count the competition.

Case 9
Section 16.E – 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, etc.

Case 10
Section 16.E – 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 11
Section 16.E – 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 12
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.)
- The NJCAA website will list those state games receiving approval.
- 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 definition in Article VIII, Section 6.G.

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 and posted as such on the NJCAA website. (This case is also located in Article VIII, Section 6.G.6.)

Case 13
Section 16.F – Approval of Open Events

SITUATION:

Community College A desires to enter its track and field team in a meet sponsored by USA Track and Field. Must it receive official approval from the Office of Eligibility before entering such a meet?

ANSWER:

No. While this section provides that no member college or student-athlete(s) of a member college may participate on an All-Star team, in an open meet or a similar contest unless approved by the Office of Eligibility, such approval is not necessary for contests sponsored by federations which the NJCAA is an affiliate member such as USA Track and Field. Refer to the NJCAA Handbook for a listing of the NJCAA affiliations.

Case 14
Section 16.F – 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. The game must also be sanctioned by the National Governing Body of the sport involved.

ARTICLE V, SECTION 17 – Penalty for Violation of Eligibility Rules

Case 1
Section 17.A – 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 as prescribed in Sections 1.F and 17 will be imposed.

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. Update the win/loss record on that sport's schedule posted on the NJCAA website by indicating "**Forfeit**" for those games that are being forfeited. 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
Section 17.B – Using an Ineligible Player during the Post-Season

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 post-season competition. Participating while being enrolled in less than 12 hours is a violation of Section 4.C and Student-Athlete R was ineligible for competition on the day she dropped below full-time. What penalties are enforced at this point seeing that this ineligible student-athlete participated in the post-season? 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 will follow for the following academic year for an ineligible student-athlete to participate in the post-season according to Section 17.B and Article XI, Section 15.E. The volleyball program will not be allowed to participate during the following year in any Regional, District, or National Championship/Invitational competitions (post-season competitions). All athletic teams will be audited as per Article V, Section 17.C.5.

ARTICLE V, SECTION 18 – Eligibility Rule 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 National Office, the Executive and Eligibility Committee members, duly elected presidential representatives and sport committees may submit proposals. All proposals are due to the National Office no later than January 1 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 V, SECTION 19 – 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:

No. Any college competing in both cross country and track and field must retain the same non-scholarship status in both sports. 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 day would be counted for this multiple day competition within the 20 dates allowed in the sport of track and field as per the 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 Sport Procedures?

ANSWER:

No. The NJCAA will allow 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.

Case 5
Manager Scholarships

SITUATION:

Community College A has signed the maximum number of non-U.S. citizen student-athletes as per the Sports Procedures in the sport of volleyball. May Community College A use athletic money to scholarship an non-U.S. citizen student who will be working in the capacity of team manager?

ANSWER:

Yes, however if institutional athletic money is used to scholarship this student-athlete, and subsequently the student chooses to participate in any sport at any time at Community College A, the NJCAA would reserve the right to sanction Community College A if the addition of this student to the roster would have exceeded the number of allowable non-U.S. citizen *student-athletes* during the year in which he/she was a team manager.

NOTE: Colleges who are giving athletic scholarships to managers are NOT to submit Letters of Intent online for those managers. (Refer to another case about manager scholarships in Article VIII, Section 5.)

Case 6
Cross Country/Track and Field Scholarship Limitations

SITUATION:

Community College A sponsors both track and field and cross country. For the 2012-2013 academic year, how many scholarship student-athletes are allowed in each sport? Will scholarship cross country student-athletes count towards the maximum number of scholarship 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 scholarshipped 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
Section 19.B.10 – 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.

Case 8
Being a Counter & Article VIII, Section 1.G – Athletic Aid – Professional Baseball Example

SITUATION:

Student-Athlete R begins attending Community College A following a professional playing career in baseball. Upon leaving the professional ranks the team he was affiliated with provided funds to pay for his future schooling. Would Student-Athlete R be considered a "counter" in the sport of basketball relative to the number of scholarships given in that sport?

ANSWER:

Article VIII, Section 6 in the NJCAA handbook states, "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 a counter under Article V, Section 19." The funds provided by a professional sports organization would be considered an award based on his athletic capabilities and therefore Student-Athlete R would have to be considered a "counter" in the sport of men's basketball at Community College A.

Case 9
Section 19 B.4 and B.5 – Fall Soccer - Number of allowable scrimmages and games

SITUATION:

Community College A is scheduling for the fall 2012 soccer season. How many games are they permitted to schedule?

ANSWER:

Community College A may schedule a maximum of 22 games or scrimmages in the fall.

Case 10
Section 19 B.4 and B.5 – Spring Soccer - Number of allowable scrimmages and games

SITUATION:

Community College A played 18 games and no scrimmages during the 2011 fall soccer season. How many scrimmages can they schedule for the 2013 spring season?

ANSWER:

Community College A is limited to two (2) scrimmage dates for the spring 2013 season. No games are permitted. The two allowable scrimmages remains constant regardless of the number of soccer games and scrimmages contested in the fall season.

Case 11
Section 19 B.4 and B.5 – Fall Volleyball - Number of allowable scrimmage and game dates

SITUATION:

Community College A is scheduling for the fall 2012 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 12
Section 19 B.4 and B.5 – Spring Volleyball - Number of allowable scrimmage and game dates

SITUATION:

Community College A played 25 regular season dates in the fall 2012 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 2012, they would have seven (7) scrimmage dates available to them during the spring 2013 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.

ARTICLE VI – NJCAA Policy Statements

Case 1
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 National Office prior to competition in Nationals.

Case 2
Section 6 – Participation Prior to Post-Season 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 in preparation for National tournament play. However, once a team is eliminated at the regional or district level, their season is over and the team is not allowed to continue participating even if they have playing dates available as per the Sports Procedures.

Case 3
NJCAA National Office Contact Policy

SITUATION:

The basketball coach at Community College A calls the 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 National Office regarding this coach's question?

ANSWER:

The National Office's Contact Policy is that only three people from each member college may contact the 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 National Office.

Case 5
Section 11.B – Housing Arrangements

SITUATION:

May Community College A, who has a Division II program, provide housing materials to student-athletes?

ANSWER:

Yes. As long as the athletic department does not arrange for the housing (Section 11.A) 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.

Case 6

Article VI, Section 11.B – 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.

ARTICLE VIII, SECTION 1 – Grants-In-Aid

Case 1

Section 1.A.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 materials as listed on the syllabus as required by the college and the instructor for that specific course.

Case 2

Section 1.A.4 – Transportation to and from College – Airfare

SITUATION:

Community College A awards Student-Athlete R the maximum grant-in-aid as provided under Section 1.A of Article VIII 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. Section 1.A.4 of Article VIII allows transportation cost one time per academic year. Community College A could pay for Student-Athlete R's transportation back home at Christmas but not for the return trip to college.

Case 3

Section 1.A.4 – 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 Section 1.A.4.)

Case 4

Section 1.A.4 – 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: NCAA games, professional games, scouting trips, combines, exposure camps, etc., during the academic year?

ANSWER:

No. Any type of NJCAA scholarship ***may not*** include any of the above listed trips because this goes above and beyond the scholarship limitations.

Case 5

Section 1.D – Signing 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 Letters of Intent?

ANSWER:

No. According to this bylaw, the original terms of the grant-in-aid (athletic scholarship) must be submitted online in the form of an online 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 6

Section 1.D – Signing Athletes to LOI's after the 15th Calendar Day of the Term

SITUATION:

Community College A signs 12 student-athletes in volleyball to Letters of Intent at the beginning of the fall term. During the middle of the fall term the college is allowed to sign 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 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 7

Section 1.D – Issuing a Letter of Intent to another Athlete within the Same Academic Year

SITUATION:

Community College A signed eight (maximum number of LOI's) 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 anytime 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 8

Section 1.E.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. (Please also refer to Section 1.C.)

Case 9

Section 1.E.1 – Housing Arrangements with Coach

SITUATION:

The following situations **are prohibited** by the NJCAA bylaws in this Section.

1. The football coach at Community College A owns rental units that he rents to members of the college's coaching staff or athletic staff.
2. The track and field 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. 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.

Case 10

Section 1.E.1 – 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. Community College may assist those student-athletes who are on scholarships in any division. 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 and/or room and board.

Case 11

Host Families

SITUATION:

Student-Athlete R is a non-U.S. citizen student-athlete who signs an NJCAA Letter of Intent with Community College A for the 2012-2013 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 non-U.S. citizen 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 Division I scholarship is given to the student-athlete, housing may not be a part of the athletic scholarship.

Case 12
Section 1.E.1 – Financial Assistance from Coach – 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 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 13
Section 1.E.1 – SEVIS Fees for Non-US Citizens

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 ($100 for students) 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, Article VI, Section 9 of the 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.

Visit www.ice.gov/pi/news/factsheets/sevp_proposed_fee_rule.htm?searchstring=SEVIS for additional information.

Case 14
Section 1.E.1 – Game Tickets for Student-Athletes

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 the campus as well as attending the home basketball game at that college. Can Community College A pay for their team's tickets or can the four-year institution consider Community College A's team as recruits and give them tickets?

ANSWER:

No to both questions. Community College A cannot buy tickets for their team because game tickets are not included in the definition of an "athletic scholarship" in Article VIII, Section 1.I. The student-athletes must pay for their own tickets. The four-year institution cannot give tickets to community college student-athletes unless every student-athlete is on an official visit at that college. Community College A cannot provide transportation to any student-athlete for his/her official or unofficial visit to another institution.

In this case Community College A's visit to the four-year institution is not considered as an official visit therefore the four-year institution cannot give tickets to Community College A's student-athletes.

Case 15
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 16
Section 1.E.4.c – 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 2012-2013 academic year. On October 1, 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 1 until the end of the term or the year in which the scholarship was awarded. Those expenses would be pro-rated from October 1, based on the cost of attending Community College A as reflected in the college catalog. However, if the student-athlete signed an addendum to the Letter of Intent agreeing to pay the college back for the scholarship monies already spent up until the time of the release, the student will be responsible for reimbursing the college for that scholarship.

Case 17
Section 1.E.4.c – 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 under provisions of Section 1.E.3.c of Article VIII if the student-athlete withdrew prior to the start of the regular season.

Case 18
Section 1.E.4.c – Cancellation of Grant-in-Aid & Reimbursement – Student leaves after Term

SITUATION:

Student-Athlete R signs a 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 unless the student-athlete signed an addendum agreeing to this condition. In addition, Community College A cannot withhold Student-Athlete R's transcripts until those monies are reimbursed to the college.

Case 19
Section 1.E.4.d – Scholarship Limitation – Graduation

SITUATION:

As of March 12, 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 15. Can Community College A add nine additional players for the upcoming summer school session due to the nine players lost to graduation?

ANSWER:

Yes. This is allowable under Article VIII, Section 1.E.3.d of the NJCAA bylaws. Community College A will need to submit Release Agreements online for each of the nine student-athletes who are graduating to free up those scholarships prior to signing the new nine student-athletes to Letters of Intent for the summer session.

Case 20
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 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.

Case 21
Section 1.H – 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 Article VIII, Section 1.H of the NJCAA bylaws. Pay careful attention to the "occasional and excessive" stipulations within Section 1.H.2, 5 and 6. Within Division II and III, no housing arrangement may exist between the "adoptive parent" and the student-athlete.

Case 22
Section 1 – Multi-Sport Scholarship Athlete Participating in Multi-Division Sports

SITUATION:

Student-Athlete R attends a NJCAA member school and signs a LOI 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:

Effective August 1, 2010, 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 LOI 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 23
Section 1 – 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 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 board they would not be eligible to participate in DII volleyball due to being over awarded by the maximum of the lowest division.

ARTICLE VIII, SECTION 2 – Recruitment

Case 1
Section 2.A – 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 aid other than that of a grant-in-aid which is permitted by Section 1.A is a violation.

Case 2
Section 2.C – 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, effective August 1, 2010 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 3
Section 2.C – 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 4
Section 2.C.1.e – 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. This Section of the bylaws allows 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 5
Section 2.C.3 – 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 the 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. (Please refer to Section 2.A.)

Case 6
Section 2.C.3.e – 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 7

Section 2.C.4 – 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 8

Section 2.C – 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. Greens fees are not included in the NJCAA bylaws for recruitment in Article VIII, Section 2.B in the Handbook. (See an additional greens fees case located in Section 6.G.3 concerning current student-athletes/Letter of Intent signees and the off season, off campus.)

Case 9

Section 2.C – 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 <u>additional</u> 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 10

Section 2.C – Other Official Recruiting Visit Rules and Regulations

The following are examples of those situations <u>not</u> allowed within Article VIII, Section 2 of the NJCAA bylaws.

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. (Section 2.C)
2. May not utilize private charter air transportation for prospective student-athletes. (Section 2.C.1.d)
3. Allowing current student-athletes to drive recruits to a community other than the community in which the member college is located. (Section 2.C.3.b)
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. (Section 2.C)
5. Taking potential student-athletes to a national championship not held on the community college campus. (Section 2.D)
6. While in another community (off campus), recruiting a potential student-athlete, the college may not purchase a hotel room for the recruit. (Section 2.C.2)
7. 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 11

Section 2.C – Unofficial Recruiting Visits taken by Student who has Signed a Letter of Intent at Another Member College

SITUATION:

High School Student R has signed a 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 at Community College B is not allowed to make any contact with High School Student R since he/she has already signed a Letter of Intent at Community College A. It is Student-Athlete R's responsibility to inform Community College B of his/her signing a Letter of Intent with Community College A prior to visiting their campus. (See the 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 a 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 a Letter of Intent, the Contact Notification Form must be utilized and guidelines followed. However, the Contact Notification Form does not release the student in becoming a recruitable athlete. Only the Release Agreement signed by Community College A allows him/her to become a recruitable athlete.

Case 12
Recruiting Visit after Signing NJCAA Letter of Intent

SITUATION:

On April 15, 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 cannot be provided with an expense paid official recruiting visit.

Case 13
Section 2.C.2 – 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. This is not allowed under Article VIII, Section 2.C.2. No funds may be expended, nor complimentary rooms provided during the off campus recruiting process.

Case 14
Section 2.C.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.

Case 15
Section 2.C.2 – 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. This would be a violation of Article VIII, Section 2.D.2 of the NJCAA bylaws. This would also apply to scouting trips taken by the staff at Community College A.

Case 16
Recruitable Athlete from an NJCAA Member College

SITUATION:

Student-Athlete R attends Community College A for the 2012-2013 academic year and participates in basketball, as a first year participant and signed a Letter of Intent for the 2012-2013 year. When does Student-Athlete R become recruitable by another NJCAA member college?

ANSWER:

Student-Athlete R becomes recruitable when:

1. Community College A signs a Release Agreement; **or**
2. The end of the 2012-2013 academic year (academic year is defined as August 1 – July 31); **or**
3. When and if a Second Year Signing Agreement is fully executed indicating Community College A's intentions not to offer a sufficient 2nd year scholarship.

(Please refer to Article VIII, Section 5 for more information on recruitable student-athletes.)

Case 17
Section 2.C – 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. (Please refer to Section 8 of the Football section located in Article XIII – NJCAA Championships, Tournaments, Meets & Games for more on the Dead Period.)

Case 18
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 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 Section 8 of 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 19
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. Once the student-athlete signs a Letter of Intent, he/she may not take an official recruiting trip to that college. (Please refer to Section 8 of the Football section located in Article XIII – NJCAA Championships, Tournaments, Meets & Games for more on the Dead Period.)

Case 20
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 21
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. Had Community College R not been represented in the tournament field, Potential Athlete B could only be admitted if they paid their own way.

ARTICLE VIII, SECTION 2.E – Contact Notification Policy

Effective August 1, 2012 the NJCAA no longer uses the Contact Notification Form when a current athlete contacts or is contacted by another NJCAA member college or its representative. It is standard as well as courteous procedure to notify a school if one of its student-athletes are "shopping" themselves around in violation of NJCAA bylaws.

ARTICLE VIII, SECTION 2.E – Recruitable Athlete

Case 1

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 an LOI 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

SITUATION:
Student-Athlete R is a basketball player singed to an LOI 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 a LOI. The mother would not be able to make this contact until Student-Athlete R is released from his LOI and the spring term has come to an end.

ARTICLE VIII, SECTION 3 – Booster Clubs

Case 1
Section 3.B – Administration of Grant-in-Aid through the College

SITUATION:
Student-Athlete R at Community College A receives a monthly check directly from the Booster Club to cover expenses of his/her apartment. Does this violate the provisions of Article VIII, Section 3.B?
ANSWER:
Yes. A student-athlete's grant-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. (Please refer to Article VIII, Section 1.C)

Case 2
Section 3.B & C – Recruiting Expenses Using Booster Club Money

SITUATION:
The Booster Club of Community College A raises money for the support of the athletic program. Can the Booster Club money be given directly to a coach to defray recruiting expenses?
ANSWER:
No. Any money expended for recruiting must be authorized by a college official so that all expenditures can be accounted for by the college.

Case 3
Section 3.B– Additional Assistance (In-kind Donation)

SITUATION:
The Booster Club of Community College A raises money for the support of the athletic program. Can the Booster Club or members of the booster club provide student-athletes with additional assistance such as occasional groceries, meals and or clothing to show support for the athletic program and to be sure the student-athletes have what they need while enrolled in school?
ANSWER:
No. Any assistance rather financial or in-kind, must be administered through the proper channels of the college and authorized and monitored by the college. Any assistance in excess of the allowances in Article VIII Section 1.A would be in violation of NJCAA Bylaws.

ARTICLE VIII, SECTION 5 – Letters of Intent

Case 1
Section 5.A.1 – Scholarship Limitations (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. (Please refer to Article V, Section 19 for Sport Procedures.)

Case 2
Section 5.A.1 – Scholarship Limitations (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 Sports Procedures?
ANSWER:
No. Community College A is in violation of this bylaw because in the sport of basketball only 15 individuals may sign 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 Letters of Intent, thus exceeding the maximum number of signees allowed by 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. (See the next case for another example.)

Case 3
Article VIII, Section 5.A.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 Letters of Intent for their student-athletes by selecting "No Athletic Aid" on the 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 Letters of Intent with no athletic aid for a total of 18 Letters of Intent signees.

Case 4
Section 5.A.1 – 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 of eight potential scholarships in men's golf. Can Community College A sign an individual to one of the two 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.

Please also refer to Article V, Section 19.A – 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 5
Section 5.A.1 – 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
Article VIII, Section 5.A.1 – 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 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 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 mangers scholarship. Appropriate penalties would be assessed should the college be over the allowable limits in any of those years. (Refer to another case about manager scholarships in Article V, Section 19.)

Case 7
Section 5.A.1 – 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 1-July 31. 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 VIII, Section 1.E.4 prior to signing this student-athlete to a Letter of Intent for the summer term.

Case 8
Section 5.A.2 – Submitting NJCAA Letter of Intent

SITUATION:

Community College A signs Student-Athlete R to a 2012-2013 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 permissible?

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 9
Clarification on Letters of Intent

The following case is regarding 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 athletic scholarships/LOI's per sport.

All Letters of Intent (LOI's) 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 an LOI. That is not currently, nor has it ever been, an accurate statement. **ONLY those athletes receiving athletic aid must sign a LOI 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 an LOI) 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 Letters of Intent as per the NJCAA Sport Procedures. If a college was required to sign every player on their roster to an LOI, 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 LOI be signed by the athlete and that LOI submitted online.

Walk-ons:
Must "walk-ons" sign a Letter of Intent? That answer is "yes" ***only if*** that walk-on is receiving athletic aid. That LOI 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 LOI for no athletic aid but it is ***not*** mandatory.

No Athletic Aid:
Additional confusion centers around those athletes who are signing Letters of Intent but are not receiving athletic aid: "no athletic aid". A college may choose to sign a student-athlete to a Letter of Intent without offering any athletic aid. That Letter of Intent would bind the student-athlete to that college and would also count towards the maximum number of allowable Letters of Intent as per the numbers in the NJCAA Sports Procedures.

Maximum Number of Signees:
In reviewing the NJCAA Sports Procedures, the 3rd 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 a Letter of Intent whether or not he/she is receiving athletic aid.

The Rule of Thumb here is: Any individual who signs a 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 a Letters of Intent. Twenty (20) athletes have been recruited, are receiving athletic aid and have signed 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 LOI's, regardless of the amount of athletic aid and regardless of what type of athlete (recruited, a walk-on. etc.), the college has signed 24 LOI's and has reached the maximum number of LOI's allowed to sign in the sport of baseball.

Case 10
Section 5.A.2 – 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 Letters of Intent for the 2012-2013 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 National 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 if they are receiving athletic aid but I do not want to utilize the Letter of Intent?
   Answer: Yes. Every student-athlete receiving athletic aid must have a Letter of Intent created online, signed by all appropriate parties and submitted online.
3. **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: Yes. 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.
4. **Question:** Do I have to sign all of my walk-ons with the online 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 a Letter of Intent.
5. **Question:** I have already signed my players for the 2011-2012 academic year using the old Letter of Intent form. Can I log on to the online program and enter the information from the old Letters of Intent including those signing dates?
   Answer: No. Any student-athlete having signed a Letter of Intent that was not created and printed within the online program must be resigned.
6. **Question:** What do I do with the physical Letter of Intent once it has been signed by all parties?
   Answer: Colleges no longer have to send all Letters of Intent to the NJCAA National Office. However, all 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 Letter of Intent do not match the information on the submitted Letter of Intent online.
7. **Question:** Can I input the signing date on the 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 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.
8. **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.
9. **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", 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 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.
10. **Question:** What do I do with the physical Release Agreement once it is signed?
    Answer: Colleges are no longer required to send Release Agreements to the NJCAA National Office. However, 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 11
Section 5.A.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 is on file at the National Office even though he/she may not be academically eligible for competition.

Case 12
Section 5.A.2 – Amending an Athletic Scholarship Online

SITUATION:

Student-Athlete R is originally given $200 in athletic aid for the academic year. During the course of the year Student-Athlete R's athletic aid is upgraded to $400. How is this upgrade recorded?

ANSWER:

Any time a student-athlete's athletic aid is upgraded, the Letter of Intent must be edited through the online Letter of Intent program using the "Edit" button for that student-athlete's Letter of Intent that has already been submitted online.

Case 13
Section 5.A.5 – 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 Letter of Intent?

ANSWER:

Yes. All Letters of Intent must be fully completed upon submission to the National Office online. Therefore if a student-athlete is not receiving an athletic scholarship, the Scholarship Information must read "No Athletic Aid."

Case 14
Section 5.A.6 – Second Year Athletic Aid

SITUATION:

Effective August 1, 2010, as part of Article VIII Section 5.A.6 a Second Year Signing Agreement was added to the existing bylaw. The bylaw which requires a student-athlete to be awarded an equal or greater value Letter of Intent is not a new bylaw. The signing agreement was put in place to establish a paper trail to better enforce a long time existing rule. The Second Year Signing Agreement has been put into place to protect both the student-athlete's as well as the college's interests.

Per Article VIII, Section 5.A.6, student-athletes who are resigned for a second year to a Letter of Intent and are academically eligible, must be offered at least the same amount of aid. This Letter of Intent must be offered by **June 15th**. Otherwise, the athlete shall be allowed to void the NJCAA Transfer Waiver and transfer to any NJCAA Member College.

The Second Year Signing Agreement does not apply to scholarships that were cancelled per Article VIII, Section 1.E.4 or for students who are not academically eligible. NJCAA Transfer Waiver s would be required.

By June 15th of each academic year, the Second Year Signing Agreement must be completed and signed or complete a valid Letter of Intent for the upcoming academic year. The college must keep this signed form on file with the Letters of Intent in case of audit and or future question. A copy of this completed form must be given to the Student-Athlete.

NOTE: If a valid Letter of Intent of equal or greater value is submitted prior to June 15th a Second Year Signing Agreement is not required.

The following scenarios have been developed to assist schools with the implementation of this new form.

Scenarios:

Scenario 1: School offers the same or more athletic aid and student accepts offer.

Student-Athlete R is currently receiving 2011-2012 Athletic Aid and his current college **offers the same amount or more** for the following academic year. The student **accepts** this offer.
Required Action by College: Community College A must complete a valid Letter of Intent and submit online on or before June 15th.

Scenario 2: School offers the same or more athletic aid. However, student declines the offer.

Student-Athlete R is currently receiving 2011-2012 athletic aid and his current college **offers the same amount or more** for the following academic year. However, the student-athlete **declines** this offer.
Required Action by College: Community College A must complete the Second Year Signing Agreement with the Student-Athlete's signature on or before June 15th. They must keep a copy on file in case of audit and provide the student with a completed copy of the agreement

Required Action by Student: If Student-Athlete R chooses to transfer; they will need either to be released from current Letter of Intent or wait for it to expire on July 31st before becoming recruitable. They will need a NJCAA Transfer Waiver to be eligible at another NJCAA institution for the following academic year.

Scenario 3: School offers less athletic aid. Student accepts this offer.

Student-Athlete R is currently receiving 2011-2012 athletic aid and his current college **offers less athletic aid** for the following academic year. The student **accepts** this offer.
Required Action by College: Community College A must complete the Second Year Signing Agreement and sign the Student - Athlete to a valid Letter of Intent **on or before** June 15th.

Scenario 4: School offer less athletic aid but the student declines the offer.

Student-Athlete R is currently receiving 2011-2012 athletic aid and his current college **offers less** for the following academic year. However, the student-athlete **declines** this offer.
Required Action by College: Community College A must complete the Second Year Signing Agreement on or before June 15th. They must keep a copy on file in case of audit and provide the student with a completed copy of the agreement.

Required Action by Student: Student-Athlete R will be allowed to transfer without the NJCAA Transfer Waiver if he/she so chooses. Student must provide documentation of decreased offer. Student-Athlete R will become recruitable on the date of the release or June 16th, whichever comes first.

Scenario 5: School does not offer any Athletic Aid or Letter of Intent.

Student-Athlete R is currently receiving 2011-2012 athletic aid from Community College A. However, the College decides **not to offer a second year** Letter of Intent.
Required Action by College: Community College A must complete the Second Year Signing Agreement on or before June 15th. They must keep a copy on file in case of audit and provide the student with a completed copy of the agreement. The member college is in violation if the Second Year Signing Agreement is not executed

Required Action by Student: Student-Athlete R will be allowed to transfer without the NJCAA Transfer Waiver if he/she so chooses. Student must provide documentation of offer. Student Athlete R will become recruitable on the date of the release or June 16th, whichever comes first.

Scenario 6: Student is signed to a Letter of Intent without any athletic aid.

Student-Athlete R signed a Letter of Intent **with no athletic aid** from Community College A. Community College A **offers a Letter of Intent with no athletic aid** for the following year.
Required Action by College: Sign Student-Athlete R to a valid Letter of Intent for the following academic year.

Upon transfer the student would be required to have a completed NJCAA Transfer Waiver on file to become eligible.

Required Action by Student: In this scenario, even though Student-Athlete R is not receiving any aid, they are signed to a valid Letter of Intent. At this point, either the student must accept the offer or if they transfer, they will need the NJCAA Transfer Waiver.

Scenario 7: Student-Athletes released from Letter of Intents prior to June 15th.

Prior to June 15th, Community College A releases Student-Athlete R under the guidelines of Article VIII, Section 1.E.4
Required Action by College: Community College A must document the release per Article VIII, Section 1.E.4 and submit a valid NJCAA Release Agreement online. Community College A can choose to offer a second year letter of intent if they wish.

Required Action by Student: Due to Student-Athlete R being released from the Letter of Intent, he/she becomes immediately recruitable at the time of the release. A NJCAA Transfer Waiver is required for them to be eligible the following academic year.

Scenario 8: Ineligible Student-Athlete

Student-Athlete R is signed to a Letter of Intent for the 2011-2012 academic year at Community College A. At the end of the fall 2011 term the student became academically ineligible and was released from the Letter of Intent. Community College A has no interest in signing the student to an Letter of Intent for the upcoming year. When will he/she become recruitable and if they transfer, will they require a NJCAA Transfer Waiver?

Required Action by Student: Student-athlete R becomes recruitable at the time they are released from their Letter of Intent so in this case they are currently recruitable. Due to the fact that student-athlete R was released from the 2011-2012 Letter of Intent because of academic ineligibility, the student is required to have a NJCAA Transfer Waiver in order to be eligible during the 2012-2013 academic year.

Case 15
Second Year Signing Agreement

SITUATION:

Do NJCAA member colleges have the choice to not use the Second Year Signing agreement?

ANSWER:

NJCAA Member colleges must either sign the returning student-athlete who received athletic aid in the current year to an appropriate Letter of Intent for year two, sign a Release Agreement, or complete the Second Year Signing Agreement documenting the discussions that took place between the college and the student-athlete. If the college does not complete the Second Year Signing Agreement, complete a Release Agreement with the required signatures, or make a scholarship offer to the student-athlete by June 15th the member college is in violation of NJCAA bylaws and will be sanctioned, at a minimum, with reduction of allowable LOIs for future years.

Case 16
Section 5.A.6 – No Athletic Scholarship = No Transfer Waiver

SITUATION:

During the 2011-2012 academic year Student-Athlete R was not receiving any type of athletic aid at Community College A for his/her first year. Community College A is not offering any athletic aid to Student-Athlete R for the second year. If Student-Athlete R desires to transfer to another member college, does he/she need a Transfer Waiver signed by Community College A?

ANSWER:

Yes. Article VIII, Section 5.A.6 states that if a student-athlete is not offered the same amount of scholarship for the second year as he/she received the first year, he/she may transfer to a member college and the student-athlete is allowed to void the Transfer Waiver commitment.

In this case, the student-athlete was not receiving *any* amount of athletic aid the first year and therefore it is not possible for this student-athlete to receive less than "nothing" for his/her second year. Article VIII, Section 5.A.6 does not apply to this student-athlete and he/she would need a signed Transfer Waiver to be immediately eligible upon his/her transfer to another member college. If a Transfer Waiver is not obtained from Community College A, he/she must serve one entire season of probation.

Case 17
Section 5.A.6 – 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 15 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. (Please refer to Article VIII, Section 1.D for more about when to replace a scholarship and E.3 for scholarship cancellations.)

Case 18
Section 5.A.6 – Approval of In-State Residency vs. Permanent Resident Status

SITUATION:

Community College A follows the state guidelines on residency status by allowing the dependent of a Green Card holder to pay in-state tuition. Can the college offer a Letter of Intent to the student-athlete as a holder of Green Card/US Citizen?

ANSWER:

No. The dependent student-athlete, although receiving in-state tuition due to his/her parent/legal guardian status, must provide a copy of his/her own Green Card or be classified as an international (non-U.S. citizen) student for athletic participation.

Case 19
Section 5.A.6 – Non-United States Citizen Student-Athlete Counting if He/She Pays Tuition

SITUATION:

Student-Athlete R is a non-United States citizen student-athlete who pays all of his/her costs to attend Community College A. May Student-Athlete R participate on the soccer team? Does Student-Athlete R count against the four non-United States citizen student-athlete limitation?

ANSWER:

Student-Athlete R may participate and does not count against the four limitations because he/she is not receiving athletic scholarship aid. However, the college will need to have verification of the student-athlete paying for his/her own expenses on file with the eligibility in case of an audit.

Case 20
Section 5.A.6 – Non-United States Citizen Student-Athlete Scholarship Limitations

SITUATION:

How does a Division I program determine the non-United States Citizen student-athlete, non-resident or Green Card holder, scholarship limit for each sport?

ANSWER:

Article V, Section 19 Sports Procedure page of the NJCAA bylaws list the number of non-United States Citizen student-athletes (non-Green Card holders) that may receive athletic aid or sign a Letter of Intent for no athletic aid in one academic year. It is determined by looking at the scholarship limit for each Division I sport and take 25% of that number. This is the number that each college is limited to for each Division I sport relative to non-United States Citizen student-athletes on scholarship. For those sports where 25% ends in a fraction, the number must be rounded down to the closest whole number. (Example: Division I Men's Soccer, 25% of 18 scholarships is 4.5. The number of allowable non-US citizen student-athletes on scholarship would be rounded down to 4.)

Case 21
Section 5.A.6 – Non-United States Citizen Student-Athlete Scholarship Limit

SITUATION:

Community College A provides scholarships to three non-U.S. citizen student-athletes in the sport of women's basketball (the allowable limit in basketball). One of the non-U.S. citizen student-athletes does not return for the second semester. May Community College A then scholarship an additional non-U.S. citizen student-athlete to bring their number back to three?

ANSWER:

No. The limit placed on the number of non-U.S. citizen student-athletes as per the NJCAA Sports Procedures is a head count number for the year. A college may not replace any non-U.S. citizen student-athletes receiving an athletic scholarship once they have met the maximum number allowed within a specific sport.

Case 22
Section 5.A.6 – Letter of Intent Replacement – Non-US Citizens with U.S. Citizens

SITUATION:

Community College A has signed their full allotment of baseball Letters of Intent (24). Included within the 24 are six non-U.S. citizen student-athletes as allowed by rule. At the end of the fall term, one of the six non-U.S. citizen student-athletes chooses not to return to the United States. May Community College A replace the vacant Letter of Intent with another non-U.S. citizen athlete? May Community College A replace the vacant Letter of Intent with a student-athlete who is a United States citizen/permanent resident?

ANSWER:

Community College A may not fill the vacant Letter of Intent with another non-U.S. citizen athlete once the college expends any funds on that student-athlete during the academic year. However, they would be allowed to fill the vacancy with a student-athlete who is a United States citizen/permanent resident or the holder of a Green Card.

Case 23
Section 5.A.6 – Non-U.S. Citizen signs Letter of Intent but does not Attend the College after an Official Recruiting Trip

SITUATION:

Community College A recruits and pays for a non-United States citizen's expenses for an official recruiting visit to the college during the 2011-2012 academic year. The student-athlete then signs a NJCAA Letter of Intent to attend that college for the 2012-2013 academic year. The student-athlete is unable to obtain a Visa to come to the United States and attend Community College A. Can the Letter of Intent be replaced with another non-U.S. citizen?

ANSWER:

Yes. Only if the money that has been expended by Community College A on the non-United States citizen was for the recruiting visit and no money involving the athletic scholarship, the college can sign another non-United States citizen to that same scholarship.

Case 24
Section 5.A.7 – Offering Written Contract before Signing 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 January 15th (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 offering prior to the National signing guidelines.

Case 25
Section 5.A.7 – Signing Conference Letters of Intent

SITUATION:

Community College A is not using the National Letter of Intent. Instead, it is using its own conference letter. The conference signing date for football is January 15, 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 National signing date. No NJCAA member college can sign a student-athlete to an institutional, conference or state Letter of Intent prior to the National signing date.

Case 26
Section 5.A.7 – 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.

Case 27
Section 5.A.8 – Fifteen Calendar Day Withdraw and Transfer

SITUATION:

Student-Athlete R signs a Letter of Intent and attends Community College A during the fall term. Student-Athlete R withdraws from Community College A after ten (10) calendar days and enrolls in Community College B on the eighteenth calendar day of the Community College B fall term. Is Student-Athlete R eligible to participate during the fall term for Community College B? When would Student-Athlete R be eligible to participate for Community College B?

ANSWER:

No. Because Student-Athlete R was not enrolled and attending classes within 15 calendar days of the fall term at Community College B, he/she would not be eligible to participate in the fall term (Article V Section 4.B). Student-Athlete R would require a Release Agreement from his/her Letter of Intent that was signed and submitted online with the NJCAA by Community College A. Student-Athlete R could become eligible to compete at Community College B anytime after the completion of the fall term at Community College B, if Student-Athlete R receives a Release Agreement from Community College A.

Case 28
Section 5.A.8.c – NJCAA Release Agreement

SITUATION:

Student-Athlete R signs an NJCAA Letter of Intent. 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 for 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 29
Section 5.A.8.c – 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 cannot receive institutional athletic aid from Community College B without first receiving a signed Release Agreement from Community College A.

Case 30
Section 5.A.8.c – 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. 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 term of his/her original Letter of Intent is completed or the Release Agreement has been signed and submitted online.

Case 31
Section 5.A.8.c – Transfer Waiver vs. Release Agreement

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 A need a Transfer Waiver and/or a 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. Without the Transfer Waiver, Student-Athlete R would be ineligible for athletic competition for an entire season. Student-Athlete R would not need a Release Agreement from his/her Letter of Intent since the term of that agreement was for one year and he/she fulfilled that term of attendance.

Case 32
Section 5.A.8.c – Transfer Waiver vs. Release Agreement

SITUATION:

Student-Athlete R has signed an NJCAA Letter of Intent with Community College A for the academic year. Following his first semester at Community College A, Student-Athlete R decides to transfer to Community College B to participate in baseball. What does Student-Athlete R need to be immediately eligible at Community College B?

ANSWER:

Student-Athlete R would need to have a fully executed Transfer Waiver to be immediately eligible to participate in baseball, assuming he is academically eligible upon transfer. He would also need to have the Release Agreement signed and submitted online to have athletic communication with a representative of Community College B and be immediately eligible.

Case 33
Section 5.A.8.c – Recruitable Athlete from the NJCAA

SITUATION:

Student-Athlete R signs a National 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 would have to decide to release Student-Athlete R to attend any other NJCAA member college, or choose not to sign the Release Agreement at all.

Case 34
Section 5.A.8.c – ADDING, CANCELING AND RELEASING ATHLETES RECEIVING ATHLETIC AID

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. (Section 5.A.3)
- If athletic aid is utilized, summer school must be included on a NJCAA Letter of Intent for every student-athlete in attendance.
- 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 1 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. (Section 1.D)
- 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. (Section 1.D)
- If the grant-in-aid becomes vacant (for reasons listed in Article VIII, Section 1.E.4), it may be awarded to a different individual for the remainder of that academic year, beginning with the next term. (With the exception of a non-US citizen or Green Card holder; Section 5.A.6)
- Limitations on the number of scholarships allowed by NJCAA bylaws are listed in Article V, Section 19, Sports Procedures pages.
- 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: (Section 1.E.4)

- 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.
- There may be no replacement for a non-United States citizen or holder of a Green Card once any money has been expended on the student-athlete for his/her athletic scholarship. (Section 5.A.6)
- Cancellation/replacement must be at term, not mid-term.

RELEASE

- The NJCAA Release Agreement is available in the online Letter of Intent program to cancel a NJCAA Letter of Intent/Scholarship. Article VIII, Section 1.E.4 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 Article VIII, Section 1.E. 4.
- The following are situations that would allow a scholarship to be cancelled:
  1. Ineligible student-athlete
  2. Disciplinary reasons
  3. Misconduct unrelated to athletic ability
  4. Voluntary withdrawal prior to the institution's first contest
  5. Failure to enroll (by the 15th calendar day of the term)

6. Transfer
7. Signed a professional sports contract
8. Joined the military or on a church mission
9. Withdrawal within the first 15 calendar days of the term

- 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 35
Section 5.A.8.e – Club Team Use of Letter of Intent

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.

Case 36
Section 5.A.9.a – Submitting NJCAA Letter of Intent

SITUATION:

Community College A offers a 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?

ANSWER:

Yes. Community College A must submit all NJCAA Letters of Intent online to the National Office or inform the student-athlete of his/her right to attend and participate at another college. Sanctions will be imposed on Community College A if the Letter of Intent is not submitted to the National Office and the student-athlete is never informed of its expiration.

Case 37
Section 5.A.9.a – 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 A 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 38
Section 5.A.9.b – Student Signing the NJCAA Letter of Intent Prior to the Athletic Director

SITUATION:

Student-Athlete R signs a National Letter of Intent for baseball on January 15th, the National signing date. He then returns the signed form to the school on January 21st, at which time the Director of Athletics signs and dates the form. Is this Letter valid?

ANSWER:

No. The National Letter of Intent must be signed and dated by the Director of Athletics prior to submission for the student-athlete's signature. In this case the 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 39

Section 5.A.9.c – Signing Date for the NJCAA Letter of Intent

SITUATION:

Student-Athlete R signs an NJCAA Letter of Intent for soccer on December 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 has 21 calendar days from the date of the student-athlete's signature to submit the online form to the National Office. 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 40

Section 5.A.9 – Handwritten Signature Dates on the Original, Signed Letter of Intent

SITUATION:

Community College A enters all signatures dates and then prints the Letters of Intent for each person (student-athlete, parents, coaches, president) signing. Is this a violation since all signatures 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 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 41

Section 5.A.11 – Transfers *with* a Release Agreement/Transfer Waiver

SITUATION:

Student-Athlete R participates at Community College A during the 2011-2012 academic year and subsequently signs an NJCAA Letter of Intent for his/her second year at that same college. Student-Athlete R then decides to transfer to Community College B prior to the start of the 2012-2013 academic year. Contact notification has been made between both colleges and Community College A has agreed to sign a Release Agreement. In what capacity may Student-Athlete R participate at Community College B?

ANSWER:

If Student-Athlete R receives a signed Release Agreement and a signed Transfer Waiver from Community College A ***and*** if Student-Athlete R meets the eligibility requirements in Article V, Section 4 and the transfer requirements in Section 10, he/she is allowed to participate with the team at Community College B and may receive athletic aid for the 2012-2013 academic year. If the academic requirements are not met or the Transfer Waiver is not signed by Community College A, Student-Athlete R will not be able to participate for one entire season.

Case 42

Section 5.A.11 – Transfers *without* a Release Agreement/Transfer Waiver

SITUATION:

Student-Athlete R, signs an NJCAA Letter of Intent for the 2012-2013 academic year at Community College A, then transfers to Community College B prior to the start of the fall 2012 term. Contact notification has been made between both colleges but Community College A will not sign a Release Agreement. 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 for the basketball team, be associated with athletics nor may Student-Athlete R receive athletic aid at Community College B during the 2012-2013 academic year until he/she has fulfilled the terms of the original Letter of Intent. (Please refer Article VIII, Section 5.A.11.)

Case 43

Section 5.A.12 – 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 2012-2013 academic year, but is thinking of transferring to Community College B for the 2013-2014 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 2013-2014 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 2012-2013 Letter of Intent at Community College A, this student-athlete is not recruitable by any other NJCAA member college until either a Release Agreement (not the Transfer Waiver or Contact Notification Form) has been signed OR the end of the academic year (July 31st).

Since Student-Athlete R is still under the Letter of Intent at Community College A and because it is before the end of the academic year (July 31st), 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.

PENALTIES IF A VIOLATION HAS OCCURRED:

If Community College B actively recruits the student-athlete, pays for any expenses regarding the visit to the campus, or the student-athlete signs a Letter of Intent for the 2013-2014 academic year **BEFORE** getting a Release Agreement signed or if it is before the end of the academic year. The penalties for this violation are as follows:

1. The 2013-2014 Letter of Intent must be immediately cancelled by Community College B.
2. The student-athlete may not sign any Letter of Intent at Community College B for the 2013-2014 academic year in any sport.
3. If the student-athlete transfers to Community College B, he/she may not participate, practice or be involved in any capacity with any athletic team during the 2013-2014 academic year.

Case 44
Section 5.A.14 – 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 2012-2013 academic year in the sport of baseball. He decides before the start of the fall 2012 term that he wants to go to an NCAA institution instead. After attending the NCAA institution during the fall term he decides to return to Community College B to participate in baseball during the spring 2013 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 2012-2013 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 allowed to participate at Community College B during the spring 2013 term. 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 is ineligible to participate at Community College B, he 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.

This ruling also applies to a student-athlete who does not attend any college during the fall term who has signed a Letter of Intent at one NJCAA member college then wishes to attend another NJCAA member college for the spring term of that academic year in which the Letter of Intent is in effect.

Case 45
Section 5.A.15 – 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 at 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.

Case 46
Section 5.A.16 – Signing NJCAA Letter of Intent in Two Sports

SITUATION:

Student-Athlete R signs a NJCAA Letter of Intent to play football for Community College A. Community College B wants to sign Student-Athlete R to a Letter of Intent in basketball. Can Student-Athlete R sign Letters of Intent for both sports at separate institutions?

ANSWER:

No. The National Letter of Intent is not sport specific. Student-Athlete R cannot sign more than one National Letter of Intent 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 basketball.

Case 47
Section 5.A.17 – Expending <u>Athletic Scholarship</u> Funds Prior to a Student's Signing of a Letter of Intent

SITUATION:

Student-Athlete R is being recruited to play football at Community College A for the fall 2012 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 and bylaw Article VIII, Section 5.A.17?

ANSWER:

Yes. The college paid for his expenses to attend the tryouts prior to any signing of a 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 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 a Letter of Intent.

Case 48
Section 5.A.17 – Expending <u>Team Travel</u> Funds Prior to a Student's Signing a 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 2012 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 49
National 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 National Letter of Intent?

ANSWER:

Letters of Intent must be signed and submitted separately – one for each sport. The signing date for each sport must be abided by.

Case 50
Simulated Letter of Intent Signing

SITUATION:

Community College A participates in a simulated signing of a NJCAA Letter of Intent prior to the official NJCAA signing date for that sport. Is this a violation of the NJCAA bylaws?

ANSWER:

Yes. No member of the college coaching staff or a representative of their athletic interest may take part in any event that would indicate that a student-athlete has signed a NJCAA Letter of Intent prior to the official signing date. This would include a picture and/or an article appearing in the news media.

ARTICLE VIII, SECTION 6 – 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 1 as designated in the Sports Procedures in Article V Section 19.

Case 2
Section 6.A – 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
Section 6.A – 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
Section 6.E.2 – 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 bona-fide 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.

If the basketball player voluntarily enrolled in this class and the class was only open for basketball players to enroll, any practicing in this class will count as practice time and if this class is during the off season, those hours spent in this class will count towards the eight hours permitted a week in the off season as per Section 6.G.7.

Case 5
Section 6.F – 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.

Case 6
Section 6.F.3 – 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 7
Section 6.F.3 – 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.

ARTICLE VIII, SECTION 6.G – Off Season Athletic Activity Limitations

Case 1
Section 6.G – 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 2
Section 6.G – 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 last day of the last NJCAA Football 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 3
Section 6.G – Summer Practices, the Off-Season and Incoming Freshmen

SITUATION:

Student-Athlete R a recent high school graduate, has signed a 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 4
Section 6.G – 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 5
Section 6.G – Tryouts Conducted during the Off Season

SITUATION:

Community College A wants to hold tryouts for their soccer team after May 1 on campus. May 1 is the beginning of the off season for soccer. What are the restrictions regarding current student-athletes and those who have signed valid Letters of Intent participating in these tryouts?

ANSWER:

1. As long as the tryouts are held on campus during the off season, there may be contact between the coaching staff and current student-athletes and those who have signed valid Letters of Intent for the following year.
2. The tryouts cannot be mandatory for current student-athletes and athletes who have signed valid Letters of Intent to attend for the following academic year.
3. Those current student-athletes and athletes who have signed valid Letters of Intent who are participating in tryouts must have valid physicals on file and they must be enrolled/registered during that term.
4. The hours spent participating in tryouts on campus during the off season will count within the eight hours per week allowed for athletic activities.

Case 6
Section 6.G.1 – 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 7
Section 6.G.2 – Registered for Summer Term and Participating in Off Campus Activities

SITUATION:

The practice definition mandates student-athletes to be registered in that term for off campus 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 8
Section 6.G.2 – 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 pre-enrolled/pre-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 pre-enrolled in for the summer term. In addition to being pre-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 pre-enrolled/pre-registered for the summer term must immediately cease practice and all other athletic activities.

Case 9

Section 6.G.3 – 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 (summer). Can Community College A pay for the greens fees for their golfers at golf courses on or off campus during the off season (summer)?

ANSWER:

No. As per Section 6.G.3, 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. *Even if the contract between the college and the golf course never requires payment for greens fees for members of that college golf program, the student-athletes during the off season must pay for their greens fees because of Section 6.G.3.*

Any practicing or athletic contact between the coaches and current student-athletes or ones who have signed LOI's during the off season at this "home" golf course will count towards the overall eight hours per week rule as listed in Section 6.G.6. If there has not been approval from the National Office of this "home" course, there can be no contact made off campus during the off season between coaches and athletes.

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.

(See an additional case in Article VIII, Section 2 concerning greens fees for recruits.)

Case 10

Section 6.G.5 – 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. (Please refer to this rule in Article VIII, Section 6.G.5.)

Case 11

Section 6.G.5 – 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 12

Summer Athletic Contact – Sport Differentiation

SITUATION:

The head fast-pitch softball coach at Community College A coaches a summer slow-pitch softball team off campus that has student-athletes from Community College A's fast-pitch 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 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 fast-pitch team.

Case 13
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 must 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.)
- The NJCAA website will list those state games receiving approval.
- 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 definition in Article VIII, Section 6.G.

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 and posted as such on the NJCAA website. (This case is also located in Article V, Section 16.E.)

Case 14
Section 6.G.5 – 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?

ANSWER:

No. Section 6.G.5 states that no member of the college coaching staff may have off campus athletic contact with any current student-athlete or one who has signed a Letter of Intent. Volunteer coaches would be considered as part of the college coaching staff and may not have off campus contact during the summer.

Case 15
Section 6.G.5 – 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 16
Section 6.G.5 – 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 a 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 Article VIII, Section 6. In this case, the head baseball coach cannot have athletic contact with a current student-athlete or one who has signed a Letter of Intent off campus during the off season regardless of his part-time employment status at the college.

Case 17

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 Article VIII, Section 6.G.5 of the NJCAA bylaws, he/she became a member of the college coaching staff on the day of hire. 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 18

Section 6.G.5.a – 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 19

Section 6.G.5.a – 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 20

Section 6.G.5.b – 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 a Letter of Intent for the 2012-2013 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 a 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 21

Section 6.G.5.c – 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. Article VIII, Section 6.G.5 allows a coach to participate against a current student-athlete or one who has signed a 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 22

Section 6.G.6 – Using Off Campus Facilities During the Season

SITUATION:

Community College A does not have a basketball gym for its student-athletes and wants to pay for its members of the basketball team to play/practice at the local recreational center. Is this permissible by the practice definition?

ANSWER:

Yes, as long as the college is paying for their basketball team to practice at this off campus facility during the **in season**. Community College A could not pay for their basketball team to use this facility in the off season without getting prior approval from the National Office. Please refer to Article VIII, Section 6.G.6.

Case 23
Gaining Approval from the 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 campus athletic contact rule in Section 6.G.7, 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 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 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 National Office and is awaiting an approval, those student-athletes/LOI 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 24
Section 6.G.6 – 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 Section 6.G.6 must the information and contract between the college and the off campus facility be sent to the National Office for approval of *each* facility?

ANSWER:

Yes. The contract between the college and the facility must be sent to the 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 as it would be a violation of Sections 6.G.1, 3, 4 and 5.

Case 25
Section 6.G.6 – 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 National Office each contract between the college and each of the three golf courses and as long as each course is in compliance with Section 6.G.6, the National Office will review the requests accordingly.

Case 26
Section 6.G.7 – 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, 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 27
Section 6.G.7 – 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 28
Section 6.G.7 – 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 (Section 6.G.7). 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 out of 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 only for on campus activities.

Case 29
Section 6.G.7 – 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 30
Section 6.G.7 – 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 31
Section 6.G.1 & 7 – Scrimmaging During the Summer On Campus

SITUATION:

Can a team scrimmage on campus in the summer as long as the scrimmage is voluntary and the coach is not coaching?

ANSWER:

Players may scrimmage during the summer, *on campus*, on a voluntary basis and if they are enrolled/registered at the college and have a valid physical on file. The coach may be present for a maximum of eight contact hours per week on campus. The scrimmage *may not* be publicized.

Case 32
Section 6.G.7 – 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 his/her job as a camp counselor?

ANSWER:

Yes, as long as the camp is held on campus. If the camp is off campus, then Student-Athlete R could not participate as this would be considered as off campus athletic contact with a current student-athlete. (Please refer to Article V, Section 11.A.4 for more on a student-athlete being a camp counselor.)

Case 33
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.
6. 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. Once the college receives these funds, the college may not pay for summer activities.
7. The institution may not publicize workouts in the summer.

ARTICLE XI – Policies and Procedures for Conducting Championship and Invitational Championship Tournaments, Meets and Games

Case 1
National Championship Play

SITUATION:

Community College A transports their baseball team to the NJCAA National Tournament and is staying in the official tournament hotel. Community College A is defeated and exits from the tournament site. Several student-athletes from Community College A remain with their parents at one of the official tournament hotels. If these student-athletes damage the hotel, is Community College A responsible?

ANSWER:

Yes. Article XI, Section 12 states, "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 Tournament/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."

This statement indicates that the supervision and accountability of the student-athlete, throughout the tournament, remains with the NJCAA member college.

ARTICLE XII, Section 3.A – Team Sport District Qualification for National Tournaments

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 a 8-8 record which is a .500 winning percentage as required by the bylaw.

ARTICLE XVIII – Sportsmanship Ejection Policy

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 half-time.

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.

Case 4
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 post-season 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 5
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 6
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 7
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 8
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 9
Ejection Policy – Inclement Weather

SITUATION:

Student-Athlete R is ejected from a baseball game on March 1. On the original published scheduled 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 3 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 10
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 15 is continued or replayed at another time, the head coach must serve his/her suspension during that game.

Case 11
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, C)?

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 post-season 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 12
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.

Case 13
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 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 rule 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 14
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.

CONGRATULATIONS TO THE 2011-12 NATIONAL CHAMPIONS

Baseball
Iowa Western Community College (I)
LSU-Eunice (II)
Joliet Junior College (III)

Men's Basketball
South Plains College (I)
Mott Community College (II)
Sandhills Community College (III)

Men's Bowling
Vincennes University

Men's Cross Country
Paradise Valley Community College (I)
Harper College (III)

Football
East Mississippi Community College

Men's Golf
Indian Hills Community College (I)
South Mountain Community College (II)
Minnesota State CTC (III)

Men's Half Marathon
Iowa Central Community College

Ice Hockey
Monroe Community College

Men's Indoor Track & Field
Iowa Central Community College

Men's Lacrosse
Onondaga Community College

Men's Outdoor Track & Field
South Plains College (I)
Harper College (III)

Men's Soccer
Cloud County Community College (I)
Herkimer County Community College (III)

Men's Swimming & Diving
Indian River State College

Men's Tennis
Laredo Community College (I)
Gloucester County College (III)

Wrestling
Labette Community College











Women's Basketball
Trinity Valley Community College (I)
Monroe College (II)
Rock Valley College (III)

Women's Bowling
Mohawk Valley Community College

Women's Cross Country
Iowa Central Community College (I)
Alfred State College (III)

Women's Golf
Redlands Community College

Women's Half Marathon
Iowa Central Community College

Women's Indoor Track & Field
Iowa Central Community College

Women's Lacrosse
Onondaga Community College

Women's Outdoor Track & Field
South Plains College (I)
Mohawk Valley Community College (III)

Women's Soccer
Tyler Junior College (I)
Montgomery College-Rockville (III)

Softball
Chattanooga State Community College (I)
Phoenix College (II)
Gloucester County College (III)

Women's Swimming & Diving
Indian River State College

Women's Tennis
Tyler Junior College (I)
Rock Valley College (III)

Volleyball
Blinn College (I)
Cowley County Community College (II)
Ridgewater College (III)

NJCAA
NATIONAL JUNIOR COLLEGE ATHLETIC ASSOCIATION

FORMS

Downloadable forms can be found at www.njcaa.org/schools

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NJCAA AWARDS

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 March 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, Coaches Association Presidents, Presidential Representatives, and Officers with a minimum of two years 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.

NJCAA SERVICE AWARD has been presented to the following:

GERALD D. ALLARD
Long Island Ag - Tech College
Farmingdale, New York

OTTO K. ANDERSON
Pensacola Junior College
Pensacola, Florida

DR. HENRY L. ASHMORE
Pensacola Junior College
Pensacola, Florida

DR. WILLIAM AUVENSHINE
Hill College
Hillsboro, Texas

EDWARD W. BADGER
Wilbur Wright College
Chicago, Illinois

CLIFFORD BAKER
East Texas Sports Report
Kilgore, Texas

DON BAKER
Lees McRae College
Banner Elk, North Carolina

RICHARD E. BALDWIN
Broome Community College
Binghamton, New York

STAN BARRON
WBEN
Buffalo, New York

GARY BARTON
John A. Logan College
Carterville, Illinois

MARVIN BEHR
Broome Community College
Binghamton, New York

HOBART BOLERJACK
Community Coll. & Tech. Inst.
Benton Harbor, Michigan

MAXIE BOLES
Central Alabama Community College
Alexander City, Alabama

DONALD BRANDT
Southeastern Community College
West Burlington, Iowa

DOROTHY BROWN
San Jacinto College/Central
Pasadena, Texas

HENRY BROWN
Amarillo Junior College
Amarillo, Texas

LAWRENCE J. BURTON
Weber College
Ogden, Utah

WALTER BYERS
NCAA
Kansas City, Missouri

OLIVER D. BYRD
San Mateo Junior College
San Mateo, California

JIM CAMPBELL
Kilgore College
Kilgore, Texas

DR. WILLIAM CAMPION
Central Florida Community College
Ocala, Florida

LEO CANADAY
Northern Oklahoma College
Tonkawa, Oklahoma

DR. BRUCE G. CARTER
Northeastern Oklahoma A&M College
Miami, Oklahoma

ROBERT CARTER
Amarillo Junior College
Amarillo, Texas

DR. WILLIAM CAUSEY
Alexander City State Junior College
Alexander City, Alabama

BARBARA CAYWOOD
The Hutchinson News
Hutchinson, Kansas

EUGENE CHAFFEE
Boise Junior College
Boise, Idaho

JEROME CHANDLER
NJCAA Financial Advisor
Sterling, Kansas

JACK CISTRIANO
Prince George's Community College
Largo, Maryland

FRED CINOTTO
Missouri Southern College
Joplin, Missouri

DENNIS CLARK
Kankakee Community College
Kankakee, Illinois

ELLIS J. CLOSE
MacGregor-Brunswick
Cincinnati, Ohio

GARY COLE
SUNY-Delhi
Delhi, New York

WILLIAM CONNELL
Wingate College
Wingate, North Carolina

LYNN CONWAY
Delta College
University Center, Michigan

GEORGE COOK
South Georgia College
Douglas, Georgia

CRAMER CHEMICAL COMPANY
Gardner, Kansas

RUBY CURRY
St. Louis CC-Flo Valley
St. Louis, Missouri

GLENN DALLING
Ricks College
Rexburg, Idaho

FRED DICKERSON
Lees-McRae College
Banner Elk, North Carolina

H.A. DICKSON
Weber College
Ogden, Utah

MARTIN E. DITTMER
Ellsworth Community College
Iowa Falls, Iowa

DR. BILLY JACK DOGGETT
Tyler Junior College
Tyler, Texas

LEROY DREYER
Blinn College
Brenham, Texas

BRUCE DUBOIS
Nassau Community College
Garden City, New York

BILL DYER
Macomb Community College
Warren, Michigan

A. H. ELLAND
Hutchinson Community College
Hutchinson, Kansas

OSCAR "SWEDE" ERICKSON
Casper College
Casper, Wyoming

CAROL EUSTIS
CC of Baltimore County
Baltimore, Maryland

CLIFFORD FAGAN
NFHSAA
Chicago, Illinois

PAULA FERGUSON
Triton College
River Grove, Illinois

RUSSELL W. FRAZIER
Louisburg College
Louisburg, NC

RALPH GALANTI
Erie Community College
Buffalo, New York

K.R. GALLE
Arkansas City Junior College
Arkansas City, Kansas

JOYCE GARRETT
Georgia Perimeter College
Decatur, Georgia

JAMES GARRISON
Chowan College
Murfreesboro, North Carolina

SCOTT GERNANDER
San Jacinto College-Central
Pasadena, Texas

GENE GIFFORD
Muskegon Community College
Muskegon, Michigan

WILLIAM GOLDSMITH
Hutchinson, Kansas

ERNEST B. GOULD
Worthington Community College
Worthington, Minnesota

BETTY JO GRABER
Weatherford College
Weatherford, Texas

ORVILLE GREGORY
Johnson County Community College
Overland Park, Kansas

C.L. "RED" GROVERT
Fairbury Junior College
Fairbury, Nebraska

RON GUNN
Southwestern Michigan College
Dowagiac, Michigan

ROBERT "Buddy" HAMRICK
Blinn Community College
Brenham, Texas

EDWARD HARDEMAN
Connor State College
Warner, Oklahoma

WALTER HAUK
Westchester Community College
Valhalla, New York

THEO HEAP
Mesa Community College
Mesa, Arizona

PAT HICKS
Anoka-Ramsey Community College
Coon Rapids, Minnesota

WILLIAM HOLLAND
Dutchess Community College
Poughkeepsie, New York

EARL J. HOLMES
Compton College
Compton, California

GUY HOLT
Hutchinson, Kansas

GEORGE D. HOY
Phoenix College
Phoenix, Arizona

HOD HUMISTON
Hutchinson, Kansas

ALBERT "NICK" IORIO
SUNY at Cobleskill
Cobleskill, New York

CARVEL JACKSON
Mesa Community College
Mesa, Arizona

DR. LAWRENCE JARVIE
N.Y.C. Community College
New York, New York

DR. H.E. JENKINS
Tyler Junior College
Tyler, Texas

DR. PAUL JOHNSON
Cowley County Community College
Arkansas City, Kansas

DON JOUSTED
Northland Community Technical College
Thief River Falls, Minnesota

EUGENE "BUZZ" KEEFE
Westchester Community College
Valhalla, New York

JERRY KERSHAW
KWBW
Hutchinson, Kansas

DR. DAN KINNEY
Iowa Western Community College
Council Bluffs, Iowa

TIMOTHY KLEINHANS
Erie Community College
Buffalo, New York

DR. OTTO KLITGORD
N.Y.C. Community College
New York, New York

DR. STEPHEN J. KORCHECK
Manatee Community College
Bradenton, Florida

BERDYNE KUIKEN
South Suburban College
South Holland, Illinois

ROBERT LAKE
Orange County Community College
Middletown, New York

BENNIE LEE
Kansas Jayhawk Community Conference
Valley Center, Kansas

C.M. LOCKMAN
Hutchinson Community College
Hutchinson, Kansas

HILMER G. LODGE
San Mateo Junior College
San Mateo, California

GRANT LONGLEY
Dean Junior College
Franklin, Massachusetts

MIKE LUNDGREN
Thief River Falls Times
& Northern Watch
Thief River Falls, Minnesota

RONALD MANN
Prince George's Community College
Largo, Maryland

L. W. "CHICK" MARTIN
Brevard College
Brevard, North Carolina

DALE MEADORS
Garden City Community College
Garden City, Kansas

JOSEPH M. MILINOVICH
Hibbing Community College
Hibbing, Minnesota

DR. WILLIAM P. MILLER
Weber College
Ogden, Utah

GEORGE MONAGAN
Monroe Community College
Rochester, New York

W.S. MONAT
Virginia Junior College
Virginia, Minnesota

HAROLD OETTING
Jefferson College
Hillsboro, Missouri

WILLIAM J. OGDEN
Jackson Community College
Jackson, Michigan

MIKE PANTALIONE
Yavapai College
Prescott, Arizona

MICHAEL PELLICCIA
Nassau Community College
Garden City, New York

DENNIS PERRYMAN
Garden City Community College
Garden City, Kansas

DONNA PIPER
Mount Ida Junior College
Newton Centre, Massachusetts

PETE PISCIOTTA
Glendale Community College
Glendale, Arizona

LEA PLARSKI
St. Louis Community College/Florissant Valley
St. Louis, Missouri

HENRY V. PORTER
NFHSAA
Chicago, Illinois

LORENE RAMSEY
Illinois Central College
East Peoria, Illinois

WALLY REYNOLDS
McHenry County College
Crystal Lake, Illinois

KEN ROBERTS
Worthington, Minnesota

S. ALBERT "RED" ROBERTSON
Northeastern Oklahoma A&M
Miami, Oklahoma

JOSEPH A. ROCKENBACK
Rochester Junior College
Rochester, Minnesota

BEN ROGERS
Middle Georgia College
Cochran, Georgia

RICHARD ROLLINS
Mount Wachusett Community College
Gardner, Massachusetts

LOUIS A. ROSS
Pensacola Junior College
Pensacola, Florida

DAVID J. ROWLANDS
Truman College
Chicago, Illinois

LUKE L. RUSHTON
Young Harris College
Young Harris, Georgia

JO ANN RUST
Pima Community College
Tucson, Arizona

PRENTICE "PIN" RYAN
Oakland Community College
Union Lake, Michigan

JOHN SACCHI
Middlesex County College
Edison, New Jersey

PETER SCHLOSS
Thornton Junior College
Harvey, Illinois

DONALD W. SCHMIDT
Hudson Valley Community College
Troy, New York

JAMES SEGREST
Odessa College
Odessa, Texas

CHARLES SESHER
Hutchinson Community College
Hutchinson, Kansas

THOMAS SEWELL
San Jacinto College
Pasadena, Texas

PAUL SHELDEN
Dodge City Community College
Dodge City, Kansas

JAMES E. SHENTON
Erie Community College
Buffalo, New York

DICK SHILTS
Kalamazoo Valley CC
Kalamazoo, Michigan

DICK SHOCKEY
Danville Area Community College
Danville, Illinois

WILLIAM SIMPSON
John Wood Community College
Quincy, Illinois

DR. ALBERT T. SKINNER
Cayuga County Community College
Auburn, New York

CHARLES P. SMIDLE
Wilson Junior College
Chicago, Illinois

HERSCHEL SMITH
Compton College
Compton, California

KERMIT SMITH
Martin College
Pulaski, Tennessee

PHIL SPEEGLE
Odessa College
Odessa, Texas

LAURENCE E. SPRING
Erie County Technical Institute
Buffalo, New York

HAROLD O. STEELE
Grand Rapids Junior College
Grand Rapids, Michigan

ART STOCK
Mesabi Community College
Virginia, Minnesota

SAM SUPLIZIO
Grand Junction, Colorado

DR. REED K. SWENSON
Weber College
Ogden, Utah

HARRY THOLEN
Santa Fe College
Gainesville, Florida

HOMA S. THOMAS
Northeastern Oklahoma A&M College
Miami, Oklahoma

JAY W. TOLMAN
Mesa College
Grand Junction, Colorado

BRUCE TRAPHAGEN
Worthington Junior College
Worthington, Minnesota

JOE TUBB
South Plains College
Levelland, Texas

JOE H. TURNER
Kilgore College
Kilgore, Texas

WILLIAM TUTEN
St. Johns River Community College
Palatka, Florida

CECIL C. TYRELL
Broome Technical Community College
Binghamton, New York

WAYNE UNRUH
Hutchinson Community College
Hutchinson, Kansas

DR. JAMES VAN HORN
G.C. Wallace State College
Hanceville, Alabama

ANNA VAN TASSEL
Hibbing Community College
Hibbing, Minnesota

DON VESCIO
CCAC – Allegheny
Pittsburgh, Pennsylvania

FLOYD WAGSTAFF
Tyler Junior College
Tyler, Texas

THOMAS WATT
SUNY at Farmingdale
Farmingdale, New York

RALPH WERNER
Bismarck State College
Bismarck, North Dakota

DR. RONALD WHITEHEAD
Jones County Junior College
Ellisville, Mississippi

P.F. WILHEIMSEN
College of the Sequoias
Visalia, California

AUBREY A. "FIZZ" WILLIS
Joliet Junior College
Joliet, Illinois

WILLIAM WIRTANEN
Mesabi Range Community
& Tech College
Virginia, MN

DR. HENRY WITT
Iowa Central Community College
Fort Dodge, Iowa

LUCILLE WOOD
East Central Junior College
Decatur, Mississippi

DIXIE WOODALL
Seminole Junior College
Seminole, Oklahoma

HORACE J. WUBBER
Mesa College
Grand Junction, Colorado

JAMES J. WYCHOR
Chamber of Commerce
Worthington, Minnesota

ROBERT ZIFCHAK
Middlesex Community College
Edison, New Jersey

NJCAA ACHIEVEMENT AWARD has been presented to the following:

Richie Ashburn
Edward W. Badger
Bill Barrett
John Booty
Denver Bracken
Larry Brown
Emmett Bryant
Linda Burgess
Robert Burrows
Norm Cash
Don "Babe' Chandler
William Roger Clemens
Gil Coan
Rheal Cormier
James D. Craig
Rita Crockett
Danny Cox
Calvin Davis
Dr. Charles Donnelly
Teresa Duncan
Lowell "Cotton" Fitzsimmons
Darrell Floyd
Dick Garmaker
Harvey B. Hardy
Dionna Harris
Tom Henderson
Mike Hill
Norman "Red" Hill
Larry Hinson
Tim Hudson
Jeff Huson
Larry Jackson
Bobby Jancik
Maurice John
Glen Karsten
Emmit King
Bruce Larsen
Earl Leggett
Nick Markakis
Bernadette Mattox
McCoy McLemore
Calum McNeil
John Montefusco
Jess Mortensen
Dick Motta
Clifford Outlin
Andy Eugene Pettitte
Kirby Puckett
Gary Redus
Austin "Red" Robbins
Jackie Robinson
Orban "Spec" Sanders
Mackey Sasser
Gene Sauers
Dwight Stone
Don Sutton
Jim Thome
Jerome Walton
Turner Max Ward
Dr. Glenn Wilkes
Fred "Tex" Winters
Frank Urban "Fuzzy" Zoeller
Lacena Golding-Clarke

NJCAA MERIT AWARD has been presented to the following:

Pete Babcock
Gerald Bender
Anthony “Deion” Branch
Lt. Governor Bob Bullock
Marti Lea Griffith Hobbs
Larry Keenum
Gary Morris
Reagan Turner Ragsdale

THE LOYALTY AWARD has been presented to the following:

Davin Milton Carnell, Jr.
Northeast Mississippi
Community College
Booneville, Mississippi

Norma Dycus
Sinclair Community College
Dayton, Ohio

Kathy Feldman
Alfred State College
Alfred, New York

Scott Geddis
Phoenix College
Phoenix, Arizona

John Green
Frank Phillips College
Borger, Texas

Michael Jacobsen
Utah Valley State College
Orem, Utah

Doug Key
Chattahoochee Valley
Community College
Phenix City, Alabama

Jean Musgjerd
Rochester Community Technical
College
Rochester, Minnesota

John Gary Oppert
Wallace State Community College
Dothan, Alabama

Delnor Poss
Midland College
Midland, Texas

William B. Ward
Northeast Mississippi
Community College
Boonville, Mississippi

Rene’ T. Warren
Hinds Community College
Raymond, Mississippi

Karen Wiley
Kishwaukee College
Malta, Illinois

Carrie Ball-Williamson
Itawamba Community College
Fulton, Mississippi

REED K. SWENSON LEADERSHIP AWARD has been presented to the following:

Walter Byers
Executive Director, NCAA
Mission, Kansas

Robert Kane
President, U. S. Olympic Committee
Ithaca, New York

George E. Killian
Executive Director, NJCAA
Colorado Springs, Colorado

Col. F. Donald Miller
Executive Director, U S.O.C.
Colorado Springs, Colorado

William E. Simon
President, U. S. Olympic Committee
Morristown, New Jersey

Dr. Edward S. Steitz
Springfield College
Springfield, Massachusetts

Sam Suplizio
Chairperson, Grand Junction Baseball Committee
Grand Junction, Colorado

William L. Wall
Executive Director
USA Basketball
Colorado Springs, Colorado

GEORGE E. KILLIAN AWARD OF EXCELLENCE has been presented to the following:

Tim Drain
Region 14 Women's Director
Tyler Junior College
Tyler, Texas

David Elder
Region 17 Men's Director
Georgia Collegiate Athletic Association
Demorest, Georgia

Brian Farrell
Region 20 Men's Director
CCBC-Catonsville
Catonsville, Maryland

Kathy Feldman
Region 3 Women's Director
Alfred State College
Alfred, New York

Bryce Roderick
Region 6 Women's Director
Kansas Jayhawk CCC
Arkansas City, Kansas

Sue Sinclair
Region 24 Women's Director
Illinois Central College
East Peoria, Illinois

Berdyne "Berdy" Kuiken
Region 4 Women's Director
South Suburban College
South Holland, Illinois

John Kuntz
Region 19 Men's Director
Sussex County Community College
Newton, New Jersey

Greg Silcox
Region 1 Men's Director
Paradise Valley Comm. College
Phoenix, Arizona

Bob Zelinski
Region 8 Men's Director
Central Florida Comm College
Ocala, Florida

Carl Heinrich
Region 6 Women's Director
Johnson County Community College
Overland Park, Kansas

Gary Huber
Region 4 Men's Director
Black Hawk College
Moline, Illinois

Dean Myrick
Region 10 Men's Director
Rockingham Community College
Wentworth, North Carolina

Donna T. Genova
Region 15 Women's Director
Bronx Community College
Bronx, New York

THE APPRECIATION AWARD has been presented to the following:

Bryce Roderick
Kansas Jayhawk Community College Conference
Arkansas City, Kansas

Carol Eustis
CCBC – Essex
Baltimore, Maryland

JoAnn Rust
Pima Community College
Tucson, Arizona

Karen L. Sykes, Ed.D
Dean College
Franklin, Massachusetts

Thomas LaPuma
Herkimer County Community College
Herkimer, New York

Dr. Sean Fanelli
Nassau Community College
Nassau, New York

Art Becker
Scottsdale Community College
Scottsdale, Arizona

LEA PLARSKI AWARD

1995-1996	John Combs	Basketball	Lees College	Jackson, Ky.
	Amy Parker	Basketball/SP Softball	Jones County Junior College	Ellisville, Miss.
1996-1997	George Russell Sanders	Football	Jones County Junior College	Ellisville, Miss.
	Amy Lucas	Tennis	Middle Georgia College	Cochran, Ga.
1997-1998	Douglas Bates	Baseball	Pensacola Junior College	Pensacola, Fla.
	Terra Sarnacki-Royer	Cross Country/Track/Swimming	SUNY-Cobleskill	Cobleskill, N.Y.
1998-1999	Sarah Wood	Soccer	St. Louis Community College-Meramec	St. Louis, Mo.
1999-2000	Larry Scheller	Soccer	Belleville Area Community College	Belleville, Ill.
2000-2001	Mindy Madewell	Basketball	Connors State College	Warner, Okla.
2001-2002	Jermaine Harris	Football	Georgia Military College	Milledgeville, Ga.
2002-2003	Melanie Mendrop	Soccer	Hinds Community College	Raymond, Miss.
2003-2004	Theresa Berry	Volleyball	Bevill State Community College- Fayette	Fayette, Ala.
2004-2005	Kayla Shaul	Women's Golf	Daytona Beach Community College	Daytona Beach, Fla.
2005-2006	Patrick Lepper	Men's Basketball	John Wood Community College	Quincy, Ill.
2006-2007	Angela Verbeelen	Softball	Florida Community College	Jacksonville, Fla.
2007-2008	Christopher Glaze	Baseball	Jones County Junior College	Ellisville, Miss.
2008-2009	Geofrey Kalanzi	Soccer	Dakota County Technical College	Rosemount, Minn.
2009-2010	Jacelyn Fischer	Women's Tennis	Adirondack Community College	Queensbury, N.Y.
2010-2011	Abby Frances	Cross Country	Bevill State Community College	Jasper, Ala.
2011-2012	Cassie Dumoulin	Women's Basketball	Elgin Community College	Elgin, Ill.

DAVID ROWLANDS MALE STUDENT-ATHLETE OF THE YEAR

1992-1993	Mike Worley	Basketball	Coffeyville Community College	Coffeyville, Kan.
1993-1994	Eddie Samuel	Basketball	Pensacola Junior College	Pensacola, Fla.
1994-1995	Joe Michael Robertson	Football	Jones County Junior College	Ellisville, Miss.
1995-1996	Doug Thompson	Baseball	Mississippi Gulf Coast Community College	Perkiston, Miss.
1996-1997	William Gladness	Basketball	Carl Albert State College	Poteau, Okla.
1997-1998	Shawn Marion	Basketball	Vincennes University	Vincennes, Ind.
1998-1999	Anthony Evans	Basketball	Neosho County Community College	Chanute, Kan.
1999-2000	Mario Toledo	Tennis	Georgia Perimeter College	Dunwoody, Ga.
2000-2001	Marc Dunn	Football	Ricks College	Rexburg, Idaho
2001-2002	Cory Patton	Baseball	Seward County Community College	Liberal, Kan.
2002-2003	Filiberto Rivera	Basketball	Southeastern Community College	West Burlington, Iowa
2003-2004	Larry Kendrick	Football	Pearl River Community College	Poplarville, Miss.
2004-2005	Michael Murray	Baseball	Meridian Community College	Meridian, Miss.
2005-2006	Brian Flores	Baseball	New Mexico Junior College	Hobbs, N.M.
2006-2007	Cody Jamieson	Lacrosse	Onondaga Community College	Syracuse, N.Y.
2007-2008	Devron Bostick	Basketball	Southwestern Illinois College	Belleville, Ill.
2008-2009	Chris Mason	Cross Country/Track & Field	SUNY-Delhi	Delhi, N.Y.
2009-2010	Ricardo Ratliffe	Basketball	College of Central Florida	Ocala, Fla.
2010-2011	Keenyn Walker	Baseball	Central Arizona College	Coolidge, Ariz.
2011-2012	Stanley Kebenei	Half Marathon/Track & Field	Iowa Central Community College	Fort Dodge, Iowa

BETTY JO GRABER FEMALE STUDENT-ATHLETE OF THE YEAR

1992-1993	Carey Burton	Volleyball	Barton County Community College	Great Bend, Kan.
1993-1994	Nema Corey	Slow Pitch Softball	Meridian Community College	Meridian, Miss.
1994-1995	Kay Mannebach	Cross Country/Track	Colby Community College	Colby, Kan.
1995-1996	Tricia Ferrin	Basketball	Utah Valley State College	Orem, Utah
1996-1997	Nicole Weed	Fast Pitch Softball	Daytona Beach Community College	Daytona Beach, Fla.
1997-1998	Kaunda Kay Williams	Basketball	Gulf Coast Community College	Panama City, Fla.
1998-1999	Yalika "Boo" Barnes	Basketball	Trinity Valley Community College	Athens, Texas
1999-2000	Devra Viekant	Cross-Country/Track	Utah Valley State College	Orem, Utah
2000-2001	Stephanie Martin	Volleyball	College of Southern Idaho	Twin Falls, Idaho
2001-2002	Yuliana Perez	Track and Field	Pima Community College	Tucson, Ariz.
2002-2003	Natashia Morehead	Basketball	Gulf Coast Community College	Panama City, Fla.
2003-2004	Heidi Brooks	Basketball/Softball	Corning Community College	Corning, N.Y.
2004-2005	Chelsie Mesa	Softball	Phoenix College	Phoenix, Ariz.
2005-2006	Sally Kipyego	Cross Country/Track	South Plains College	Levelland, Texas
2006-2007	Kristrina Jenkins	Bowling	Hudson Valley Community College	Troy, N.Y.
2007-2008	Lindsey Palmer	Softball	Salt Lake Community College	Salt Lake City, Utah
2008-2009	Nicola Race	Golf	Redlands Community College	El Reno, Okla.
2009-2010	Kelly Closse	Track & Field	South Plains College	Levelland, Texas
2010-2011	Mitsuki Katahira	Golf	Daytona State College	Daytona Beach, Fla.
2011-2012	Tryshia Centeno	Swimming & Diving	Indian River State College	Ft. Pierce, Fla.

ACADEMIC AWARDS

NJCAA Individual Academic Awards

Academic Award nomination process:

1. NJCAA member college Athletic Directors will be responsible for online submission.
    a. All college work must be included in the online submission.
    b. Only those nominees with a 4.00 GPA are required to upload photos.
2. Must have completed three full-time semesters or four full-time quarters of college work.
3. Must have participated in at least one season at the varsity level at the college from which he/she is nominated.
4. Nomination must be made during academic year in which participation occurred.
5. Following grade point averages must be met:
    a. 4.00 GPA on a 4.00 scale for 60 quarter hours or 45 semester hours for NJCAA Pinnacle Award for Academic Excellence.
    b. 3.80 to 3.99 on a 4.00 scale for 60 quarter hours or 45 semester hours for NJCAA Award for Superior Academic Achievement.
    c. 3.60 to 3.79 on a 4.00 scale for 60 quarter hours or 45 semester hours for NJCAA Award for Exemplary Academic Achievement.
6. When computing the final grade point average, all course hours attempted must be included with the exception of remedial/development course work, which cannot be used to meet the requirements for this award.
7. Do not round up when computing the grade point average.
8. **Deadline date for online submission <u>for</u> <u>all</u> <u>sports</u>: JUNE 15**
9. The list of Academic Award winners will be released to the appropriate media.

Academic Team of the Year

The NJCAA will honor an athletic team for each sport as NJCAA Academic Team of the Year.

1. The athletic director will be responsible for nominating the sports teams which he/she feels is worthy of the honor and has a **minimum 3.0** accumulative grade point average via online submission.
2. Each student-athlete listed on the eligibility form that finishes the season with the team will be used to figure the team's overall grade point average. In computing the final grade point average, **<u>ALL</u>** hours need to be computed, including "F's".
3. Transfers get computed, including hours earned at previous college.
4. In computing the final grade point average, all course hours attempted must be included with the exception of remedial/developmental course work, which cannot be used to meet the requirements for this award.
5. The nominating form, and one team photo must be submitted directly to the National Office.
6. **Deadline date for online submission <u>for</u> <u>all</u> <u>sports</u>: JUNE 15**

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 National Office).
3. Nominations will be due on **JUNE 15.**
4. The two award winners will be honored in the summer issue of the *NJCAA Review*.

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 National Office).
4. Nominations will be due on **JUNE 15.**
5. The award winners will be honored in the summer issue of the *NJCAA Review*.

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-American Nomination Guideline (for every sport):
The following guidelines must be adhered to for consideration of All-American status:

1. A fully executed copy of the NJCAA All-American nomination form filed as per the deadline dates established within each respective sport;
2. Two (2) individual, vertical, formal glossy photographs in ***color***, no smaller than 3X5 and no larger than 5X7;
3. Photos must be head and shoulder shots, in team jersey with number visible (if applicable);
4. Digital pictures must be submitted on a computer disk or CD with a minimum print resolution of 300 dpi. Digital pictures printed on any medium other than glossy photo paper with a print resolution of less than 300 dpi will not be accepted;
5. Digital photos submitted to the National Office via email will not be accepted;
6. Student-athletes name, school, region and position must be included with the digital picture or included on the back of the photograph.
7. Playing statistics for all student-athletes being nominated for All-American status must be up-to-date and printed from the NJCAA website and included with the All-American nomination form.

Baseball Division I:

Nomination Procedure: Colleges shall nominate players for AA honors through their Region Director; Regions must select an All-Region Team and submit those nominees in rank order (1-10, + a DH) to their respective District Director. District Directors will select an All-District team from those All-Region teams submitted. District Directors will submit their respective All-District team in rank order (1-10, + a DH) to the Baseball Chair. All-American's will be selected from the All-District teams.
Supporting Information: See All-American Nomination Guidelines
Deadline to Regional Director: Established by Region
Deadline to District Director: Established by District Director
Deadline to Committee Chair: May 23, 2013 Any package shipped between Monday or Tuesday prior to the before national tournament must be shipped by either FED EX next day or UPS next day. (No United States Postal Service)
(No later than the Wednesday prior to the start of the national tournament).
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:

Nomination Procedure: Colleges shall nominate players for AA honors through their Region Director; Regions must select an All-Region Team and submit those nominees in rank order (1-10, + a DH) to their respective District Director. District Directors will select an All-District team from those All-Region teams submitted. District Directors will submit their respective All-District team in rank order (1-10, + a DH) to the Baseball Chair. All-American's will be selected from the All-District teams.
Supporting Information: See All-American Nomination Guidelines
Deadline to Regional Director: Established by Region
Deadline to District Director: Established by District Director
Deadline to Committee Chair: May 23, 2013 (No later than the Wednesday prior to the start of the national tournament).
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:

Nomination Procedure: Colleges shall nominate players for AA honors through their Region Director; Regions must select an All-Region Team and submit those nominees in rank order (1-10, + a DH) to their respective District Director. District Directors will select an All-District team from those All-Region teams submitted. District Directors will submit their respective All-District team in rank order (1-10, + a DH) to the Baseball Chair. All-American's will be selected from the All-District teams.
Supporting Information: See All-American Nomination Guidelines
Deadline to Regional Director: Established by Region
Deadline to District Director: Established by District Director
Deadline to Committee Chair: May 16, 2013 (No later than the Wednesday prior to the start of the national tournament).
Number AA Positions Chosen: 36 Total
First, Second and Third Teams shall consist of: 4 Infielders, 3 Outfielders, 1Catcher, 1 DH, and 3 Pitchers each

Basketball Division I (Men):

Nomination Procedure: Colleges shall nominate players for AA to region; Regional Director will submit five nominees in rank order to Division I Basketball Chair. Procedures for selection of AA nominees shall be determined by each Region.
Supporting Information: See All-American Nomination Guidelines
Deadline Date to Regional Director: February 28, 2013
Deadline Date to Committee Chair: NJCAA Annual Meeting
Number AA/Positions Chosen: 50 Total
First Team: 10
Second Team: 10
Third Team: 10
Honorable Mention: 20

Basketball Division II (Men):

Nomination Procedure: Colleges shall nominate players for AA to Region or Group Director; Regional Director will submit nominees in rank order to Div. II Basketball Committee Chair.
Supporting Information: See All-American Nomination Guidelines
Deadline Date to Regional Director: February 28, 2013
Deadline Date to Committee Chair: NJCAA Annual Meeting
Number AA/Positions Chosen: 30 Total
First Team: 10
Second Team: 10
Third Team: 10

Basketball Division III (Men):

Nomination Procedure: Colleges shall nominate players for AA to Region or Group Director; Regional Director will submit nominees in rank order to Div. III Basketball Committee Chair.
Supporting Information: See All-American Nomination Guidelines
Deadline Date to Regional Director: February 28, 2013
Deadline Date to Committee Chair: NJCAA Annual Meeting
Number AA/Positions Chosen: 20 Total
First Team: 5
Second Team: 5
Third Team: 5
Honorable Mention: 5

Basketball Division I (Women):

Nomination Procedures: Colleges shall nominate players for AA to Region; Regional Director will submit five nominees in rank order to Division I Basketball Chair; Procedures for selection for AA nominees shall be determined by each region.
Supporting Information: See All-American Nomination Guidelines
Deadline Date to Regional Director: March 6, 2013 (No later than seven days prior to the Division I National Tournament)
Deadline Date to Committee Chair: NJCAA Annual Meeting
Number AA/Positions Chosen: 50 Total
First Team: 10
Second Team: 10
Third Team: 10
Honorable Mention: 20

Basketball Division II (Women):

Nomination Procedures: Colleges shall nominate players for AA to District Director; District Director will submit nominees in rank order to Division II Basketball Committee Chair.
Supporting Information: See All-American Nomination Guidelines
Deadline Date to Regional Director: March 6, 2013 (No later than seven days prior to Division II National Tournament)
Deadline Date to Committee Chair: NJCAA Annual Meeting
Number AA/Positions Chosen: 30 Total
First Team: 10
Second Team: 10
Third Team: 10

Basketball Division III (Women):

Nomination Procedures: Colleges shall nominate players for AA to Region Director; Region Directors will submit nominees in rank order to Division III Basketball Committee Chair.
Supporting Information: See All-American Nomination Guidelines
Deadline Date to Regional Director: March 1, 2013 (No later than seven days prior to Division III National Tournament)
Deadline Date to Committee Chair: NJCAA Annual Meeting
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: Colleges shall nominate players for AA to Region; Players must be a member of All-Region Team to be eligible; Conference Director will submit ranked nominees to Football Committee Chair.
Supporting Information: See All-American Nomination Guidelines
Deadline Date to Conference Director: November 18, 2012
Deadline Date to Committee Chair: December 2, 2012
Number AA/Positions Chosen: Up to 75 players may be named

First Team:	Second Team:	Honorable Mention:
Offense – 11 (Offensive all-Americans 1 Quarterback, 2 Running back, 2 Wide receiver, 1 Tight end, 5 Offensive line)	Offense – 11 (Offensive all-Americans 1 Quarterback, 2 Running back, 2 Wide receiver, 1 Tight end, 5 Offensive line)	Offense - 11 Defense - 11 Kicking Specialists - 3
Defense - 11 (Defensive All-Americans: 4 Defensive Line 3 Linebackers, 4 Defensive Back)	Defense - 11 (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: 15 and ties
First Team: Top five finishers and ties
Second Team: Next five finishers and ties
Honorable Mention: Any remaining positions through 15th and ties

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: 15 and ties
First Team: Top five finishers and ties
Second Team: Next five finishers and ties
Honorable Mention: Any remaining positions through 15th and ties

Golf (Women):

How Selected: By finish at NJCAA Championship
Total Finishers receiving AA Status: 15 and ties
First Team: Top five finishers and ties
Second Team: Next five finishers and ties
Honorable Mention: Any remaining positions through 15th and ties

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

Ice Hockey:

Nomination Procedure: Colleges shall nominate players for AA to Region; Regional Directors will submit nominees to Ice Hockey Committee Chair in rank order.
Supporting Information: See All-American Nomination Guidelines
Deadline Date to Regional Director: February 28, 2013
Deadline Date to Committee Chair: NJCAA Annual Meeting
Number AA/Positions Chosen: 12 Total
First Team: 6
Second Team: 6

Lacrosse (Men):

Nomination Procedures: All regions having two or more teams will submit an all-region team to the NJCAA lacrosse chair and the Coaches All-American selection committee.
Supporting Information: See All-American Nomination Guidelines
Deadline Date to Regional Director: May 3, 2013
Deadline Date to Committee Chair: NJCAA Lacrosse Tournament
Number AA/Positions Chosen: 26
First Team: 13
Second Team: 13

Lacrosse (Women):

Nomination Procedures: College shall nominate players for AA to Region. Regional Directors will submit nominees in rank order to Women's Lacrosse Committee Chair. Ranking will be overall. AA will be selected by the Women's Lacrosse Committee.
Supporting Information: See All-American Nomination Guidelines
Deadline Date to Regional Director: April 19, 2013
Deadline Date to Committee Chair: NJCAA Lacrosse Tournament
Number AA/Positions Chosen: 16
First Team: 16 (Attack, Midfielder, Defense, Goalie)

Soccer Division I (Women):

Nomination Procedure: Colleges shall nominate players for AA to Region; Regional Director will submit nominees to Soccer Committee Chair; Regions MUST rank players to be valid. The AA shall be chosen by the Women's Division I Soccer Committee.
Of the eleven All-Americans allowed, each team must include at least one Goal Keeper, two Defenders, two Midfielders, two Forwards, remaining four may be any position.
Supporting Information: See All-American Nomination Guidelines
Deadline Date to Committee Chair: November 4, 2012
Deadline Date for Selection: ASAP following NJCAA Championship no later than December 5, 2012
Number AA/Positions Chosen: 33 Total - Each team must include a Goal Keeper.
First Team: 11
Second Team: 11
Honorable Mention: 11

Soccer Division III (Women):

Nomination Procedure: Colleges shall nominate players for AA to Region; Regional Director will submit nominees to Soccer Committee Chair; Regions MUST rank players to be valid. Representation for the AA selection shall be the Women's Division III Soccer Committee.
Supporting Information: See All-American Nomination Guidelines
Deadline Date to Committee Chair: October 28, 2012
Deadline Date for Selection: ASAP following NJCAA Championship
Number AA/Positions Chosen: 22 Total
First Team: 11 (Forwards, Midfielders, Backs, Goalkeeper)
Second Team: 11 (Same as above)

Soccer Division I (Men):

Nomination Procedure: All-Americans are determined by the Men's D1 Soccer Committee. A master list of all nominees, (w/statistics and info) is sent to all committee members. Committee members then vote for 3 teams of 11 players each. Votes on each team are to include 7 forwards/midfielders, 3 defenders and 1 goal keeper. (1st team - 3pts, 2nd team - 2 pts, HM - 1 pt) All-American teams are comprised of the nominees with the highest composite vote totals.
Supporting Information: See All-American Nomination Guidelines
Deadline Date to Committee Chair: November 4, 2012
Deadline Date for Selection: Following NJCAA Championship

Number AA/Positions Chosen: 33 Total
First Team: 11 (7 forwards/midfielders, 3 defenders, 1 goal keeper)
Second Team: 11 (7 forwards/midfielders, 3 defenders, 1 goal keeper)
Third Team: 11 (7 forwards/midfielders, 3 defenders, 1 goal keeper)

Soccer Division III (Men):

Nomination Procedure: Each region shall be allowed to nominate players from their region for the AA soccer team. Member institutions from the following regions will be allowed individual nominations not to exceed one per college: **Regions 4, 5, 12 and 13**. Goalkeepers who are not a team's number one player must be submitted on the NJCAA AA Soccer nomination form along with a 3 x 5 head & shoulders photograph according to the deadline established by the NJCAA Soccer Committee. The following regions **must** select an **All-Region Team** according to the deadline established by the NJCAA Soccer Committee: **Regions 3, 15, 19, 20,**

1. These regions, through their regional director, will select and rank players from their all-region teams to be considered for AA honors. A region with ten or fewer teams will be allowed four nominees, 11-19 teams - five nominees and 20 or more teams - six nominees. Goalkeepers who are not within a region's original nominations, but are first team all-region must be submitted with special justification. The statistical form and 3 x 5 photo of these players must be forwarded to the chair of the NJCAA Soccer Division III Committee by the first day of the NJCAA Division III Tournament.

Supporting Information: See All-American Nomination Guidelines
Deadline Date to Committee Chair: November 2, 2012
Deadline Date for Selection: Following NJCAA Championship
Number AA/Positions Chosen: 22 Total
First Team: 11
Second Team: 11

Softball Division I:

Nomination Procedure: Colleges shall nominate players for AA to Region. Regional Directors will submit nominees in rank order to Softball Committee Chair; AA will be selected by the Fast Pitch Softball Committee.
Supporting Information: See All-American Nomination Guidelines
Deadline Date to Committee Chair: No later than Friday prior to the opening day of the National Tournament, May 10, 2013
Deadline Date for Selection: ASAP following the NJCAA Championship
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: Colleges shall nominate players for AA to Region. The Region Directors will send their region All-American forms and pictures to the national office and submit the All-American composite form to the softball chair by e-mail or fax prior to the Friday, prior to the start of the national tournament.
Supporting Information: See All-American Nomination Guidelines
Deadline Date to NJCAA National Office: No later than Friday prior to the opening day of the National Tournament, May 10, 2013
Deadline Date for Selection: ASAP following the NJCAA Championship
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: Colleges shall nominate players for AA to Region. Regional Directors will submit nominees in rank order to Softball Committee Chair; AA will be selected by the Fast Pitch Softball Committee.
Supporting Information: See All-American Nomination Guidelines
Deadline Date to Committee Chair: No later than Friday prior to the opening day of the National Tournament, May 10, 2013
Deadline Date for Selection: ASAP following the NJCAA Championship
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: 35(M), 35(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 each individual event, first place relay teams.
Second Team: Second place finishers 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 each individual event, first place relay teams
Second Team: Second place finisher each individual event, second place relay teams.
Honorable Mention: Third place finisher 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 each individual event, first place relay teams
Second Team: Second place finisher each individual event, second place relay teams.

Volleyball Division I:

Nomination Procedure: Colleges shall nominate players for AA to region; Regional Director will nominate players in rank order; Each region may nominate no more than five players; 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

Supporting Information: See All-American Nomination Guidelines
Deadline Date to Regional Director: November 4, 2012
Deadline Date to Committee Chair: November 11, 2012
Number AA/Positions Chosen: 30 Total
First Team: 12
Second Team: 12
Honorable Mention: 6

Volleyball Division II:

Nomination Procedure: Colleges shall nominate players for AA to region; Regional Director will nominate players in rank order; Each region may nominate no more than five players; 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

Supporting Information: See All-American Nomination Guidelines
Deadline Date to Regional Director: November 4, 2012
Deadline Date to Committee Chair: November 11, 2012
Number AA/Positions Chosen: 30 Total
First Team: 12
Second Team: 12
Honorable Mention: 6

Volleyball Division III:

Nomination Procedure: Colleges shall nominate players for AA to region; Regional Director will nominate players in rank order; Each region may nominate no more than five players; 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

Supporting Information: See All-American Nomination Guidelines
Deadline Date to Regional Director: November 4, 2012
Deadline Date to Committee Chair: November 11, 2012
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. (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. (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. (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.
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-Year (Men) - Voted by the coaches at the conclusion of the championship. The ballot will consist of all Regional Coaches-of-the-Year and the coaches of the top five place finishers in the National Championship.
2. Coach-of-the-Year (Women) - Coach of the National Championship team will be declared Coach-of-the-Year.

Cross Country - Division III

1. Coach-of-the-Year (Men) - Voted by the coaches at the conclusion of the championship. The ballot will consist of all Regional Coaches-of-the-Year-and the coaches of the top five place finishers in the National Championship.
2. Coach-of-the-Year (Women) -- Voted by the coaches at the conclusion of the championship. The ballot will consist of all Regional Coaches-of-the-Year-and the coaches of the top five place finishers in the National Championship.
3. Division III Cross County-NJCAA Coaches Association Coaches Cup; awarded to the coach with the highest combined men and women team scores.

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 Coach-of-the-Year.
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. Five National Men's Soccer Championship participation plaques.
2. Sportsmanship Award

Soccer - Division III Men

1. Five National Men's Soccer Championship participation plaque.

Soccer – Division I Women

1. Five 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. Thirty-three NJCAA All Americans awards (apparel).

Soccer – Division III Women

1. Five National Women's Soccer Championship participation plaque.
2. Most Valuable Offensive Player Award.
3. Most Valuable Defensive Player Award.
4. Sportsmanship Award

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 them 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 Cistriano 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.

Indoor Track & Field

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 & Field

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. Sixteen District Volleyball Coach-of-the-Year awards.

Volleyball - Division II

1. Sixteen District Volleyball Coach-of-the-Year awards.

Volleyball - Division III

1. Eight District Volleyball Coach-of-the-Year awards.

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
   B. Leading Hitter Award presented by Rawlings Sporting Goods Co.
   C. Jay Tolman Memorial Best Defensive Player Award
   D. Robert Purkey, Jr., Memorial Outstanding Pitcher Award
   E. Homa Thomas Sportsmanship Award
   F. An award presented to winning coach by Rawlings Sporting Goods
   G. Each individual on the winning team shall receive an appropriate award from the Grand Junction Tournament Committee.
   H. Selection of a Division I Baseball Tournament All-Tournament Team will be named and awards will be given by the Grand Junction Tournament. Twelve players will be selected.
   I. Six team participation plaques will be sponsored by the Grand Junction Tournament Committee (Medalcraft Mint, Inc.).
   J. Tournament "Shoulder Patches" given to all participants.
2. Rawlings Big Stick Award
   A. Players must be a member of their All-Region and/or All-District Team.
   B. Times at bat are established for the following Regions and/or Districts:

1	Western District - 75 AB	6	East Central District - 75 AB
2	Southwestern District - 75 AB	7	Eastern District - 60 AB
3	South Central District - 75 AB	8	Southeastern District - 75 AB
4	Central District - 75 AB	9	Gulf District - 75 AB
5	Northern District - 60 AB	10	Southern District - 75 AB

   C. At bats is determined by appearance at the plate to include walks and sacrifices.
   D. Winners names must be furnished by the NJCAA Baseball Chair to the NJCAA Executive Director by **June 15.** Information should include winner's name, college, hometown and complete statistics on times at bat, hits, walks, and batting average.
   E. The ten NJCAA Big Stick Award winners' names shall be forwarded to the Rawlings Company.
3. Easton Defensive Player of the Year. Winners name to be forwarded to Easton Sports by the National Office.
4. American Baseball Coaches Association Player of the Year.
5. Rawlings Gold Glove Award – (Rawlings will award a Gold Glove for each of the nine positions). These awards will be selected from the All-District Teams and or the Defensive Player of the Year nominations. District Directors are responsible for mailing complete up-to-date stats from the NJCAA website and one 3x5 color photograph of each player. These must be mailed to the **NJCAA Division I Baseball Tournament Chairman, David Elder, 421 Ginger Tr. Demorest, GA 30535**, to be received by the Wednesday prior to the start of the NJCAA Division I National Baseball Tournament; you are required to send overnight mail or similar speed method to avoid delays**.** All winners will be forwarded to the Rawlings Company.

Baseball – Division II

1. Rawlings Gold Glove Award – (Rawlings will award a Gold Glove for each of the nine positions). These awards will be selected from the All-District Teams and or the Defensive Player of the Year nominations. District Directors are responsible for mailing complete up-to-date stats from the NJCAA website and one 3x5 color photograph of each player. These must be mailed to the **NJCAA Division II Baseball Tournament Chairman, Rod Lovett, Parkland College, 2400 W. Bradley Ave, Champaign, IL 61821-1899**, to be received by the Wednesday prior to the start of the NJCAA Division II National Baseball Tournament; you are required to send overnight mail or similar speed method to avoid delays**.** All winners will be forwarded to the Rawlings Company.

Baseball – Division III

1. Rawlings Gold Glove Award – (Rawlings will award a Gold Glove for each of the nine positions). These awards will be selected from the All-District Teams and or the Defensive Player of the Year nominations. District Directors are responsible for mailing complete up-to-date stats from the NJCAA website and one 3x5 color photograph of each player. These must be mailed to the **NJCAA Division III Baseball Tournament Chairman, Skip Bailey, 1000 E. Henrietta Road, Rochester, NY 14623,** to be received by the Wednesday prior to the start of the NJCAA Division III National Baseball Tournament; you are required to send overnight mail or similar speed method to avoid delays**.** All winners will be forwarded to the Rawlings Company.

Basketball - Women - Division I

1. WBCA sponsored awards.

Basketball – Women – Division II

1. Team Host Award – provided by National Tournament host.

Basketball - Men - Division I

1. Charles Sesher 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.

Basketball – Men – Division III

1. Participation medals given to members of all participating teams.

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.

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.

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)

COACHES ASSOCIATIONS

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2012-2013
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2012-2013
NJCAA Coaches Association Dues Schedule

Baseball	$120.00
Basketball (Men's)	$65.00
Basketball (Women's)	$40.00
Bowling (Men's & Women's)	$25.00
Cross Country (Men's)	$20.00
Cross Country (Women's)	$20.00
Football	$70.00
Golf – I (Men's)	$75.00
Golf – II (Men's)	$65.00
Golf – III (Men's)	$15.00
Golf – (Women's)	$60.00
Ice Hockey	$60.00
Lacrosse (Men's)	$50.00
Lacrosse (Women's)	$50.00
Soccer (Men's)	$30.00
Soccer (Women's)	$45.00
Softball	$40.00
Swimming & Diving (Men's & Women's)	$75.00
Tennis (Men's)	$30.00
Tennis (Women's)	$30.00
Track & Field (Men's)	$60.00
Track & Field (Women's)	$60.00
Volleyball	$40.00
Wrestling	$105.00***

***This includes the dues for both the Coaches Association and the National Dues.

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NJCAA PARTICIPATION FIGURES - MEN'S DIVISION

Sport	00-01	01-02	02-03	03-04	04-05	05-06	06-07	07-08	08-09	09-10	10-11	11-12
Baseball												
Athletes	9,242	9,357	9,438	9,417	9,412	9,924	10,057	10,179	10,430	10,950	11,047	11,276
Teams	387	385	387	384	384	388	385	387	398	400	398	396
Basketball												
Athletes	4,977	5,075	5,028	5,827	5,827	5,752	6,076	6,292	6,494	6,787	6,642	6,877
Teams	428	431	428	419	419	394	419	428	438	434	440	437
Bowling												
Athletes	115	117	153	143	128	128	164	149	142	136	167	158
Teams	20	20	20	19	17	17	22	20	22	23	25	27
Cross Country												
Athletes	802	754	691	691	695	724	884	955	947	1,027	1,045	1,102
Teams	97	96	85	85	85	86	103	107	113	116	116	125
Football												
Athletes	4,500	4,524	4,622	4,746	4,677	4,742	4,398	4,582	4,664	5,031	4,942	5,021
Teams	70	73	71	69	68	68	64	66	70	69	70	72
Golf												
Athletes	1,330	1,261	1,235	1,145	1,152	1,443	1,619	1,638	1,703	1,734	1,678	1,724
Teams	185	179	175	170	171	193	197	198	216	216	211	208
Half Marathon												
Athletes	--	--	--	84	84	67	98	110	104	107	146	118
Teams	--	--	--	14	14	13	18	17	26	24	28	33
Ice Hockey												
Athletes	217	231	212	280	261	238	237	241	238	197	205	236
Teams	11	10	10	10	10	9	9	9	10	9	11	11
Lacrosse												
Athletes	511	548	524	569	566	548	558	613	681	691	679	685
Teams	22	24	24	25	25	23	23	24	27	28	27	30
Marathon (Inactive)												
Athletes	30	28	--	--	--	--	--	--	--	--	--	--
Teams	7	6	--	--	--	--	--	--	--	--	--	--
Soccer												
Athletes	3,450	3,443	3,620	3,716	3,737	3,945	4,122	4,428	4,624	5,024	5,111	5,064
Teams	168	167	174	176	177	179	186	194	219	221	224	226
Swimming & Diving												
Athletes	125	134	144	175	184	182	204	166	192	225	229	253
Teams	17	20	20	19	20	18	19	16	18	20	21	22
Tennis												
Athletes	683	607	654	639	602	640	636	639	679	692	622	639
Teams	94	86	88	86	81	77	77	73	80	77	74	78
Track & Field (Indoor)												
Athletes	872	766	733	698	702	851	884	889	1027	1,031	951	1,019
Teams	54	51	49	47	47	49	50	51	60	57	53	55
Track & Field (Outdoor)												
Athletes	1,102	1,174	1,027	858	933	1,161	1,127	1,242	1,416	1,496	1,398	1,410
Teams	68	68	64	57	62	68	70	74	79	78	79	79
Wrestling												
Athletes	598	586	587	744	671	803	805	797	862	943	914	962
Teams	45	44	42	41	37	41	39	41	44	44	45	47
TOTAL												
Athletes	28,554	28,605	28,515	29,732	29,631	31,148	31,869	32,920	34,203	36,071	35,776	36,544
Teams	1673	1660	1637	1621	1617	1623	1,681	1,705	1,820	1,816	1,822	1,846

Source - National Junior College Athletic Association (NJCAA)

NJCAA PARTICIPATION FIGURES - WOMEN'S DIVISION

Sport	00-01	01-02	02-03	03-04	04-05	05-06	06-07	07-08	08-09	09-10	10-11	11-12
Basketball												
Athletes	4,008	4,171	3,986	4,441	4,450	4,668	4,673	4,801	4,880	5,198	5,264	5,435
Teams	369	375	367	365	365	370	376	382	396	397	404	404
Bowling												
Athletes	69	83	88	95	80	73	94	83	83	84	85	80
Teams	15	18	18	19	16	13	15	16	19	20	24	24
Cross Country												
Athletes	528	546	549	472	503	572	573	658	741	812	858	849
Teams	92	92	90	77	82	95	97	103	122	128	129	135
Golf												
Athletes	159	163	141	155	172	236	246	256	285	311	290	272
Teams	36	39	36	37	41	47	59	64	89	93	92	87
Half Marathon												
Athletes	--	--	--	59	43	52	73	66	75	82	104	79
Teams	--	--	--	11	11	14	15	15	27	23	29	35
Lacrosse												
Athletes	--	--	--	186	201	154	197	234	279	286	286	298
Teams	--	--	--	12	12	9	12	14	17	17	19	18
Marathon (Inactive)												
Athletes	16	24	--	--	--	--	--	--	--	--	--	--
Teams	4	5	--	--	--	--	--	--	--	--	--	--
Soccer												
Athletes	1,839	1,963	2,119	2,343	2,378	2,422	2,427	2,508	2,931	3,210	3,325	3,436
Teams	112	118	130	134	136	139	145	148	183	186	194	196
Softball												
Athletes	4,675	4,716	4,753	4,795	4,194	4,824	5,035	5,088	5,263	5,652	5,692	5,566
Teams	315	317	321	319	279	325	329	331	361	361	372	365
Swimming & Diving												
Athletes	130	145	132	182	191	167	148	131	177	199	180	188
Teams	19	22	21	19	20	20	17	16	19	21	20	22
Tennis												
Athletes	509	483	437	427	589	653	621	674	676	713	651	621
Teams	78	75	66	66	91	88	85	88	92	89	87	86
Track & Field (Indoor)												
Athletes	467	483	474	454	464	475	473	475	616	655	643	618
Teams	48	48	49	47	48	48	46	51	62	60	56	57
Track & Field (Outdoor)												
Athletes	614	674	604	630	627	611	642	665	822	867	876	835
Teams	63	63	59	60	60	63	68	67	83	82	81	83
Volleyball												
Athletes	3,251	3,312	3,340	3,256	3,290	3,360	3,215	3,432	3,458	3,589	3,613	3,585
Teams	287	291	291	286	289	291	271	292	298	303	311	309
TOTAL												
Athletes	16,265	16,763	16,623	17,495	17,182	18,267	18,417	19,071	20,286	21,658	21,867	21,862
Teams	1438	1463	1448	1452	1450	1522	1,535	1,587	1,768	1,780	1,818	1,821

Source - National Junior College Athletic Association (NJCAA)

NJCAA Membership *as of June 30, 2012*

Region 1				
College	Address	City	State	Zip
Arizona Western College	PO Box 929	Yuma	AZ	85366-0929
Central Arizona College	8470 N. Overfield Rd.	Coolidge	AZ	85128
Chandler-Gilbert Community College	2626 E. Pecos Rd.	Chandler	AZ	85225-2499
Cochise College	4190 West Hwy 80	Douglas	AZ	85607
Eastern Arizona College	615 N. Stadium Avenue	Thatcher	AZ	85552-0769
Estrella Mountain Community College	3000 North Dysart Rd.	Avondale	AZ	85392
GateWay Community College	108 N. 40th Street	Phoenix	AZ	85034
Glendale Community College	6000 West Olive Avenue	Glendale	AZ	85302
Mesa Community College	1833 West Southern Avenue	Mesa	AZ	85202
Paradise Valley Community College	18401 N. 32nd St.	Phoenix	AZ	85032
Phoenix College	1202 West Thomas Rd.	Phoenix	AZ	85013
Pima Community College	2202 W. Anklam Rd.	Tucson	AZ	85709-0285
Scottsdale Community College	9000 E. Chaparral Rd.	Scottsdale	AZ	85256-2626
South Mountain Community College	7050 S. 24th Street	Phoenix	AZ	85042
Tohono O'odham Community College	PO Box 3129	Sells	AZ	85634
Yavapai College	1100 East Sheldon Street	Prescott	AZ	86301
Region 2				
College	Address	City	State	Zip
Arkansas Baptist College	1621 Martin Luther King Dr.	Little Rock	AR	72202
Carl Albert State College	1507 S. McKenna	Poteau	OK	74953-5208
Connors State College	Rt 1, Box 1000	Warner	OK	74469
Eastern Oklahoma State College	1301 W. Main St.	Wilburton	OK	74578
Mid-South Community College	2000 W. Broadway	West Memphis	AR	72301
Murray State College	One Murray Campus	Tishomingo	OK	73460
North Arkansas College	1515 Pioneer Drive	Harrison	AR	72601
Northeastern Oklahoma A&M College	200 I Street NE	Miami	OK	74354-0001
Northern Oklahoma College-Enid	100 S. University Ave.	Enid	OK	73701
Northern Oklahoma College-Tonkawa	PO Box 310, 1220 East Grand	Tonkawa	OK	74653
Redlands Community College	1300 S. Country Club Rd.	El Reno	OK	73036
Rose State College	6420 S.E. 15th Street	Midwest City	OK	73110
Seminole State College	PO Box 351	Seminole	OK	74818-0351
Western Oklahoma State College	2801 N. Main	Altus	OK	73521-1397
Region 3				
College	Address	City	State	Zip
Adirondack Community College	640 Bay Road	Queensbury	NY	12804
Alfred State College	Department of Athletics	Alfred	NY	14802
Broome Community College	PO Box 1017	Binghamton	NY	13902
Bryant & Stratton College	953 James St.	Syracuse	NY	13203
Cayuga Community College	197 Franklin St.	Auburn	NY	13021-3099
Clinton Community College	136 Clinton Point Drive	Plattsburgh	NY	12901
Columbia-Greene Community College	4400 Route 23	Hudson	NY	12534
Corning Community College	1 Academic Drive	Corning	NY	14830-3297
Erie Community College	121 Ellicott Street	Buffalo	NY	14203
Finger Lakes Community College	3325 Marvin Sands Drive	Canandaigua	NY	14424
Fulton-Montgomery Community College	2805 State Hwy 67	Johnstown	NY	12095
Genesee Community College	One College Rd.	Batavia	NY	14020
Herkimer County Community College	100 Reservoir Rd.	Herkimer	NY	13350-9987
Hudson Valley Community College	80 Vandenburgh Ave.	Troy	NY	12180
Jamestown Community College	525 Falconer Street	Jamestown	NY	14701
Jamestown Community College-Cattaraugus Campus	260 North Union Street	Olean	NY	14760
Jefferson Community College	1220 Coffeen St.	Watertown	NY	13601
Mercyhurst North East	16 West Division Street	North East	PA	16428
Mohawk Valley Community College	1101 Sherman Drive	Utica	NY	13501
Monroe Community College	1000 E. Henrietta Rd.	Rochester	NY	14623
Niagara County Community College	3111 Saunders Settlement Rd.	Sanborn	NY	14132
North Country Community College	PO Box 89	Saranac Lake	NY	12983
Onondaga Community College	4585 West Seneca Turnpike	Syracuse	NY	13215-4585
Schenectady County Community College	78 Washington Ave.	Schenectady	NY	12305
SUNY-Delhi	2 Main Street	Delhi	NY	13753-1190
Tompkins Cortland Community College	170 N. Street, PO Box 139	Dryden	NY	13053

Region 4				
College	Address	City	State	Zip
Black Hawk College-East	26230 Black Hawk Rd.	Galva	IL	61434
Black Hawk College-Moline	6600 34th Ave.	Moline	IL	61265
Carl Sandburg College	2400 Tom L. Wilson Blvd.	Galesburg	IL	61401
College of DuPage	425 Fawell Blvd.	Glen Ellyn	IL	60137
College of Lake County	19351 West Washington St.	Grayslake	IL	60030-1198
Elgin Community College	1700 Spartan Drive	Elgin	IL	60123-7193
Harper College	1200 W. Algonquin Rd.	Palatine	IL	60067
Harry S. Truman College	Larry McKeon Administrative Building	Chicago	IL	60640
Highland Community College	2998 W. Pearl City Rd.	Freeport	IL	61032
Illinois Valley Community College	815 N. Orlando Smith Ave.	Oglesby	IL	61348-9692
Joliet Junior College	1215 Houbolt Rd.	Joliet	IL	60431-8938
Kankakee Community College	100 College Drive	Kankakee	IL	60901-6505
Kennedy-King College	6301 S. Halsted Ave. Bldg W - Suite	Chicago	IL	60621
Kishwaukee College	21193 Malta Rd.	Malta	IL	60150
Madison College	3550 Anderson Street	Madison	WI	53704-2599
Malcolm X College	1900 West Van Buren Street	Chicago	IL	60612
McHenry County College	8900 U.S. Hwy 14	Crystal Lake	IL	60012-2761
Milwaukee Area Technical College	700 W. State Street	Milwaukee	WI	53233
Moraine Valley Community College	9000 West College Parkway	Palos Hills	IL	60465
Morton College	3801 South Central Avenue	Cicero	IL	60804-4398
Oakton Community College	1600 E. Golf Rd.	Des Plaines	IL	60016
Olive-Harvey College	10001 S. Woodlawn Ave.	Chicago	IL	60628
Prairie State College	202 S. Halsted	Chicago Heights	IL	60411-8226
Richard J. Daley College	7500 S. Pulaski, Room 1111	Chicago	IL	60652
Rock Valley College	3301 North Mulford Road	Rockford	IL	61114
Sauk Valley Community College	173 IL Rt 2	Dixon	IL	61021
South Suburban College	15800 S. State Street	South Holland	IL	60473
Triton College	2000 N. Fifth Avenue	River Grove	IL	60171
Waubonsee Community College	Route 47	Sugar Grove	IL	60554
Wilbur Wright College	4300 N. Narragansett	Chicago	IL	60634
Region 5				
College	Address	City	State	Zip
Brookhaven College	3939 Valley View Lane	Farmers Branch	TX	75244
Cedar Valley College	3030 North Dallas Avenue	Lancaster	TX	75134
Cisco College	101 College Heights	Cisco	TX	76437
Clarendon College	PO Box 968	Clarendon	TX	79226
Collin County Community College	2800 E. Spring Creek Pkwy.	Plano	TX	75074
Eastfield College	3737 Motley Dr.	Mesquite	TX	75150
El Paso Community College	PO Box 20500	El Paso	TX	79998-0500
Grayson County College	6101 Grayson Drive	Denison	TX	75020
Hill College	112 Lamar Drive	Hillsboro	TX	76645
Howard College	1001 Birdwell Lane	Big Spring	TX	79720
Luna Community College	366 Luna Drive	Las Vegas	NM	87701
McLennan Community College	1400 College Drive	Waco	TX	76708
Midland College	3600 N. Garfield	Midland	TX	79705
Mountain View College	4849 W. Illinois Avenue	Dallas	TX	75211
New Mexico Junior College	5317 N. Lovington Hwy	Hobbs	NM	88240
New Mexico Military Institute	101 West College Blvd.	Roswell	NM	88201-5173
North Central Texas College	1525 W. California St.	Gainesville	TX	76240
North Lake College	5001 N. MacArthur Blvd.	Irving	TX	75038-3899
Odessa College	201 West University Blvd.	Odessa	TX	79764
Ranger College	1100 College Circle	Ranger	TX	76470
Richland College	12800 Abrams Rd.	Dallas	TX	75243-2199
South Plains College	1401 S. College Ave.	Levelland	TX	79336
Southwestern Christian College	PO Box 10	Terrell	TX	75160
Temple College	2600 S. 1st Street	Temple	TX	76504-7435
Vernon College	4400 College Drive	Vernon	TX	76384
Weatherford College	225 College Park Drive	Weatherford	TX	76086
Western Texas College	6200 S. College Ave.	Snyder	TX	79549

Region 6				
College	Address	City	State	Zip
Allen County Community College	1801 N. Cottonwood	Iola	KS	66749
Barton Community College	245 NE 30th Road	Great Bend	KS	67530
Brown Mackie College	2106 S. 9th Street	Salina	KS	67401
Butler Community College	901 S. Haverhill Rd.	El Dorado	KS	67042
Cloud County Community College	2221 Campus Drive	Concordia	KS	66901
Coffeyville Community College	400 West 11th	Coffeyville	KS	67337
Colby Community College	1255 South Range Avenue	Colby	KS	67701-4099
Cowley County Community College	125 South Second	Arkansas City	KS	67005
Dodge City Community College	2501 N. 14th Ave.	Dodge City	KS	67801
Fort Scott Community College	2108 S. Horton Street	Fort Scott	KS	66701
Garden City Community College	801 Campus Drive	Garden City	KS	67846
Hesston College	PO Box 3000	Hesston	KS	67062
Highland Community College	606 West Main	Highland	KS	66035
Hutchinson Community College	1300 North Plum Street	Hutchinson	KS	67501
Independence Community College	1057 W. College Avenue	Independence	KS	67301
Johnson County Community College	12345 College Blvd.	Overland Park	KS	66210
Kansas City Kansas Community College	7250 State Ave.	Kansas City	KS	66112
Labette Community College	200 S. 14th Street	Parsons	KS	67357
Neosho County Community College	800 West 14th Street	Chanute	KS	66720
Northwest Kansas Technical College	1209 Harrison, PO Box 668	Goodland	KS	67735
Pratt Community College	348 NE SR 61	Pratt	KS	67124
Seward County Community College	PO Box 1137	Liberal	KS	67905-1137
Region 7				
College	Address	City	State	Zip
Chattanooga State Community College	4501 Amnicola Hwy	Chattanooga	TN	37406-1097
Cleveland State Community College	PO Box 3570	Cleveland	TN	37320-3570
Columbia State Community College	1665 Hampshire Pike	Columbia	TN	38401
Dyersburg State Community College	1510 Lake Road	Dyersburg	TN	38024
Jackson State Community College	2046 North Parkway	Jackson	TN	38301-3797
Motlow State Community College	PO Box 8500	Lynchburg	TN	37352-8500
Roane State Community College	276 Patton Lane	Harriman	TN	37748
Southwest Tennessee Community College	PO Box 780	Memphis	TN	38101-0780
Volunteer State Community College	1480 Nashville Pike	Gallatin	TN	37066-3188
Walters State Community College	500 S. Davy Crockett Pkwy.	Morristown	TN	37813-6899
Region 8				
College	Address	City	State	Zip
Brevard Community College	3865 N. Wickham Rd.	Melbourne	FL	32935
Broward College	3501 SW Davie Rd., Central Campus	Davie	FL	33314
Chipola College	3094 Indian Circle	Marianna	FL	32446
College of Central Florida	3001 SW College Rd.	Ocala	FL	34474
Daytona State College	1200 W. International Speedway Blvd.	Daytona Beach	FL	32114
Florida State College at Jacksonville	11901 Beach Blvd.	Jacksonville	FL	32246
Gulf Coast State College	5230 W. Hwy 98	Panama City	FL	32401
Hillsborough Community College	PO Box 30030	Tampa	FL	33630-3030
Indian River State College	3209 Virginia Avenue	Ft. Pierce	FL	34981
Lake Sumter Community College	9501 US Hwy 441	Leesburg	FL	34788
Miami Dade College	11011 SW 104 St.	Miami	FL	33176
Northwest Florida State College	100 College Blvd.	Niceville	FL	32578-1295
Palm Beach State College	4200 Congress Avenue, MS #41	Lake Worth	FL	33461
Pasco-Hernando Community College	10230 Ridge Rd.	New Port Richey	FL	34654
Pensacola State College	1000 College Blvd.	Pensacola	FL	32504
Polk State College	999 Avenue H, NE	Winter Haven	FL	33881
Santa Fe College	3000 NW 83rd Street	Gainesville	FL	32606-6200
Seminole State College of Florida	100 Weldon Blvd.	Sanford	FL	32773-6199
South Florida Community College	600 W. College Drive	Avon Park	FL	33825-9399
St. Johns River State College	5001 St. Johns Ave.	Palatka	FL	32177-3897
St. Petersburg College	PO Box 13489	St. Petersburg	FL	33733
State College of Florida, Manatee-Sarasota	5840 26th St. W	Bradenton	FL	34207
Tallahassee Community College	444 Appleyard Drive	Tallahassee	FL	32304-2895

Region 9				
College	Address	City	State	Zip
Casper College	125 College Drive	Casper	WY	8260l
Central Community College-Columbus	4500 63rd St	Columbus	NE	68602-1027
Central Wyoming College	2660 Peck Avenue	Riverton	WY	82501
Dawson Community College	PO Box 421	Glendive	MT	59330
Eastern Wyoming College	3200 West C Street	Torrington	WY	82240
Gillette College	300 West Sinclair	Gillette	WY	82718
Lamar Community College	2401 S. Main Street	Lamar	CO	81052
Laramie County Community College	1400 E. College Drive	Cheyenne	WY	82007
Little Big Horn College	8645 S. Weaver Dr., PO Box 370	Crow Agency	MT	59022
McCook Community College	1205 E. 3rd	McCook	NE	69001
Miles Community College	2715 Dickinson St.	Miles City	MT	59301
North Platte Community College	601 West State Farm Road	North Platte	NE	69101
Northeast Community College	801 E. Benjamin Ave.	Norfolk	NE	68702-0469
Northeastern Junior College	100 College Ave.	Sterling	CO	80751
Northwest College	231 West Sixth Street	Powell	WY	82435-1895
Otero Junior College	1802 Colorado Ave.	La Junta	CO	81050
Sheridan College	3059 Coffeen Ave., PO Box 1500	Sheridan	WY	8280l
Southeast Community College	4771 W. Scott Rd.	Beatrice	NE	68310
Trinidad State Junior College	600 Prospect St.	Trinidad	CO	81082
Western Nebraska Community College	1601 East 27th Street	Scottsbluff	NE	69361
Western Wyoming Community College	2500 College Dr.	Rock Springs	WY	8290l
Region 10				
College	Address	City	State	Zip
Aiken Technical College	PO Drawer 696	Aiken	SC	29802-0696
Brunswick Community College	50 College Rd. NE, PO Box 30	Supply	NC	28462
Caldwell Community College & Technical Institute	2855 Hickory Blvd.	Hudson	NC	28638
Cape Fear Community College	411 North Front Street	Wilmington	NC	28401-3993
Catawba Valley Community College	2550 Hwy 70 SE	Hickory	NC	28602
Central Carolina Community College	1105 Kelly Dr.	Sanford	NC	27330
Clinton Junior College	1029 Crawford Rd.	Rock Hill	SC	29730
College of The Albemarle	1208 North Road St.	Elizabeth City	NC	27909
Craven Community College	800 College Court	New Bern	NC	28562-4984
Danville Community College	1008 South Main St.	Danville	VA	24541
Davidson County Community College	PO Box 1287	Lexington	NC	27293
Florence-Darlington Technical College	2715 W. Lucus St.	Florence	SC	29501
Guilford Technical Community College	601 Highpoint Rd.	Jamestown	NC	27282
Johnston Community College	PO Box 2350, 245 College Rd.	Smithfield	NC	27577
Lenoir Community College	PO Box 188	Kinston	NC	28502-0188
Louisburg College	501 North Main Street	Louisburg	NC	27549
New River Community College	PO Box 1127, 5251 College Drive	Dublin	VA	24084
Patrick Henry Community College	645 Patriots Ave.	Martinsville	VA	24112
Pitt Community College	PO Drawer 7007	Greenville	NC	27835-7007
Rockingham Community College	PO Box 38	Wentworth	NC	27375
Sandhills Community College	3395 Airport Rd.	Pinehurst	NC	28374
Southeastern Community College-Whiteville	PO Box 151	Whiteville	NC	28472
Spartanburg Methodist College	1000 Powell Mill Road	Spartanburg	SC	29301
Stanly Community College	141 College Drive	Albemarle	NC	28001
Surry Community College	630 South Main Street	Dobson	NC	27017
Tri-County Technical College	PO Box 587	Pendleton	SC	29670
USC Lancaster	PO Box 889	Lancaster	SC	29721
USC Salkehatchie	PO Box 617	Allendale	SC	29810
USC Sumter	200 Miller Road	Sumter	SC	29150-2498
Vance-Granville Community College	PO Box 917	Henderson	NC	27536
Wake Technical Community College	9101 Fayetteville Rd.	Raleigh	NC	27603
Wilkes Community College	PO Box 120	Wilkesboro	NC	28697-0120
Wytheville Community College	1000 East Main Street	Wytheville	VA	24382

Region 11				
College	Address	City	State	Zip
Des Moines Area Community College	1125 Hancock Dr.	Boone	IA	50036
Eastern Iowa Community College	500 Belmont Rd.	Bettendorf	IA	52722
Ellsworth Community College	1100 College Ave.	Iowa Falls	IA	50126
Indian Hills Community College-Centerville	721 North 1st Street	Centerville	IA	52544
Indian Hills Community College-Ottumwa	608 Indian Hills Drive, Bldg. #11	Ottumwa	IA	52501
Iowa Central Community College	One Triton Circle	Fort Dodge	IA	50501
Iowa Lakes Community College	300 South 18th Street	Estherville	IA	51334
Iowa Western Community College	2700 College Rd.	Council Bluffs	IA	51503
Kirkwood Community College	6301 Kirkwood Blvd. SW	Cedar Rapids	IA	52404
Marshalltown Community College	3700 S. Center Street	Marshalltown	IA	50158
North Iowa Area Community College	500 College Drive	Mason City	IA	50401
Southeastern Community College	1500 West Agency Road	West Burlington	IA	52655
Southwestern Community College	1501 W. Townline St.	Creston	IA	50801
Region 12				
College	Address	City	State	Zip
Alpena Community College	665 Johnson Street	Alpena	MI	49707
Ancilla College	Box # 1, 9601 S. Union Road	Donaldson	IN	46513
Cincinnati State Technical & CC	3520 Central Pkwy.	Cincinnati	OH	45223
Columbus State Community College	550 East Spring Street, PO Box 1609	Columbus	OH	43215
Cuyahoga Community College	11000 Pleasant Valley Road	Parma	OH	44130
Delta College	1961 Delta Rd.	University Center	MI	48710
Edison Community College	1973 Edison Drive	Piqua	OH	45356
Glen Oaks Community College	62249 Shimmel Road	Centreville	MI	49032
Grand Rapids Community College	143 Bostwick Avenue NE	Grand Rapids	MI	49503
Henry Ford Community College	5101 Evergreen	Dearborn	MI	48128
Jackson Community College	2111 Emmons Rd.	Jackson	MI	49201
Kalamazoo Valley Community College	6767 W. O Ave., PO Box 4070	Kalamazoo	MI	49003-4070
Kellogg Community College	450 North Avenue	Battle Creek	MI	49017-3397
Kirtland Community College	10775 N. St. Helen Road	Roscommon	MI	48653
Lake Michigan College	2755 East Napier Ave.	Benton Harbor	MI	49022-1899
Lakeland Community College	7700 Clocktower Drive	Kirtland	OH	44094-5198
Lansing Community College	PO Box 40010	Lansing	MI	48901-7210
Lorain County Community College	1005 North Abbe Road	Elyria	OH	44035
Macomb Community College	14500 E. 12 Mile Rd.	Warren	MI	48088
Mid-Michigan Community College	1375 S. Clare Avenue	Harrison	MI	48625
Mott Community College	1401 E. Court Street	Flint	MI	48503
Muskegon Community College	221 S. Quarterline Rd.	Muskegon	MI	49442
Oakland Community College	2900 Featherstone Road	Auburn Hills	MI	48326
Owens Community College	PO Box 10,000	Toledo	OH	43699-1947
Schoolcraft College	18600 Haggerty Road	Livonia	MI	48152
Sinclair Community College	444 W. Third St.	Dayton	OH	45402-1460
St. Clair County Community College	323 Erie Street, PO Box 5015	Port Huron	MI	48061-5015
Vincennes University	1002 N. lst Street, PE-19	Vincennes	IN	47591
Wayne County Community College	801 W. Fort Street	Detroit	MI	48226
Region 13				
College	Address	City	State	Zip
Anoka-Ramsey Community College	11200 Mississippi Blvd NW	Coon Rapids	MN	55433
Bismarck State College	PO Box 5587	Bismarck	ND	58506-5587
Central Lakes College-Brainerd	501 West College Drive	Brainerd	MN	56401
Century College	3300 Century Avenue North	White Bear Lake	MN	55110
Dakota College at Bottineau	105 Simrall Blvd.	Bottineau	ND	58318
Dakota County Technical College	1300 145th Street East (County Rd. 42)	Rosemount	MN	55068
Fond du Lac Tribal & Community College	2101 14th Street	Cloquet	MN	55720
Fox Valley Technical College	1825 N. Bluemound Drive	Appleton	WI	54912-2277
Gogebic Community College	E 4946 Jackson Rd.	Ironwood	MI	49938
Hibbing Community College	1515 E. 25th Street	Hibbing	MN	55746
Itasca Community College	1851 E. Hwy 169	Grand Rapids	MN	55744
Lake Region State College	1801 College Drive N.	Devils Lake	ND	58301
Mesabi Range CTC	1001 W. Chestnut Street	Virginia	MN	55792
Minnesota State Community & Technical College	1414 College Way	Fergus Falls	MN	56537
Minnesota West Community & Technical College	1450 Collegeway	Worthington	MN	56187
North Dakota State College of Science	800 6th Street North	Wahpeton	ND	58076
Northland Community & Technical College	1101 Hwy 1 East	Thief River Falls	MN	56701
Rainy River Community College	1501 Hwy 71	International	MN	56649
Ridgewater College	2101 15th Avenue NW	Willmar	MN	56201
Riverland Community College	1900 8th Avenue NW	Austin	MN	55912
Rochester Community & Technical College	851 30th Ave. SE	Rochester	MN	55904
Southwest Wisconsin Technical College	1800 Bronson Blvd.	Fennimore	WI	53809
St. Cloud Technical & Community College	1540 Northway Drive	St. Cloud	MN	56303
United Tribes Technical College	3315 University Drive	Bismarck	ND	58504
Vermilion Community College	1900 East Camp Street	Ely	MN	55731
Western Technical College	400 N. 7th Street	La Crosse	WI	54602-0908
Williston State College	1410 University Avenue	Williston	ND	58801

Region 14				
College	Address	City	State	Zip
Alvin Community College	3110 Mustang Rd.	Alvin	TX	77511-4898
Angelina College	PO Box 1768	Lufkin	TX	75902-1768
Blinn College	902 College Avenue	Brenham	TX	77833
Bossier Parish Community College	6220 E. Texas Street	Bossier City	LA	71111
Coastal Bend College	3800 Charco Road	Beeville	TX	78102
Galveston College	4015 Avenue Q	Galveston	TX	77550
Jacksonville College	105 B.J. Albritton Dr.	Jacksonville	TX	75766-4759
Kilgore College	1100 Broadway	Kilgore	TX	75662
Lamar State College - Port Arthur	PO Box 310	Port Arthur	TX	77640-0310
Laredo Community College	West End Washington Street	Laredo	TX	78040-4395
Lee College	511 S. Whiting Street	Baytown	TX	77520
Navarro College	3200 W. 7th Avenue	Corsicana	TX	75110
Northeast Texas Community College	PO Box 1307	Mt. Pleasant	TX	75456-1307
Panola College	1109 West Panola	Carthage	TX	75633
Paris Junior College	2400 Clarksville Street	Paris	TX	75460-6298
San Jacinto College-Central	8060 Spencer Hwy.	Pasadena	TX	77505-2007
San Jacinto College-North	5800 Uvalde	Houston	TX	77049
San Jacinto College-South	13735 Beamer Rd.	Houston	TX	77089-6099
Trinity Valley Community College	100 Cardinal Drive	Athens	TX	75751
Tyler Junior College	P.O. Box 9020	Tyler	TX	75711
Wharton County Junior College	911 Boling Highway	Wharton	TX	77488
Region 15				
College	Address	City	State	Zip
ASA College	81 Willoughby St.	Brooklyn	NY	11201
Borough of Manhattan Community College	199 Chambers St.	New York	NY	10007
Bronx Community College	2155 University Avenue	Bronx	NY	10453
Dutchess Community College	53 Pendell Road	Poughkeepsie	NY	12601
Fashion Institute of Technology	7th Ave at 27th St.	New York	NY	10001-5992
Globe Institute of Technology	500 Seventh Avenue	New York	NY	10018
Hostos Community College	500 Grand Concourse, Rm C-330	Bronx	NY	10451
Kingsborough Community College	2001 Oriental Blvd.	Brooklyn	NY	11235
Monroe College	434 Main Street	New Rochelle	NY	10801
Nassau Community College	1 Education Dr.	Garden City	NY	11530
Orange County Community College	115 South Street	Middletown	NY	10940
Queensborough Community College	222-05 56th Avenue	Bayside	NY	11364
Rockland Community College	145 College Road	Suffern	NY	10901
Suffolk County Community College	533 College Rd.	Selden	NY	11784
Sullivan County Community College	112 College Rd.	Loch Sheldrake	NY	12759
Ulster County Community College	491 Cottekill Rd.	Stone Ridge	NY	12484
Westchester Community College	75 Grasslands Rd.	Valhalla	NY	10595
Region 16				
College	Address	City	State	Zip
Cottey College	1000 W. Austin	Nevada	MO	64772
Crowder College	601 Laclede Ave.	Neosho	MO	64850
East Central College	1964 Prairie Dell Road	Union	MO	63084
Jefferson College	1000 Viking Dr.	Hillsboro	MO	63050
MCC-Blue River	20301 East 78 Highway	Independence	MO	64057
MCC-Longview	500 Longview Rd.	Lee's Summit	MO	64081
MCC-Maple Woods	2601 NE Barry Rd.	Kansas City	MO	64156-1299
MCC-Penn Valley	3201 Southwest Trafficway	Kansas City	MO	64111
Mineral Area College	PO Box 1000	Park Hills	MO	63601-1000
Missouri State University - West Plains	128 Garfield Ave.	West Plains	MO	65775
Moberly Area Community College	101 College Ave.	Moberly	MO	65270
North Central Missouri College	1301 Main Street	Trenton	MO	64683
St. Charles Community College	4601 Mid Rivers Mall Drive	Cottleville	MO	63376
St. Louis Community College	5464 Highland Park Drive	St. Louis	MO	63110
State Fair Community College	3201 W. 16th Street	Sedalia	MO	65301-2199
Three Rivers Community College	2080 Three Rivers Blvd.	Poplar Bluff	MO	63901
Wentworth Military Academy	1880 Washington Ave.	Lexington	MO	64067

Region 17				
College	Address	City	State	Zip
Abraham Baldwin Agricultural College	ABAC 41, 2802 Moore Highway	Tifton	GA	31793-2601
Albany Technical College	1704 So. Slappey Blvd.	Albany	GA	31701
Andrew College	501 College Street	Cuthbert	GA	39840
Atlanta Metropolitan College	1630 Metropolitan Pkwy. SW	Atlanta	GA	30310-4498
Central Georgia Technical College	3300 Macon Tech Drive	Macon	GA	31206
Chattahoochee Technical College	980 South Cobb Drive, MA-102	Marietta	GA	30060
Darton College	2400 Gillionville Rd.	Albany	GA	31707
East Georgia College	131 College Circle	Swainsboro	GA	30401
Georgia Highlands College	3175 Cedartown Hwy.	Rome	GA	30161-3897
Georgia Military College	201 East Greene Street	Milledgeville	GA	31061
Georgia Northwestern Technical College	265 Bicentennial Trail	Rock Springs	GA	30739
Georgia Perimeter College	3251 Panthersville Road	Decatur	GA	30034
Gordon College	419 College Drive	Barnesville	GA	30204
Middle Georgia College	1100 Second Street SE	Cochran	GA	31014
Middle Georgia Technical College	80 Cohen Walker Drive	Warner Robins	GA	31088
North Georgia Technical College	PO Box 65	Clarkesville	GA	30523
Oxford College of Emory University	100 Hamill Street	Oxford	GA	30054
South Georgia College	100 W. College Park Dr.	Douglas	GA	31533
South Georgia Technical College	900 South Georgia Tech Pkwy.	Americus	GA	31709
Southern Crescent Technical College	501 Varsity Rd.	Griffin	GA	30223
Waycross College	2001 S. Georgia Pkwy.	Waycross	GA	31503
West Georgia Technical College	176 Murphy Campus Blvd.	Waco	GA	30182
Region 18				
College	Address	City	State	Zip
Clackamas Community College	19600 S. Molalla Ave.	Oregon City	OR	97045
College of Southern Idaho	PO Box 1238, 315 Falls Ave.	Twin Falls	ID	83303-1238
College of Southern Nevada	700 College Drive	Henderson	NV	89002
Colorado Northwestern Community College	500 Kennedy Drive	Rangely	CO	81648
Highline Community College	2400 S. 240th Street, PO Box 98000	Des Moines	WA	98198-9800
North Idaho College	1000 W. Garden Ave.	Coeur d' Alene	ID	83814
Salt Lake Community College	4600 So. Redwood Rd.	Salt Lake City	UT	84123
Snow College	150 E. College Ave.	Ephraim	UT	84627
Southwestern Oregon Community College	1988 Newmark Street	Coos Bay	OR	97420
Utah State University - College of Eastern Utah	451 E. 400 N.	Price	UT	84501
Western Nevada College	2201 West College Pkwy.	Carson City	NV	89703
Region 19				
College	Address	City	State	Zip
Atlantic Cape Community College	5100 Black Horse Pike	Mays Landing	NJ	08330-2699
Bergen Community College	400 Paramus Rd.	Paramus	NJ	07652-1595
Brookdale Community College	765 Newman Springs Rd.	Lincroft	NJ	07738
Bucks County Community College	275 Swamp Road	Newtown	PA	18940
Burlington County College	601 Pemberton-Browns Mills Rd.	Pemberton	NJ	08068
Camden County College	PO Box 200, College Drive	Blackwood	NJ	08012
County College of Morris	214 Center Grove Rd.	Randolph	NJ	07869-2086
Cumberland County College	3322 College Dr., PO Box 1500	Vineland	NJ	08362-1500
Delaware County Community College	901 Media Line Road	Media	PA	19063
Delaware Technical & CC/Stanton-Wilmington	400 Stanton Christiana Road	Newark	DE	19713
Delaware Technical & CC-Terry	100 Campus Drive	Dover	DE	19904-1383
Delaware Technical & Community College	PO Box 610	Georgetown	DE	19947
Essex County College	303 University Ave.	Newark	NJ	07102
Gloucester County College	1400 Tanyard Road	Sewell	NJ	08080
Harcum College	750 Montgomery Ave.	Bryn Mawr	PA	19010
Lackawanna College	501 Vine Street	Scranton	PA	18509
Lehigh Carbon Community College	4525 Education Park Drive	Schnecksville	PA	18078
Luzerne County Community College	1333 S. Prospect St.	Nanticoke	PA	18634
Manor College	700 Fox Chase Road	Jenkintown	PA	19046
Mercer County Community College	PO Box B	Trenton	NJ	08690
Middlesex County College	2600 Woodbridge Ave.	Edison	NJ	08818-3050
Montgomery County Community College	340 DeKalb Pike	Blue Bell	PA	19422
Northampton Community College	3835 Green Pond Road	Bethlehem	PA	18020
Ocean County College	1 College Drive	Toms River	NJ	08754-2001
Passaic County Community College	1 College Blvd.	Paterson	NJ	07505
Raritan Valley Community College	Rt 28 & Lamington Rd.	North Branch	NJ	08876
Salem Community College	460 Hollywood Ave.	Carneys Point	NJ	08069-2799
Sussex County Community College	One College Hill Road	Newton	NJ	07860
Thaddeus Stevens College of Technology	750 East King Street	Lancaster	PA	17602-3198
Union County College	1033 Springfield Ave.	Cranford	NJ	07016
Williamson Free School of Mechanical Trades	106 S. New Middletown Rd.	Media	PA	19063

Region 20				
College	Address	City	State	Zip
Allegany College of Maryland	12401 Willowbrook Rd. SE	Cumberland	MD	21502
Anne Arundel Community College	101 College Pkwy	Arnold	MD	21012
Baltimore City Community College	2901 Liberty Heights Ave.	Baltimore	MD	21215
Butler County Community College	107 College Drive	Butler	PA	16002
CC of Allegheny County-Allegheny	808 Ridge Avenue	Pittsburgh	PA	15212-6097
CC of Allegheny County-Boyce	595 Beatty Rd.	Monroeville	PA	15146
CC of Allegheny County-North	8701 Perry Highway	Pittsburgh	PA	15237
CC of Allegheny County-South	1750 Clairton Road	West Mifflin	PA	15122
CCBC-Catonsville	800 South Rolling Rd.	Catonsville	MD	21228
CCBC-Dundalk	7200 Sollers Point Rd.	Baltimore	MD	21222
CCBC-Essex	7201 Rossville Blvd.	Baltimore	MD	21237
Cecil College	One Seahawk Drive	North East	MD	21901
Chesapeake College	PO Box 8, 1000 College Drive	Wye Mills	MD	21679-0008
College of Southern Maryland	8730 Mitchell Road, PO Box 910	La Plata	MD	20646-0910
Community College of Beaver County	1 Campus Drive	Monaca	PA	15061
Frederick Community College	7932 Opossumtown Pike	Frederick	MD	21702
Garrett College	687 Mosser Road	McHenry	MD	21541
Hagerstown Community College	11400 Robinwood Drive	Hagerstown	MD	21742-6590
Harford Community College	401 Thomas Run Rd.	Bel Air	MD	21015-1698
Howard Community College	10901 Little Patuxent Pkwy.	Columbia	MD	21044
Montgomery College-Germantown	20200 Observation Dr.	Germantown	MD	20876
Montgomery College-Rockville	51 Mannakee St.	Rockville	MD	20850
Montgomery College-Takoma Park/SilverSpring	7600 Takoma Ave.	Takoma Park	MD	20912
Northern Virginia Community College	3001 N. Beauregard St.	Alexandria	VA	22311
Pennsylvania Highlands Community College	101 Community College Way	Johnstown	PA	15904
Potomac State College of WVU	101 Fort Avenue	Keyser	WV	26726
Prince George's Community College	301 Largo Rd.	Largo	MD	20774-2199
Rappahannock Community College	52 Campus Drive	Warsaw	VA	22572
Westmoreland County Community College	145 Pavilion Lane	Youngwood	PA	15697
Region 21				
College	Address	City	State	Zip
Benjamin Franklin Institute of Technology	41 Berkeley St.	Boston	MA	02116
Bristol Community College	777 Elsbree Street	Fall River	MA	02720
Bunker Hill Community College	250 New Rutherford Ave.	Boston	MA	02129
Community College of Rhode Island	400 East Avenue	Warwick	RI	02886
Dean College	99 Main Street	Franklin	MA	02038-1994
Gateway Community College	60 Sargent Drive	New Haven	CT	06511
Holyoke Community College	303 Homestead Avenue	Holyoke	MA	01040
Lincoln College of New England	2279 Mount Vernon Rd	Southington	CT	06489
Manchester Community College	Great Path, MS #7	Manchester	CT	06045
Mass Bay Community College	50 Oakland Street	Wellesley Hills	MA	02481
Massasoit Community College	One Massasoit Blvd.	Brockton	MA	02302
Northern Essex Community College	100 Elliott Street	Haverhill	MA	01830
Quinsigamond Community College	670 West Boylston St.	Worcester	MA	01606
Roxbury Community College	1350 Tremont St.	Roxbury Crossing	MA	02120-3400
Springfield Technical Community College	1 Armory Square	Springfield	MA	01105
University of Connecticut at Avery Point	1084 Shennecossett Rd.	Groton	CT	06340-6097
Region 22				
College	Address	City	State	Zip
Alabama Southern Community College	PO Box 2000	Monroeville	AL	36461
Bishop State Community College	351 North Broad Street	Mobile	AL	36603-5898
Calhoun Community College	PO Box 2216	Decatur	AL	35609-2216
Central Alabama Community College	1675 Cherokee Rd	Alexander City	AL	35010
Chattahoochee Valley Community College	2602 College Drive	Phenix City	AL	36869
Enterprise State Community College	600 Plaza Drive, PO Box 1300	Enterprise	AL	36331-1300
Faulkner State Community College	1900 Hwy 31 South	Bay Minette	AL	36507
Gadsden State Community College	1001 George Wallace Drive	Gadsden	AL	35902-0227
Jefferson Davis Community College	PO Box 958	Brewton	AL	36427-0958
Lawson State Community College	3060 Wilson Rd. SW	Birmingham	AL	35221
Lurleen B. Wallace Community College	PO Box 1418	Andalusia	AL	36420
Marion Military Institute	1101 Washington Street	Marion	AL	36756
Shelton State Community College	9500 Old Greensboro Road	Tuscaloosa	AL	35405
Snead State Community College	220 North Walnut Street	Boaz	AL	35957
Southern Union State Community College	PO Box 1000	Wadley	AL	36276
Wallace Community College-Dothan	1141 Wallace Drive	Dothan	AL	36303-9234
Wallace Community College-Selma	3000 Earl Goodwin Pkwy	Selma	AL	36702
Wallace State Community College-Hanceville	PO Box 2000	Hanceville	AL	35077-2000

Region 23				
College	Address	City	State	Zip
Baton Rouge Community College	201 Community College Drive	Baton Rouge	LA	70806
Coahoma Community College	3240 Friars Point Rd.	Clarksdale	MS	38614
Copiah-Lincoln Community College	PO Box 649	Wesson	MS	39191
Delgado Community College	615 City Park Ave.	New Orleans	LA	70119-4399
East Central Community College	PO Box 129	Decatur	MS	39327
East Mississippi Community College	1512 Kemper St., PO Box 158	Scooba	MS	39358
Hinds Community College	PO Box 1100	Raymond	MS	39154-1100
Holmes Community College	PO Box 369	Goodman	MS	39079-0369
Itawamba Community College	602 West Hill Street	Fulton	MS	38843
Jones County Junior College	900 South Court St.	Ellisville	MS	39437
Louisiana State University Eunice	PO Box 1129	Eunice	LA	70535
Meridian Community College	910 Highway 19 North	Meridian	MS	39307
Mississippi Delta Community College	PO Box 668	Moorhead	MS	38761
Mississippi Gulf Coast Community College	PO Box 548	Perkinston	MS	39573
Northeast Mississippi Community College	101 Cunningham Blvd.	Booneville	MS	38829
Northwest Mississippi Community College	4975 Hwy 51 North	Senatobia	MS	38668
Pearl River Community College	101 Highway 11 North	Poplarville	MS	39470
Southern University-Shreveport	3050 Martin L. King, Jr. Drive	Shreveport	LA	71107
Southwest Mississippi Community College	1156 College Drive	Summit	MS	39666
Region 24				
College	Address	City	State	Zip
Danville Area Community College	2000 East Main Street	Danville	IL	61832-5199
Heartland Community College	1500 West Raab Road	Normal	IL	61761
Illinois Central College	1 College Drive	East Peoria	IL	61635
John A. Logan College	700 Logan College Rd.	Carterville	IL	62918
John Wood Community College	1301 South 48th Street	Quincy	IL	62305
Kaskaskia College	27210 College Rd	Centralia	IL	62801
Lake Land College	5001 Lake Land Blvd.	Mattoon	IL	61938
Lewis & Clark Community College	5800 Godfrey Rd.	Godfrey	IL	62035
Lincoln College	300 Keokuk Street	Lincoln	IL	62656
Lincoln Land Community College	5250 Shepherd Rd.	Springfield	IL	62794-9256
Lincoln Trail College	11220 State Highway One	Robinson	IL	62454
Olney Central College	305 N. West Avenue	Olney	IL	62450
Parkland College	2400 W. Bradley Ave.	Champaign	IL	61821-1899
Rend Lake College	468 North Ken Gray Parkway	Ina	IL	62846
Shawnee Community College	8364 Shawnee College Road	Ullin	IL	62992
Southeastern Illinois College	3575 College Rd.	Harrisburg	IL	62946
Southwestern Illinois College	2500 Carlyle Avenue	Belleville	IL	62221
Spoon River College	23235 N. County 22	Canton	IL	61520
Wabash Valley College	2200 College Drive	Mt. Carmel	IL	62863