



BOARD OF REGENTS REPORT

Attachments for Chapter 24, Section 1 (9) a:

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Attachment #2 – Mission Statement

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Attachments for Section 1 (9) b:

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Attachment #1 – Athletic Budget

Western Nevada College

FY 2013 Athletic Budget/Expenditure Analysis

	<u>2012-13 Budget</u>	<u>Actual Expenditures*</u>
Baseball		
OPERATING		
Travel	\$ 116,033	\$ 129,311
Equipment	\$ 8,200	\$ 7,175
Umpires	\$ 12,227	\$ 8,765
Uniforms	\$ 6,000	\$ 7,274
Misc.	\$ 3,572	\$ 2,507
Membership	\$ 3,204	\$ 3,305
Insurance	\$ 3,300	
LOA	\$ 2,508	
Subtotal	\$ 155,044	\$ 158,337
Salaries:**		
Coach	\$ 77,120	\$ 75,116
Total	\$ 232,164	\$ 233,453

* As of 6/25/13 CH

** Salaries are GIP funded

<u>Operating Funding</u>		
	<u>Date</u>	<u>Amount</u>
WNC Foundation	9/19/2012	\$ 1,500
	12/14/2012	\$ 15,542
	1/31/2012	\$ 1,200
	3/5/2013	\$ 6,207
	3/29/2013	\$ 13,000
	4/22/2013	\$ 51
		Total \$ 37,500
WNC Discretionary	1/2/2013	\$ 7,500
	2/5/2013	\$ 20,000
	3/25/2013	\$ 6,000
	4/22/2013	\$ 25,000
	5/20/2013	\$ 15,000
	6/18/2013	\$ 40,000
		Total \$ 113,500
Other	Bal Fwd	449
	8/29/2012	\$ 3,717
	Various	\$ 2,937
		Tournament Subsidy
		Ticket Sales
Funding Available		\$ 158,103

		<u>2012-13</u> <u>Budget</u>	<u>Actual</u> <u>Expenditures*</u>
OPERATING	Softball		
	Travel	\$ 97,889	\$ 81,884
	Equipment	\$ 11,985	\$ 1,401
	Umpires	\$ 5,066	\$ 6,128
	Uniforms	\$ 8,445	\$ 9,175
	Misc.	\$ 4,490	\$ 1,846
	Membership	\$ 3,204	\$ 3,223
	Insurance	\$ 3,300	
	LOA	\$ 2,508	
	Subtotal	\$ 136,887	\$ 103,657
Salaries:**			
Coach	\$ 68,446	\$ 62,593	
Asst. Coach	\$ 37,513	\$ 36,949	
Total	\$ 242,846	\$ 203,199	

* As of 6/25/13 CH

** Salaries are GIP funded

Operating Funding

WNC Foundation	9/9/2012	\$ 7,500	
	10/17/2012	\$ 452	
	12/14/2012	\$ 21,216	
	2/7/2013	\$ 3,915	
	3/5/2013	\$ 3,916	
	5/23/2013	\$ 500	Total \$ 37,500
WNC Discretionary	1/2/2013	\$ 13,000	
	3/6/2013	\$ 10,000	
	3/25/2013	\$ 9,000	
	4/22/2013	\$ 17,000	
	5/20/2013	\$ 14,000	
	6/18/2013	\$ 1,000	Total \$ 64,000
Other	Bal Fwd	\$ (93)	
	Various	\$ 949	tic sales
Funding Available		\$ 102,356	

Attachment #2 – Mission Statement

Department of Intercollegiate Athletics Mission Statement

MISSION

Intercollegiate athletics enhance the educational mission of Western Nevada College by providing NJCAA Division I athletics programs for men and women and promotes institutional pride through the pursuit of academic success, athletic excellence, integrity, sportsmanship, and service to the community.

Attachment #3 – Five-Year Plan 2010-2015



FIVE-YEAR PLAN 2010-2015

Western Nevada College

GUIDING PRINCIPLES

- To provide a high-value educational experience to all student athletes
- To promote a culture of degree-completion and university transfer among all student-athletes
- To conduct an athletics program that conforms in every way to all applicable rules, regulations and guidelines
- To ensure that student-athletes represent the college in a positive manner in the community and within the college
- To promote an environment that values cultural diversity and gender equity
- To provide a safe and supportive environment where student-athletes are encouraged to reach their full athletic potential

GOALS AND OBJECTIVES:

- **Academic Excellence**

The primary goal of the Western Nevada College intercollegiate athletics program is to provide a high-quality academic experience.

Objectives:

1. Athletes will excel in grade point average and course completion
2. Athletes will excel in persisting from semester to semester
3. Athletes will excel at degree-completion and university transfer

- **Integrity**

Western Nevada College will continue operating in compliance with all NJCAA, Region XVIII, institutional, state, and local policies and regulations including all Title IX and gender equity regulations.

Objectives:

1. NJCAA audits will result in no findings
2. Region XVIII Standard Operating Procedures are enforced
3. Board of Regents guidelines and procedures are followed
4. Institutional policies and procedures are adhered to
5. Title IX and gender equity regulations are in place

- **Athletic Excellence**

Western Nevada College supports athletic success on the field.

Objectives:

1. Coaches recruit quality athletes
2. Coaches are expected to field teams which are competitive within the Scenic West Athletic Conference
3. Players demonstrate good sportsmanship at all times

- **Service to the Community**

Objectives:

1. Athletes represent the college in a positive manner at all times, on the field and in the community
2. Athletes provide a positive role model to other students by conducting themselves with academic integrity
3. Coaches are available as mentors in the community
4. Teams complete a service project each year

Intercollegiate Sports Offered

Acknowledging that limited private resources provided through the WNC Foundation support the WNC intercollegiate athletic program, the college created an Athletic Development Committee. The group's initial role was to conduct a community interest assessment to determine which intercollegiate sports are of interest to residents of the college's service area. Based on that initiative, the college created a coed rodeo team in 2003-04. Subsequently the group proposed and developed two additional sports (men's baseball and women's Softball) beginning in the 2005-06 academic year.

The Athletic Development Committee composed of college, Foundation, and community representatives, developed position descriptions for each of the coaching positions and conducted search processes that resulted in the appointment of coaches for the two new sports. In addition, the team developed three-year operational and recruitment draft budgets for intercollegiate athletics. This initial document, which updated on an annual basis utilizing actual cost data, serves as Appendix A of this plan.

Institutional Memberships

The Athletic Development Committee also initiated membership with the National Junior College Athletic Association (Region XVIII/Division I) effective with the 2004-05 academic year. This is for men's baseball and women's softball. Based on that affiliation, the college initiated action for affiliation with the Scenic West Athletic Conference. The Conference approved the college's application on May 24, 2005.

Administrative Organization and Oversight

During the 2004-05 year, WNC developed an Intercollegiate Athletic Board (IAB) that assumed responsibility for the operational aspects of the intercollegiate sports program. The college developed bylaws (Appendix B) that were approved by the college president; the group's first meeting held in the spring semester 2005. This organization will utilize interest data from the above noted community assessment to develop implementation plans for future sports. Prior to the addition of any sports, a new assessment will be conducted to determine current interest. A copy of the sport implementation plan (chart) serves as Appendix C of this plan.

Finance and Resource Availability

Recognizing that WNC funds the intercollegiate athletic sports program from a variety of private resources, the ability of the college to expand the number of sports offered, construct new facilities, and promote the intercollegiate offerings is dictated by those resources. The WNC Foundation fundraises and administers these dollars consistent with NSHE and WNC policy and procedures.

Staffing

Concurrent with the activities of the Athletic Development Committee, the college president appointed the dean of student services as the college's first Athletic Director. This individual has administrative and

supervisory responsibility for all sports, including related staff, and reports directly to the college president in this role.

Subsequently, the college completed national searches to fill the women's soccer and men's baseball coaching positions. These individuals recommended and received approval to appoint assistant coaches. Women's softball replaced women's soccer in 2008 and a search was conducted to fill the women's softball coaching position. That individual recommended and received approval to appoint a women's softball assistant coach.

Facilities

With the College's approval of men's baseball and women's soccer and now softball, the WNC Foundation began fundraising activities in support of constructing facilities to house both sports. Land was available adjunct to the Carson City campus of the college and designated for the purpose. This initiative identified two specific projects:

- Construction of professional quality baseball stadium on property owned by WNC and adjacent to the current campus. The concept paper and initial Carson City Special Use Permit Application for the construction of this facility serve as Appendix C of this plan.
- Design and utilization of city-owned water catchment basin for the construction of a collegiate soccer field (now a softball field) and stadium. This project is in its initial planning stages.

Pending the construction of on-campus sports facilities, the college negotiated a shared facilities agreement with Carson City and the Carson City School District. This document permitted the college's intercollegiate sports teams to utilize the facilities of these organizations until the time at which campus facilities are available.

2010-2015 Challenges:

- 1. Secure a source of ongoing funding adequate to cover the costs of team travel, operations, and the coach's salaries.**
- 2. Secure a donor to fund the construction of a women's softball field on the college campus.**
- 3. Assure that all aspects of Title IX requirements are followed.**

Attachment #4 – Annual Report of Assistant Coaches



HUMAN RESOURCES/LEGAL SERVICES

November 5, 2013

Board of Regents
Nevada System of Higher Education

Re: Intercollegiate Athletic Report re Title 4, Chapter 24, Section 1(9)

To whom it may concern:

Western Nevada College does not have either football or men's and women's basketball and has nothing to report pursuant to Board of Regents Handbook, Title 4, Chapter 24, Section 1(9).

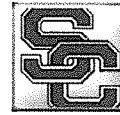
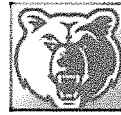
Sincerely,

P. Mark Ghan
Vice President for Human Resources and
General Counsel
Western Nevada College

Attachment #5 – SWAC Conference Constitution & Bylaws



10/25/2013 | WOMEN'S VOLLEYBALL | SALT LAKE COMMUNITY COLLEGE 3 - NORTH IDAHO COLLEGE



NJCAA REGION XVIII/SWAC CONSTITUTION
Updated 8/2013

Article I - Name

Section A The name of this organization shall be Region XVIII of the National Junior College Athletic Association (NJCAA).

Article II - Purpose

Section A The purpose of the organization, in accordance with the philosophy and standards of the NJCAA, shall be to promote broad programs of intercollegiate athletics on the regional level which are consistent with the educational aims and objectives of junior and community colleges.

Article III - Membership**Section A Eligibility for Membership**

1. Colleges that fall within the nationally developed geographic boundaries of Region XVIII are eligible for membership. Colleges outside the geographic boundaries may be eligible for membership.
2. Member colleges must have received or be candidates for state and/or regional accreditation.
3. Member colleges must receive approval of the NJCAA.

Section B Conditions of Membership. The member colleges of Region XVIII NJCAA must:

1. Supervise and control intercollegiate athletics sponsored by Region XVIII in order that they be administered in accordance with the Constitution and By-Laws.
2. Establish and maintain a high standard of ethics and fair play.
3. Pay annual NJCAA and Region XVIII dues before the deadline set by the governing organizations.

Section C Scenic West Athletic Conference - Core Sport Membership Requirements.

1. It is in the best interest of the Scenic West Conference that all schools maintain a minimum four (4) Core Sport requirement to be a member in good standing.
2. The Core Sports are:
 - a. Basketball - Men
 - b. Basketball - Women
 - c. Baseball
 - d. Volleyball
 - e. Softball
 - f. Soccer
3. Existing schools with four (4) of the six (6) core sports will be grandfathered.
4. Conference schools cannot drop below the four (4) core sports and remain in good standing. Sanctions for dropping below four (4) core sports:
 - a. No Region Tournament hosting privileges for any sport.
 - b. Double conference dues with a minimum of five sports.
 - c. Must have plans to return the sport(s) within two years or further conference sanctions to include possible expulsion to be determined by conference membership.
5. If you are a grandfathered school and wish to add a new sport, it must be a core sport, until you have all core sports. Failure to do this will result in:
 - a. No Region Tournament hosting privileges for any sport.
 - b. Double conference dues with a minimum of five sports.
 - c. Must have plans to return the sport(s) within two years or further conference sanctions to include possible expulsion to be determined by conference membership.
6. If you are a grandfathered school and you drop below four (4) core sports, you will lose conference membership.
7. It is the philosophy of the Scenic West Conference that we strive to provide as many opportunities as possible for student-athletes to compete. It is our intent to have equal sport opportunities at all member schools. The strength of the Conference relies on the commitment of each member school to core sport requirement.
8. New member application must provide adequate proposal as to the core sport requirements. A minimum of at least one (1) male and one (1) female sport required to initially have membership.
 - a. A core sport plan needs to be presented for the new member institution demonstrating full compliance of core sport. This plan will be reviewed annually by the conference membership at the June Meeting.
9. If Basketball is considered as a core sport it must be brought in as a men's and women's sport.
10. Any exceptions to this policy must be brought before member institutions for a vote.

Article IV - Officers

Section A The officers shall be selected from the membership of Region XVIII by the Legislative Assembly. The elected officers of this organization shall be:

1. a Regional Director for Men;
2. a Regional Director for Women;
3. an Assistant Regional Director for Men;
4. an Assistant Regional Director for Women;
5. a Treasurer and a Member-at-Large.

Section B The elected officers of this organization shall be elected at the Spring meeting to serve in accordance with procedures set forth in the by-laws.

1. Regional directors shall be elected bi-annually during even-numbered years.
2. Assistant regional directors shall be elected bi-annually during odd-numbered years.
3. The duration of office for the treasurer shall be decided by the Executive Committee.
4. The member-at-large shall be elected every three years, beginning in 1980.

Section C The officers and a member-at-large shall comprise the membership of the Executive Committee.

Article V - Meetings

Section A The organization shall hold two regular meetings each academic year: the Fall meeting (date and site to be determined at the Spring meeting); the Spring meeting (date and site to be determined at the Fall meeting).

Section B Special meetings may be called at the discretion of the Regional Directors, or by a written request of fifty percent (50%) of the voting delegates of

Region XVIII.

Article VI - Legislative Assembly

Section A The Legislative Assembly shall consist of the designated voting representatives from the member colleges. Each member college shall have one vote depending on its membership in either the Women's division or the Men's division, or both. An institution which is a member of both the men's and women's divisions of Region XVIII may designate one representative who will be eligible for one vote in a joint session.

Section B Voting by mail, by email, fax or by telephone shall be permissible on any issue between regularly scheduled meetings.

Section C In a regularly scheduled meeting a quorum shall consist of more than fifty percent (50%) of the member colleges in Region XVIII.

Section D A majority vote of the quorum is necessary to affect any policies and/or procedures, changes, deletions, or additions to the Constitution and By-laws of Region XVIII.

Article VII - Committees

Section A Region XVIII shall have an Executive Committee composed of the elected regional officers plus a member-at-large.

Section B Joint Committees shall be appointed to perform such duties as may be assigned to them in the By-laws or by the Executive Committee.

Article VIII - Finances

Section A All funds of Region XVIII shall be obtained, held, and administered in accordance with the procedures as stated in the By-laws.

Section B The Treasurer shall render a financial report at all Region XVIII meetings.

Article IX - Amendments

Section A This Constitution may be amended at any regularly scheduled meeting of the Region by a majority affirmative vote of the quorum. The proposed amendment to the Constitution must have been circulated to the member colleges by the regional directors at least two (2) weeks prior to the meeting.

Article X - Championship Tournaments

Section A Region Championship Tournament size will be based on the number of teams in the sport in the SWAC regular conference play. (Note: Article X is not in effect at present time, August 2003, for Region 18 Tournaments).

Article XI - SWAC Standings concerning "no contests" and/or failure to meet contractual contest agreements

Section A Institutions will be given a win for conference standings only when an opposing institution cannot field a team resulting in a "no contest" and/or non-fulfillment of contractual contest agreement.

Section B There will be a financial penalty assessed to an institution when they cannot field a team resulting in a "no contest" or failure to fulfill contractual contest agreement.

Article XII - SWAC Members Equivalency Reports

Section A Each SWAC institution will complete and distribute to each SWAC institution AD an equivalency report for each core sport on the new Equivalency Reporting Forms at May/June meeting each year.

Article XIII - All SWAC Academic Team

Section A At the end of the academic year an "All SWAC Academic Team" for each institution will named. Each SWAC member institution will submit their "All SWAC Academic Team list" to the appropriate Region Directors based on the following requirements:

1. 3.2 GPA for the academic year
2. Pass 24 hours throughout the academic year
3. Must have played in some games/matches during the academic year

Section B The Region Director will send the All SWAC Academic lists to the webmaster to be published on the SWAC website.



10/25/2013 | WOMEN'S VOLLEYBALL | SALT LAKE COMMUNITY COLLEGE 3 - NORTH IDAHO COLLEGE



CONFERENCE STANDINGS

NJCAA REGION XVIII/SWAC BY-LAWS
Updated 8/2013

Composite Schedule

Article I - Membership

Section AA member college must be a member of the National Junior College Athletic Association.

Section B Annual membership dues, established at the spring meeting each year, will be payable on or before October 15th of each academic year.

Section C To be a member of the Scenic West Athletic Conference (SWAC) must meet the core sport requirement code as outlined in the constitution.

Article II - Legislative Assembly - Voting

Section A Two delegates from each member college may attend the regional meetings.

Section B The delegates may be representatives of the Women's division and a representative of the Men's division, each holding one vote. In the case where one (1) person represents both divisions, one (1) person may cast one vote in joint meetings.

1. Each member college must declare its delegates for the year as the first order of business as the fall meeting.
2. A designated voting delegate may choose to vote by proxy if unable to attend a meeting.

Section C Proxy voting shall be allowed at the regularly scheduled Fall and Spring meetings. In order to vote by proxy, a delegate must lodge written authority with the Regional Director prior to the meeting. The proxy vote must be exercised by a representative of the delegate's school.

Section D A majority vote of a quorum shall be necessary to effect changes in operating procedures of Region XVIII. A quorum shall consist of more than 50 percent of the member colleges in Region XVIII.

Article III - Administration

Section A Regional Directors:

1. Shall act in accordance with Article III, Sec. 1d of By-laws of the NJCAA.
2. Shall oversee the duplication and distribution of minutes for each meeting.
3. Shall order all trophies, awards, and certificates that are presented as standardized Region XVIII awards.
4. Shall distribute a membership roster by the annual spring meeting each year, listing the voting representatives.
5. Shall acknowledge receipt and disposition of all communication within seventy-two (72) hours. (Exception: Appeal matters. See Article VI, Executive Committee Operating Code).
6. Shall appoint regional sports advisors.
7. Shall perform other duties as may be assigned by the Legislative Assembly or Executive Committee.

Section B Assistant Regional Directors:

1. Shall chair Legislative Assembly meetings when the Director is not present.
2. Shall assist the Director on matters of eligibility.
3. Shall attend annual national meetings as appropriate.
4. Shall supervise the maintenance of sport histories.
5. Shall perform additional duties as assigned by the Regional Director.

Section C Treasurer:

1. Shall collect dues, pay all bills, and make a financial report to the Legislative Assembly at each meeting.
2. Shall perform additional duties as directed by the Regional Directors.
3. Shall collect and disperse tournament monies as designated in the SOP's. Tournament monies designated for distribution to the region's representative to national championships (or to traveling teams to inter-regional competition) must be dispersed through the Region XVIII treasurer.
4. Shall bill sponsor schools for the expenses incurred by the Regional Director or representative to Region XVIII championships.
 - a. The sponsor school shall be responsible for expenses up to the maximum amount designated in the SOP's.
 - b. Expenses beyond the amount designated in the SOP's shall be the responsibility of the region.
 - c. Following the regional championships, Regional Directors or their representatives should turn in expense vouchers to the treasurer that sponsor schools can be billed.
5. Shall reimburse the Assistant Region Directors expenses when they attend and stay through the entire NJCAA National Convention. Expenses to be reimbursed:
 - a. Transportation (airfare or mileage @ .32/mile, whichever is less, and taxi if necessary)
 - b. Hotel
 - c. Per diem (\$35.00/day)

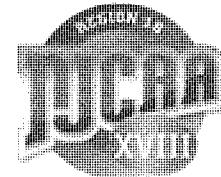
(Rental cars are the responsibility of the Assistant Director)

Reimbursement must be submitted on the **Region 18 Reimbursement Form** with receipts attached.

6. Shall reimburse Sports Chair Advisor expenses to Region Coaches Meetings/Region Tournament only if necessary due to advisors team not attending the Region tournament. Expenses that can be reimbursed:
 - a. Transportation (airfare or mileage @ .32/mile, whichever is less, and taxi if necessary)
 - b. Hotel
 - c. Per diem (\$35.00/day)

Reimbursement must be submitted on the **Region 18 Reimbursement Form** with receipts attached.

7. Shall send a stipend of \$1,500 to each, the Region Women's Director and Region Men's Director, to be used for Region expenses incurred by their institution.



Article IV - Committees

Section A Executive Committee:

1. Shall include Regional Directors for men and women; Assistant Regional Directors for men and women; Treasurer; and a Member-at-large. The Member-at-large shall be selected by the Legislative Assembly.
2. Shall be responsible for reviewing the regulations which govern the activities or Region XVIII. In performing its function the committee shall act in accordance with its operating code.

Section B The Board of Appeal:

1. Shall consist of three (3) members plus two (2) alternates.
2. Shall hear appeals regarding decisions, findings, or rulings of the Executive Committee.

Section C Sport Committees:

1. Each sport shall be represented by one sport advisor whose function is to improve communication within the region. The sport advisor shall serve as a liaison between the Executive Committee and the coaches in that sport. Sport advisors shall function in accordance with their operating code.

Section D Ad Hoc Committees:

1. Shall be appointed by the Regional Directors whenever they are needed. The actions and decisions of these committees shall be subject to the approval of the Executive Committee. The committees shall cease to function as soon as they have completed a specific task.

Article V - Meetings

Section A Two regular meetings shall be held each year.

1. The fall meeting will be held no later than October 15.
2. The spring meeting will be held on a date to follow the annual NJCAA Delegate Assembly.
3. The date and location of the fall meeting will be determined at the previous Spring meeting.
4. The regional directors may call special meetings as required.
5. Member colleges are encouraged to have representation at the meetings.

(A joint AD/President's meeting will be held in March at the Region Basketball Tournament)

Article VI - Amendments

Section A The By-laws may be amended at any regular or special meeting provided the substance of the amendment shall have been published and mailed to all Region XVIII voting representatives at least two (2) weeks prior to said meeting. A majority vote of the quorum shall govern.

Article VII - Parliamentary Authority

Section A The rules contained in Roberts Rule of Order, Revised shall govern the meetings of Region XVIII where applicable, unless those rules are inconsistent with the Region XVIII Constitution and By-laws.

Article VIII - Championship Tournaments

Section A Size of Tournaments will be based on the number of teams participating in Conference play.

10 or more teams	= 8 team tournament
9 teams	= 7 team tournament
8 teams	= 6 team tournament
7 or less	= 4 team tournament

(Note Article VIII not in effect at present time, beginning August 2003, for Region 18 Championship Tournaments).

Article IX - Non-Contests and/or failure to meet contractual contest agreements

Section A If an institution cannot field a team resulting in a "no-contest" and/or non-fulfillment of a contractual contest agreement, the effected institution will be credited with a win for each contest not played for SWAC standings that will be used to qualify/seed teams (only) for Region 18 Championship Tournaments. Such win(s) will not go on an institution's permanent record for national standings/polls/etc.

Section B Financial penalty assessed to the institution that cannot field a team resulting in a "no-contest" and/or non-contractual contest agreement:

- \$2,000/date for Men's Basketball
- \$2,000/date for Women's Basketball
- \$2,000/date for Volleyball
- \$2,000/date for Baseball
- \$2,000/date for Softball

Note: Multiple games scheduled on the same day, i.e. baseball or softball doubleheaders, will be fined as one day.

Article X - Post-game review after a player has been ejected or display of greigious unsportsman like conduct.

Section A In the event that any player(s) and/or coach(s) are ejected from any contest where Region XVII/SWAC teams are involved, the following actions will take place:

1. Immediately following the contest, the host athletic director or designee and the entire official/umpire crew will meet with the game/match DVD to review the actions that brought about the ejection(s) or unsportsmanlike conduct actions. This group, upon review of the DVD, will make a full report of any other infractions and/or penalties. The reported additional infractions/penalties report and DVD will be sent to the coordinator of officials/umpires and to the appropriate regional director.
2. In the event the ejection(s) occurs on the first game of a double header or the first night of a two night contest, the above policy must occur before the next scheduled game/match.
3. After review of the ejection and/or unsportsmanlike conduct DVD, the regional director(s) and the executive committee may consider and may impose any sanctions in a timely manner and if possible prior to the next contest.
4. This policy shall be utilized with all sports that fall under the jurisdiction of Region XVIII/SWAC. This decision will be final.

Article XI - All SWAC Academic Team

Article XII - All SWAC Academic Team

Section A At the end of the academic year an "All SWAC Academic Team" for each institution will named. Each SWAC member institution will submit their "All SWAC Academic Team list" to the appropriate Region Directors based on the following requirements:

1. 3.2 GPA for the academic year

2. Pass 24 hours throughout the academic year
 3. Must have played in some games/matches during the academic year
- Section B The Region Director will send to the All SWAC Academic lists to the webmaster to be published on the SWAC website.

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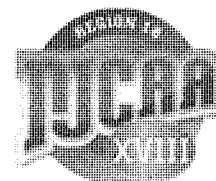
10/25/2013 | WOMEN'S VOLLEYBALL | SALT LAKE COMMUNITY COLLEGE 3 - NORTH IDAHO 0



CONFERENCE STANDINGS

**NJCAA REGION XVIII
BASEBALL
STANDARD OPERATING PROCEDURES**
Updated 8/2013

Composite Schedule

**I. Members**

- A. Colleges must be members of NJCAA.
- B. Colleges must be members of Region XVIII Men's Division.
- C. NJCAA rules shall govern all participating member colleges.
- D. League name shall be Scenic West Athletic Conference.

II. Tournament Site Selection

- A. The location of the Region XVIII Championship Tournament will be hosted by the SWAC League Champion.
- B. The area selected to host the Region XVIII Baseball Championship, shall be confirmed at the annual Region XVIII Spring meeting.

III. Tournament Dates

- A. The Region XVIII Championship will be a 5 team double elimination tournament, played on one weekend.
- B. Conference Tournament date(s) should be determined at the annual spring Region XVIII meetings.

IV. Sponsor's Tournament Responsibilities.

- A. Pre-tournament responsibilities
 1. Secure the tournament site, be responsible for promotion, advertising, and ticket sales, and make arrangements for handling of spectators.
 2. Notify the qualifying teams and Men's Regional Director of the time schedule and other pertinent tournament information.
 3. Provide courtesy maps, restaurant, and motel information to any prospective teams attending the Region XVIII Tournament.
 4. Provide a tournament schedule for all teams as soon as the last team has qualified. In most cases, it will be necessary for the initial confirmation of the schedule to be accomplished by phone.
 5. Schedule tournament officials, subject to the regional director's approval.
 6. Provide fields for batting practice and provide each participating team one hour on the tournament field. (Exception: When tournament begins on Wednesdays, no practice shall be provided on the tournament field/facilities at all). Penalty, if violated, the team(s) will forfeit their first game in the tournament.
 7. Schedule a coaches' and officials' meeting the evening prior to the tournament.
- B. Post-tournament Responsibilities
 1. Prepare a press release for immediate distribution to the news media to include the following information:
 - a. First and second place teams
 - b. All-region team and honorable mention team.
 2. Within two weeks of the conclusion of the tournament, send the above information as well as complete tournament results to the following people:
 - a. Regional Director
 - b. Sport Advisor
 - c. Region XVIII Athletic Directors.
 3. Prepare a financial report of the meet to be sent prior to the annual meeting to the following people:
 - a. Regional Director
 - b. Sport Advisor
 - c. Members of the Executive Committee

Copies of the report shall be distributed to all regional members at the meeting by the sport advisor.

V. Qualification Of Teams For Competition

- A. No team shall be permitted to enter the Region XVIII Championship Tournament unless it is accompanied by a coach, a faculty member of the college, or a designated proxy coach.
- B. All five SWAC teams will qualify for the Region XVIII Championship. The five teams will be seeded based on their win-loss percentage from SWAC league games. The top seeded team will host the tournament. The men's Region Director will work with Sports Chairperson for baseball to confirm times as per seeds for tournament games, etc.
- C. Ties (follow in order):
 1. If ties exist between 2 teams, then head-to-head competition will be the main criteria for seeding, hosting, and tournament qualification. If more than two teams are tied, then head-to-head competition between those schools will be the first criteria used (total aggregate win-loss record between the schools involved).
 2. If this doesn't resolve the ties, then head-to-head competition versus the top place position will be the next criteria. The next step would be head-to-head competition with the next lower position, and so on down the line.
 3. If a tie still exists and involves hosting privileges for a tournament, a tie would be broken by:
 - a. The team that has not hosted most recently.
 - b. The hosting team will move to the lower seeded position in the first round of regional play (only when the tie cannot be broken by #1 above).
 4. If a tie still exists after the above principles are applied, and qualifying for regional tournaments is at stake, then the teams should agree on a tie-breaker game to be set-up in compliance with #3 above. If a drawing for a first round bye or pairing is necessary, it will be conducted by the regional director. The AD's of the tied institutions shall arrange for a neutral site, date, officials, game management, and share expenses/revenue. If the teams cannot agree, then the playoff game will be held at the site of the regional tournament the night before the regional tournament begins. The two teams involved share the expense/revenue. In the event the playoff game is at the site of the regional tournament, the host school will be responsible for match management, and the regional director will assign officials. The expenses and net revenues shall be shared by the two participating schools.
 5. Ties which still exist after the above principles have been applied and don't involve qualifying or hosting will be broken by a coin flip under the direction of the Region Director.

- D. Each Region XVIII institution must submit to the Region SID, ONE 5x7" team photograph with **players' numbers visible** (persons in photograph identified) and one team roster on the National Roster Form, all of which **must be submitted at the beginning of the season**. Also, submit a team picture and roster to the NJCAA Tournament host or designee by the beginning of the season. Pictures and rosters of all men's conference teams will be included in the tournament program.

VI. Tournament Procedures

- A. Teams participating in the regional tournament are limited to twenty-six (26) players.
- B. The tournament will be double-elimination according to the format attached.
 1. The teams will be seeded according to their SWAC standings.
 2. Top of the bracket is home team, except in game 3 & 5, and then the higher seed is home team. Home team in game 9 (if game) will be determined by the flip of the coin.
 3. All games will be 9 innings (ten run rule after 5 innings, eight run rule after 7 innings, except in the championship games). If no lights are available, no game will start after 5:00 pm.
 4. No games shall be played on high school fields. If inclement weather occurs, extra innings, etc. which cause a schedule change, games the next day will not start prior to 9:00 a.m. and every effort will be made to complete the tournament on Saturday. Sunday play if only absolutely necessary.
 5. Halted games will be started at 9:00 a.m. the next day.
- C. 3 umpire crews on each game. (Region and District tournaments)
- D. Walk-up music will not be played at all during Region/District Tournament.

VII. Rules

- A. NCAA and NJCAA Baseball Rules shall be used in all tournament games.
- B. All games will be nine inning games.
- C. The 10 - run rule will be used after five innings, eight run rule after seven innings, except in the championship(s).
- D. The Region Director or his designee and the championship committee (tournament host administrator, UIC and sports chair) can make necessary changes in the tournament format and in the championship game(s) to insure the tournament can be completed.
- E. The game ball for both SWAC and Region Tournament play will be the Diamond ball. The NJCAA ball (Spalding) will be used at District and JUCO Tournaments.
- F. Dress decorum: For all players, bench personnel and coaches during SWAC and Region play. All players and official team personnel must be in full uniform when entering the playing field. All team personnel must wear dress-casual when attending tournament functions.
- G. If the tournament is delayed, due to weather or other extenuating circumstances, the following procedure will be used:
 1. The Region Director or their designee and the championship committee (tournament host administrator and sports chair) will make necessary changes in the tournament format and in the championship game(s) to insure the tournament completion.
 2. If the tournament cannot be completed, the SWAC champion will represent Region 18 to the National tournament.

VIII. Officials

- A. The Regional Director(s), Sport Advisor, and SWAC Umpire Coordinator shall be responsible to secure and assign all Region 18 tournament officials in conjunction with the tournament director.
- B. The host school will have the coordinator of officials complete a Region Official Voucher and will pay game fees, per diem, and transportation fees for the officials.
- C. Three umpires will be used for each game of the Region 18 and District Tournament.
- D. The Region Director, Sport Advisor and Umpire Coordinator will evaluate the umpire's performance throughout the tournament, and will inform the umpires the night before the finals, who will be working the final game(s) and in what position.
- E. Tournament umpire fee will be \$101/game for 2014 with 3% increase each year through 2015. The host institution will also pay mileage for driver only based on the SWAC mileage chart, or airfare, whichever is less (umpires coming from the same area or direction, should ride together to the Region and District Tournament). If an official flies, he/she will be picked up and transported either by officials that are driving or someone from the host institution. \$35.00 per day per diem for tournament days the official works, and provide hotel room(s) for the umpires. (If travel requires an official to travel the day prior to the tournament, appropriate per diem will be given). Hotel room(s) will be provided when appropriate. No other expenses will be paid such as airport parking, mileage to/from the airport, etc.
- F. The host will provide reasonable amenities such as drinks at the end of games and water for umpires on the field during the game.

IX. Awards

- A. The first and second place teams shall receive Region XVIII plaques, provided by the region and paid for by the sponsor school.
- B. Twenty-six Region XVIII medals, supplied by the region, shall be awarded to individuals on the first place team and paid for by the Region.
- C. Twenty-six Region XVIII medals, supplied by the region, shall be awarded to individuals on the second place team and paid for by the Region.
- D. "Coach-of-the-Year" will be selected by a vote of the head coaches in the annual coaches meeting. Coaches can't vote for themselves. They shall receive the Region XVIII plaque, provided by the Region and paid for by the tournament sponsor school.
- E. The most valuable player of the tournament shall receive a Region XVIII MVP award, provided by the region and paid for by the sponsor school.
 1. Coaches at the end of each Region Tournament game, will turn in a form selecting a player either from their own team or the opposing team that should be considered for the Tournament MVP.
 2. An MVP Selection Committee will turn in their MVP choice to the appropriate Region Director. The Committee will consist of appropriate Region Director, Assist Region Director and Sports Chair (or their designee), stats person, and any other onsite person(s) that may be selected such as tournament director, etc.
- F. All-Region and Honorable Mention teams will receive Region XVIII certificates.
 1. The All-Region first team shall receive one Region XVIII certificate.
 2. The All-Region second team players shall each receive one Region XVIII certificate.
 3. The process for selection is as follows:
 - a. Selection of the All-Region team will occur at the coaches' meeting scheduled prior to the tournament by a vote of the head coaches present. Coaches will base their decisions on stats for the total season for the all-region nominees.

- b. All-Region first team shall consist of fourteen (14) players. (4 infielders, three outfielders, four pitchers, one relief pitcher, one catcher, and one designated hitter. The All-Region second team shall also consist of fourteen players, with the same composition as the first team. Remaining vote-getters will be Honorable Mention. Please note, that the coaches and administration on hand at this meeting must coordinate the ranking of the first team, from top to bottom, to be submitted for All-American status. The top player chosen on the All Region first team will be the "Player of the Year." The highest ranking pitcher on the All Region First team will be the "Pitcher of the Year."
- c. From the all region first team compiled as listed above, a "Player of the Year" award will be selected. From the All Region First Team pool of pitchers, a "Pitcher of the Year" will be selected. Both of these award recipients will receive a plaque paid for by the Region. From the All Region First team, a "Relief Pitcher of the Year" and a "Defensive Player of the Year", will be chosen, based on fielding percentages from the pool selected for the Rawlings Gold Glove Award. The "Relief Pitcher of the Year" and "Defensive player of the Year" will be noted on their All-Region Certificates only.
- d. The coaches shall rank order the top 6 members of the All Region First Team for All District/All American recognition. The Player of the Year and Pitcher of the Year shall occupy the 1-2 slots in the rankings.
- e. Coaches will bring a complete All-American form, 2 appropriate photos, and a copy of NJCAA stats for each All-Region player nominated. If a player is selected to be an All-American nominee, the coach will give the Region Director the players' All-American information at the coaches meeting.
- f. The Region will select an All-Defensive team. One player will be selected at each position, including pitcher, based upon defensive statistics. All Defensive team selections will be forwarded to the Region Director for consideration for the All-District All-Defensive team. Nominees for the national Rawlings All-Defensive team will be selected from the All-District team. Pictures and statistical information for All-Defensive team selections must be sent to the Region Director directly after or at the Region Coaches meeting. Lack of follow through in this area may negate the nominee from being considered for this award.
- g. The Region Director or designee at the tournament shall coordinate the All-Region, All-American selection and nominations for Rawlings All-Defensive team certificate.
- G. The tournament director must work with the Men's Regional Director to insure that all awards, plaques, and certificates are prepared and ready for presentation at the completion of the Region XVIII Championship Tournament.
 - 1. The SWAC Championship plaque award and All-Region Teams , Player of the Year, Pitcher of the Year, Relief Pitcher of the Year, and Defensive Player of the Year and Coach of the Year will be presented/announced between game (2) two and (3) three of the Region Tournament.
 - 2. Tournament 1st and 2nd place awards and MVP will be presented at the end of the championship game.
 - a. First presentation: 2nd place team
 - b. Second presentation : MVP
 - c. Third presentation: 1st place team

X. Finances

- A. The sponsor school(s) shall be responsible for all tournament costs, including tournament officials, tournament coordinators, and game management staff.
 - B. The sponsor school shall be responsible for the cost of the following awards provided by the region but billed to the school:
 - 1. 1st and 2nd place team plaques
 - 2. Most Valuable Player award
 - 3. Coach-of-the-Year award
 - C. The sponsor school shall not be responsible for the cost of the following awards supplied by the region:
 - 1. Twenty-six (26) medals for first place team
 - 2. Twenty-six (26) medals for second place team
 - 3. Thirty-three (33) All-region honorable mention team certificates.
 - 4. SWAC Championship plaque
 - 5. Player of the Year plaque (and noted on All-Region certificate)
 - 6. Pitcher of the Year plaques (and noted on All-Region certificates)
- Note: Relief Pitcher of the Year – noted on All Region certificates only.
 Defensive Player of the Year - noted on All-Region certificates only
- D. The region shall be responsible for the expenses incurred by the Regional Director and Baseball Chairperson or representative in attending the tournament.
 - E. Any profits made at Region Tournament(s) will be remitted back to the conference

XI. Region XVIII Baseball Coaches' Association

- A. The Baseball Coaches' Association shall conduct a business meeting at the site of the Region XVIII Championship Tournament.
 - 1. The respective Region Director (or designee) will welcome everyone to the respective sport Region 18 Championship Tournament. Do any introductions if applicable. Handle any Region Tournament business if applicable.
 - 2. Tournament Host will go over tournament materials and procedures.
 - 3. Officials Coordinator will present the tournament crew and will talk with coaches about officials, systems, etc.
 - 4. The meeting will then be turned over to the sport coach's president to conduct the coaches meeting.
- B. The sponsor school of the tournament will make arrangements for the meeting.
- C. The sponsor school of the tournament will provide a secretary for the coaches' meeting.
- D. A chairperson shall be elected in odd-numbered years for a two-year period. This position will have the following responsibilities:
 - 1. Schedule a yearly meeting at the site of the Region XVIII Baseball Tournament.
 - 2. Chair the yearly meeting, consult with the Sport Advisor in developing the agenda, and assist in updating the Region's Standard Operating Procedures for Baseball.
 - 3. Coordinate the mailing of minutes and other pertinent materials to members.
 - 4. Assist the Sport Advisor in performing his/her function

XII. Scenic West Athletic Conference League Schedule

- A. The SWAC conference schedule shall determine the seeding for all five teams for the Region 18 Tournament.
 - 1. Friday games: first game will be seven (7) innings, the second game nine (9) innings. If the first game goes extra innings then the second game becomes seven (7) innings. Both Saturday games are seven (7) innings.
 - 2. Four (4) game weekends.
 - a. Games played on Friday and Saturdays.
 - b. Game times for Friday games 1:00 p.m. Saturday games start at 12:00 noon. Exception: Friday games at Western Nevada will start at 12:00 noon until April 11 (after daylight savings). Friday games at Southern Nevada will start at 4:00 pm. (CSN will provide meals on Friday at the end of the play).
 - 3. Weather related issues:

- a. If a game is suspended because of wet conditions or darkness with less than 4-1/2 innings played on Friday, the game will resume on Saturday with an earlier start time. If the home team is leading after 4-1/2 innings of play and game is suspended due to wet conditions or darkness, this will constitute a completed game.
- b. The host team should make every effort to play the games. The host institution's AD determines when a field is playable and when a game should be canceled or postponed. If a coach feels the weather conditions are unplayable, the umpire will make the final decision. If the home field is unplayable and there are no other options, and the visiting team's field is playable, the game site may be switched if agreeable by both institutions.
- c. In case of inclement weather, institutions, upon mutual agreement by both institutions' Athletic Directors, can move games to Thursday and Friday.
- d. 2nd half of SWAC schedule games must be played either at the host institution or within the host institution's vicinity.
- e. If a game(s) are weathered out, games can be rescheduled within that weekend if it can be done without adding extra days of stay and upon mutual consent of both teams AD's. Games on Sunday are (Saturday for Thursday/Friday rescheduled games due to inclement weather) possible if inclement weather occurs on Friday and/or Saturday, if it doesn't require an extra night stay, and/or both teams AD's agree. Extra games (3 maximum) could be played in a day.
- 4. A 10 - run rule will be used in the 5th inning of seven (7) and nine (9) inning games and the 8 run rule will also be used in the 7th inning for nine (9) inning games.
- B. The host institution will provide the official scorekeeper who will be located in the press box, bleachers, etc. (Not in dugout).
 - 1. The host institution will provide both coaches with a copy of the stats at the end of each game. (Stats crew is the official baseball stats program for SWAC.)
 - 2. The host institution will submit the SWAC stats to the SWAC web/statistician either immediately following the games or Monday morning following the games for both home and visiting teams. These become the official stats for the game(s) and are the stats that both teams post to their websites. Institutions cannot change their stats and post the changed stats on their website. Institution's stats on their website should be the same as the stats on the SWAC site. Correction of stats. If the visiting coach sees concerns with stats, they need to speak to the host about the stats issues so they are corrected by them. If there are still concerns, then when calling in scores, let Jeff Cluff know there are issues.
- a. If the visiting coach sees concerns with stats, they need to speak to the host about the stats issues so they are corrected by them. If there are still concerns, then when calling in scores, let Jeff Cluff know there are issues. If a coach feels there is an error on the stats such as a player playing that didn't play, etc. e-mail or call the SWAC statistician and discuss it with them. If the stats are changed, the SWAC statistician will change them and send a copy of the changed stats to the institution.
- C. The host institution will call the SWAC statistician immediately following the game(s) with both teams' results/score box.
- D. Host institution is recommended to have a trainer and AED at all home events.
- E. Host is required to have a game management administrator/AD at all home event.
- F. The SWAC Umpire Coordinator will work to establish a SWAC list of officials, have training clinics, etc. See attached Umpire Coordinator Job Description. The Coordinator will receive the sum of \$2000.00 from The Conference to coordinate and assign all SWAC institutions' baseball games.
 - 1. Three umpire crew for all SWAC league games.
 - 2. There will be a 3% increase in SWAC umpire fees for 2013-2014 (\$76.00 for seven innings, \$99.00 for nine innings), and for 2014-2015 (\$78.00 for seven innings, \$101.00 for nine innings). The Athletic Directors will review the pay increase after 2015.
 - 3. Coordinator of officials for baseball will receive funds from the conference to pay officials:
 - a. The driver only, when applicable, will receive travel fees based on the SWAC Official Travel Chart, with a maximum of \$5,085.00 that could be used for officials travel.
 - b. Coordinators are to assign baseball officials so that travel costs are minimized as much as possible. This would include, but not exclusive to:
 - i. All local officials (when available) for non-conference contests.
 - ii. Crews that can travel together.
 - iii. Local officials as much as possible for conference games.

This procedure should not be interpreted that there is unlimited travel possibilities.

- * The conference will review this procedure and future possibilities next year.
- 4. Officials will be given game fees (for both days on weekends) for contests that result in "no contests" and/or non fulfillment of contractual contest agreements. They will also be given game fees (for both days on weekends) when they arrive at an institution where a date and/or time change occurred and officials were not notified. Officials should also be given game fees (for both days on weekends) if they arrive at the game site and games are weather delayed, weathered out, they wait around, are held over, etc.)
- G. The visiting SWAC teams may only dress twenty-six (26) players for SWAC league games. Home team will wear white uniforms.
- H. If a player is ejected from a contest, the host AD should contact the Region Director, who in turn will contact the assigner of officials (to let officials on next contest know), host institution of ejected players next opponent and of the coach ejected.
 - 1. Game Management procedures for SWAC and Region/District Tournament games.
 - 1. Pre-event announcements will include:
 - a. SWAC SPORTSMANSHIP ANNOUNCEMENT

_____ (Host College) would like to welcome you to tonight's (today's) game between _____ (visiting team) and _____ (home team). The competitors tonight (today) have worked hard to reach their peak performance level. The National Junior College Athletic Association, Scenic West Athletic Conference and _____ (host institution) promote good sportsmanship by student-athletes, coaches, and spectators. In order to maintain the integrity and spirit of intercollegiate athletics, the Scenic West Athletic Conference and _____ (host institution) would ask that you as spectators respect their efforts with a positive display of good sportsmanship. Negative comments, profanity, racist, sexist or actions directed at officials, student-athletes, coaches, or team representatives will not be tolerated and are grounds for removal from the facility.

During the game (match) tonight (today), please be supportive and show your appreciation for the efforts of both teams. _____ (host institution) thanks you for your support and cooperation.

Thank you

- b. Players and coaches announcement to follow this format:

- 1. Home team line-up
- 2. Coaches for home team
- 3. Visiting team line-up
- 4. Coaches for visiting team

- 2. National anthem will be played prior to the first game of each day of play.

3. Host institution, if facilities are available, will provide a place to dress and shower and towels.

J. Player Of The Week Procedures

1. Coaches will email a player's name and reason for player to be considered for "Player of the Week" no later than 11:00 AM (MST) on the Monday following the week of play the player is to be recognized for outstanding play.
2. Email (only) the submission to Rob Nielson, robert.nielson@snow.edu
3. Rob will review all applicants and designate The Player of The Week. Any questions or "tough" calls, Rob will consult with the Sport Advisor.
4. Rob will tell institution whose player is selected the Player of the Week. He will also send information to Jeff Cluff, to be posted on the SWAC website.
5. Institution whose player is selected for Player of the Week will complete the NJCAA Player of the Week Nomination Form with Photo attached and submit to the NJCAA office by 3:00 PM on Monday.
6. The institution with the Player of the Week can then complete the SWAC Player of The Week Certificate and award it to the Player.

XIII. **Fall Baseball Scrimmage/Game Schedule**

- A. Twenty (20) games/scrimmage (7 or 9 innings) maximum schedule and it is recommended they are played on Saturdays, week day games can occur with local opponents, as long as players are not taken out of class.
- B. Players are not to be taken out of class for fall baseball games/scrimmages.
- C. Sophomore Showcase
 1. Soph Showcase to be held the second weekend in September each year
 2. Player(s) expenses
 - a. Player(s) will pay their own travel, meals and hotel expenses with the option of institutions paying expenses.
 3. Participating players will be selected by Aug. 1st. The host and the SWAC Baseball Coaches' President will make the selection.
 - a. Enough Pitchers will be selected so a pitcher doesn't throw more than 2 innings
 - b. Enough position players will be selected so they play a full 9 inning game.
 - c. Alternates need to be selected in case of no shows or injuries.
 4. Event Expenses
 - a. The host institution will take care of all expenses for the Showcase (ie. Umpires, player information packets, etc.)
 - b. Expenses can be offset with gate, selling the information packets, etc.

XIV. **Exchanging video/DVD and/or scouting reports with institutions outside of the region is prohibited.**

- A. Exchanging tapes/DVDs and/or scouting reports with institutions outside of the region is prohibited. Institutions cannot film any game they are not playing in.
- B. If it is proven that a SWAC coach or personnel gives film/DVD(s) and/or scouting report(s) to teams outside of the SWAC, will be seeded in last place in the Region 18 Tournament following such violation of this policy. (Would be enforced in the present year or next year if necessary.)

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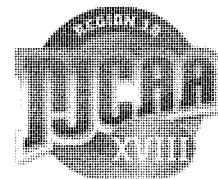
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CONFERENCE STANDINGS

**NJCAA REGION XVIII
WOMEN'S SOFTBALL
STANDARD OPERATING PROCEDURE**
Updated 8/2013

Composite Schedule



I. Members

- A. Colleges must be members of NJCAA.
- B. Colleges must be members of Region XVIII Women's Division
- C. NCAA rules shall govern all participating member colleges.
- D. League name shall be Scenic West Athletic Conference.

II. Tournament Site Selection

- A. The location of the Region XVIII Championship Tournament will be held at the site of the SWAC Conference Champion.

III. Tournament Date

- A. The Region XVIII Championship Tournament shall be a four-day tournament held Wednesday, Thursday, Friday and Saturday, one week (preferably two weeks) prior to the District or NJCAA Championship Tournament.
- B. The tournament date should be determined at the annual Region XVIII Spring meeting.

IV. Sponsor's Tournament Responsibilities

- A. Pre-tournament responsibilities
 - 1. Secure a tournament site in which the field meets the NCAA regulations and NJCAA exceptions, be responsible for promotion and make arrangements for handling spectators.
 - 2. Notify qualifying teams and Regional Director of time schedules, coaches' meeting and other pertinent tournament information.
 - 3. Provide courtesy maps, restaurants and motel information.
 - 4. Arrange for umpires and scorekeepers.
 - 5. Arrange for awards.
 - 6. Schedule coaches' meeting
- B. Post-tournament responsibilities
 - 1. Prepare a press release for immediate distribution to the news media to include the following information:
 - a. 1st and 2nd place teams
 - b. All-Region teams
 - c. Coach-of-the-Year
 - 2. Within two weeks of conclusion of the tournament, send the above information as well as complete tournament results to the following people:
 - a. Regional Director
 - b. Sport Advisor
 - c. Region XVIII Athletic Directors
 - 3. Prepare a financial report of the meet to be sent prior to the annual Spring meeting to the following people:
 - a. Regional Director
 - b. Sport Advisor
 - c. Members of the Executive Committee

Copies of the report shall be distributed to all regional members at the spring meeting by the sport chairperson.

V. Qualification of teams for competition

- A. No team shall be permitted to enter the Region XVIII Championship Tournament unless it is accompanied by a coach, a faculty member of the college or designated proxy coach.
- B. Tournament seeding will be made from Region 18 softball conference standings.
- C. Seven (7) SVVAC teams will qualify for the Region 18 Tournament. The teams will be seeded based on their win-loss percentage from SWAC league games. The top-seeded team will host the tournament. The women's Region Director will work with the Assistant Director and Sport Chairperson to determine playing times for tournament games, etc.
- D. Ties (follow in order):
 - 1. If ties exist between 2 teams, then head-to-head competition will be the main criteria for seeding, hosting, and tournament qualification. If more than two teams are tied, then head-to-head competition between those schools will be the first criteria used (total aggregate win-loss record between the schools involved).
 - 2. If this doesn't resolve the ties, then head-to-head competition versus the top place position will be the next criteria. The next step would be head-to-head competition with the next lower position, and so on down the line.
 - 3. If a tie still exists and involves hosting privileges for a tournament, a tie would be broken by:
 - a. The team that has not hosted most recently.
 - b. The hosting team will move to the lower seed position in the first round of regional play (only when the tie cannot be broken by #1 above).
 - 4. If a tie still exists after the above principles are applied, and qualifying for regional tournaments is at stake, then the teams should agree on a tie-breaker game to be set-up in compliance with #3 above. If a drawing for a first round bye or pairing is necessary, it will be conducted by the regional director. The AD's of the tied institution shall arrange for a neutral site, date, officials, game management, and share expenses/revenue. If the teams cannot agree, then the playoff game will be held at the site of the regional tournament the night before the regional tournament begins. The two teams involved share the expense/revenue. In the event the playoff game is at the site of the regional tournament, the host school will be responsible for match management, and the regional director will assign officials. The expenses and net revenues shall be shared by the two participating schools.
 - 5. Ties which still exist after the above principles have been applied and don't involve qualifying or hosting will be broken by a coin flip under the direction of the Region Director.
- E. The #1 seed will have a bye, the #2 seed will play the #7seed, the #4 seed will play the #5 seed, and the #3 seed will play the #6 seed. (See Tournament Bracket).

- F. Each Region XVIII institution must submit to the Sports Information Director, one 5x7" team photograph with players' numbers visible (persons in photograph identified) and one team roster on the National Roster form at the beginning of the season. Also submit a team picture and roster to the NJCAA Tournament host or designee at the beginning of the season.

VI. Tournament Procedures

- A. Teams participating in the regional tournament are limited to not more than (20) players who shall be designated prior to each team's first game in the regional tournament.
- B. The tournament shall be a seven team, double elimination format.
- C. Suggested game times (without lights), Wed. 12:00pm, 2:30pm and 5:00pm; Thursday 9:30am, 12:00pm, 2:30pm and 5:00pm; Friday 9:30am, 12:00pm, 2:30pm and 5:00pm; Saturday 12:00pm ...followed by an "if game" (approximately 2:30pm).
- D. It is recommended that the host school provide the following:
1. Campus map and parking arrangements
 2. Separate dressing rooms for players and officials
 3. Method for securing valuables (locks, etc.)
 4. Training area and services
- E. The highest seeded team will be the home team throughout the tournament. Home team selects the dugout to be used. Teams will remain in their dugouts during the "if" game. The home team will wear white uniforms and the visitor's dark uniforms. Exception: Teams will not change uniforms for the "if" games.
- F. The host institution will set up 90 minute team practice times for the day prior to the tournament starting at 10:00 am. The host team will take the 10:00 am time, the institution closest to the host institution will take the next time with the team traveling the furthest taking the last time. Coaches can negotiate the exchange of practice times.
- G. Walk-up music will not be played at the Region Tournament.

VII. Rules

- A. Current NCAA rules and NJCAA exceptions shall be used.
- B. The playing fields shall comply with current NCAA standards.
1. The halted game rule will be in effect for all Tournament play
 2. The NCAA tiebreaker rule will not be used in any tournament games.
 3. The 8-run rule will not be used in championship game(s).
- C. Game balls used for both SWAC and Region tournament play shall be those used in the NJCAA National Tournament. This will be reviewed in June. The ball will be Dudley Thunder HT (4N-143)
- D. In the event of a protest pertaining to the interpretation of the rules, play shall be suspended until a decision has been made by the protest committee.
1. The protest committee shall be composed of the SWAC Coordinator of Officials, the Women's Regional Director (or representative) and the softball Sport Chairperson (or representative).
 2. The protest shall be acted upon prior to commencing further play.
- E. Dress decorum for players, coaches, bench personnel during SWAC and Region play at the softball venue, anyone on the playing field, in the dugout or warm up area must comply with the dress decorum policy:
1. Player's attire as addressed in the NCAA Rulebook
 2. 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.
 3. 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.
 4. Participating team members and college personnel returning to the tournament venue as spectators shall be appropriately attired.
 5. Banquet attire, unless otherwise designate by the tournament host, will be casual business attire (tee shirts, denim pants, hats, shorts, sandals, flip flops will not be permitted).
- F. If the tournament is delayed, due to weather or other extenuating circumstances, the following procedure will be used:
1. The Region Director or their designee and the championship committee (tournament host administrator, UIC and sports chair) will make necessary changes in the tournament format and in the championship game(s) to insure the tournament completion.
 2. If the tournament cannot be completed, the SWAC champion will represent Region 18 to the National tournament. (Games cannot be played on Sunday as seeding call is Sunday AM).

VIII. Officials

- A. The Region Director, along with the SWAC Softball Umpire Coordinator and Sport Chairperson, shall be responsible for securing officials. (Need to have ASA rating and be in good standing with SWAC Softball Umpire procedures.)
- B. The sponsor schools will supply an official scorekeeper.

IX. Awards

- A. The first and second place teams shall receive Region XVIII plaques, provided by the region and paid for by the sponsor school.
- B. Twenty two Region XVIII first place medals, supplied by the region, shall be awarded to the individuals on the first place team and paid by Region.
- C. Twenty two Region XVIII second place medals, supplied by the region, shall be awarded to the individuals on the second place team and paid by Region.
- D. The "Coach-of-the-Year" award will be determined by a vote of the head coaches at the annual coaches meeting. Coaches may not vote for themselves (award paid by the sponsor school).
- E. The "All-Region" team (to be selected at the coach's association meeting) shall receive XVIII certificates, (duplicate for 14 first team and a single certificate for 12 second team) supplied by the region.
1. A "Player-of-the-Year" will be selected and announced. The All-Region First Team #1 infielder, #1 outfield, top catcher, and be #1 utility/DH and will be voted on to determine "player of the year". Coaches cannot vote for their own player. Player will have "Player of the Year" put on All-Region certificate and will receive a plaque paid by the Region.
 2. A "Pitcher-of-the-Year" will be selected and announced. The top vote-getting pitcher will be "Pitcher-of-the-Year". Player will have "Player of the Year" put on All-Region certificate and will receive a plaque paid by the Region.
- F. All Tournament Team and MVP: The selection of 10 players plus an MVP will be made at the conclusion of the championship game. The process for selecting the team will be as follows:
1. At the end of each Region Tournament game, coaches will turn in a form selecting a player either from their own team or the opposing team that will be considered for All-Tournament Selection.

2. An All-Tournament Selection Committee will turn in All-Tournament Ballots to the appropriate Region Director. The Committee will consist of appropriate Region Director, Assist Region Director and Sports Chair (or their designee), stats person, and any other onsite person(s) that may be selected such as tournament director, etc.
3. All-Tournament Ballot:

Name	Institution
1st choice 11 points	_____
2nd choice 10 points	_____
3rd choices 9 points	_____
....(continued as above down to)....	
11th choice 1 point	_____

- D. The MVP player award will be awarded to the player on the Tournament Championship team receiving the most points from the ballots cast.
- E. All tournament players 10 will receive tournament certificates (made by the host of the tournament).
- G. The SWAC Championship Player, All-Region Teams and Coach of the Year award, will be announced/available between the 2:30/5:00 games on the first night.
- H. The award presentation at the conclusion of the championship game shall be as follows:
 1. 1st presentation – Second place team award
 2. 2nd presentation – All tournament team and MVP of the tournament
 3. 3rd presentation – First place team award and individual medals
- I. The sponsor school must work with the Women's Regional Director to ensure that all awards, plaques and certificates are prepared and ready for presentation at the completion of the Regional Tournament.

X. Finances

- A. The host institution shall be responsible for the management of the costs of the Region XVIII Championship Tournament, including the costs of the five officials.
 1. Three umpires shall be used in each Region XVIII Tournament games. No more than six umpires will be used throughout the tournament. Umpires will be paid \$81.00 per game in 2014 and \$83.00 per game in 2015 (Review in 2015).
 2. The host institution will pay mileage to the driver only according to SWAC mileage chart, or airfare, whichever is less (umpires coming from the same area or direction should drive together), \$25.00 per diem per day and provide hotel rooms for the umpires. (If travel requires an official to travel the day prior to the tournament, appropriate per diem will be given). If an official(s) flies, he/she will be picked up and transported either by officials that are driving or someone from the host institution. Hotel room(s) will be provided when appropriate. No other expenses will be paid, such as airport parking, mileage to/from airport, etc.
- B. The host institution shall be responsible for the cost of the following awards provided by the region but billed to the school:
 1. 1st and 2nd place team awards
 2. "Coach-of-the-Year" award
 3. MVP of the Tournament, as selected by coaches
 4. All Tournament certificates
- C. The host institution shall not be responsible for the cost of the following awards supplied by the region:
 1. (22) medals for first place team
 2. (22) medals for second place team
 3. (14) All-Region First Team certificates (duplicate)
 4. (12) All-Region Second Team certificates (single)
 5. Player of the Year award
 6. Pitcher of the Year award
- D. Any profits made at the Region XVIII Softball Tournament will be remitted back to the conference.

XI. Region XVIII Women's Softball Coaches' Association

- A. The Coaches' Association will conduct a business meeting at the site of the Region XVIII Softball Tournament. This meeting shall be held Wednesday night at 7:00pm.
 1. Region Tournament/Coaches Meeting Format
 - a. The respective Region Director (or designee) will welcome everyone to the respective sport Region 18 Championship Tournament. Do any introductions if applicable. Handle any Region Tournament business if applicable.
 - b. Tournament Host will go over tournament materials and procedures.
 - c. Officials Coordinator will present the tournament crew and will talk with coaches about officials, systems, etc.
 - d. The meeting will then be turned over to the sport coach's president to conduct the coaches meeting.
- B. The host institution of the tournament will make arrangements for the meeting.
- C. A President shall be elected in odd-numbered years for a two-year period, unless otherwise necessary. This position will have the following responsibilities:
 1. Schedule a yearly meeting at the site of the Region XVIII Softball Tournament and inform all coaches.
 2. Chair the yearly meeting, consult with the Sport Advisor in developing the agenda and assist in updating the region's standard operating procedures for women's softball.
 3. Coordinate the mailing of minutes and other pertinent materials to members.
 4. Assist the Sport Advisor in performing his/her functions.
- D. Coaches will send to the SB Coaches Association Chair their nomination for All-Region positions 1 week prior to the Region Tournament. Nomination must be list by positions in Rank Order.
- E. The coaches present at the meeting shall select the All-Region XVIII First Team. Coaches may not vote for their own players. The All-Region team shall be selected in the following manner:
 1. Each coach shall bring a completed All-American form, a copy of their statistics for the total season and TWO 3x5" glossy photographs (NJCAA All-American standard) attached for each of their top players being nominated for All-Region team(s) with copy of NJCAA stats.
 2. All-Region selection process
 - a. Use the coaches' submitted All-Region nominees in rank order in each of the following categories:

Battery
Infield
Outfield
Utility
DP

- b. To select/vote on nominees, the coaches will rank-order their selections within each category with #1 pick getting the most points, #2 pick the next most points, etc. within each category.
 - i. Coaches will first select the battery (pitcher/catcher) first (total of 4 All Region first team and 2 second team).
 - ii. If a pick(s) for battery is not selected in the top 6 player(s) the coach can put them back into their pool for selection in one of the remaining categories: infield, outfield, and DP

- iii. Coaches will then rank-order all their selections within each of the categories of infield, then outfield. Once the battery, infield and outfield are selected, coaches will list in rank order their utility and DP nominees. (Players not selected in previous categories can be plugged back in UT or DP). Coaches will submit their UT and DP. Categories selection will then receive, in rank order, points according to 6 battery/10 infielders/7 outfielders/2 UT and 2 DP.

(Coaches may not select their own players. Coaches must honor a coach's nominating rank-order within each category).

- c. Total number of nominees, All Region 1st team and All Region 2nd team.

Nominee/Categories	All-Region 1st Team/		All Region 2nd Team	
All American Nominees				
Battery	Battery	4	Battery	2
Infield	Infield	5	Infield	5
Outfield	Outfield	4	Outfield	3
Utility	Utility	1	Utility	1
DP	DP	1	DP	1
Total	Total	15	Total	12

- 3. Individual All-American nomination forms, (2) photographs and NJCAA stats must be given to the Women's Regional Director at the end of the coaches meeting where nominees are selected.

XII. SWAC League Play

- A. Game times are to be as follows: unless other times are agreed upon by both institutions' Athletic Directors.
 - 1. Friday games: 1st game begins at 1:00pm; 2nd game begins a minimum of 20 minutes or maximum of 30 minutes after the first game is completed.
 - 2. Saturday games: 1st game begins at 12:00pm; 2nd game begins a minimum of 20 minutes after or maximum of 30 minutes the first game is completed.
- B. Team uniforms
 - 1. Home team will wear white and visitors dark on Fridays.
 - 2. Home team will wear dark and visitors white on Saturdays.
- C. Three officials are to be used at all SWAC games.
 - 1. There will be a 3% increase for SWAC umpire fees for 2013-2014 (\$76.00) and for 2014-2015 (\$78.00). ADs will review the fees in 2015.
 - 2. Coordinator of officials for softball will receive funds from the conference to pay officials:
 - a. The driver, when applicable, will receive a travel fee based on the SWAC Officials Travel Fee Chart, with a maximum of \$5,120.00 that could be used for officials travel.
 - b. Coordinators are to assign softball officials so that travel costs are minimized as much as possible. This would include, but not exclusive to:
 - i. All local officials (when available) for non-conference contests.
 - ii. Crews that can travel together.
 - iii. Local officials as much as possible for conference games.

This procedure should not be interpreted that there is unlimited travel possibilities.

- *The conference will review this procedure and future possibilities next year.
- 3. Officials will be given game fees for contest(s) that result in a non-fulfillment of contractual contest agreements. They will also be given game fees when they arrive at an institution where a date and/or time change occurred and officials were not notified. Officials shall also be given game fees if they are held over for Saturday games and/or once they arrive at the game site. (and games may be weather delayed, weathered out, they wait around, held over, etc.). (If the same crew works both Friday and Saturday game, they will be paid for both games in the above circumstances).
- D. The SWAC Softball Umpire Coordinator will work with local assigners to determine a SWAC umpire list. The SWAC Softball Umpire Coordinator will conduct training clinics enforcing softball umpire requirements, etc. based on "SWAC Softball Umpire Coordinator Job Description" and "SWAC Umpire Responsibilities". The coordinator will receive the sum of \$2000 to coordinate and assign softball umpires to all SWAC institutions' softball games.
- E. The NCAA tiebreaker rule will be used in the 10th inning of all league games.
- F. The host institution will provide the official scorer and statistician who will be located in the press box, bleachers, etc. (not dug out). ("Stats Crew" is the official stats program for SWAC).
 - 1. Each team will receive a copy of the stats at the end of each game.
 - 2. The host institution will report results and box scores to the SWAC web/statistician immediately following the game (s).
 - 3. The host institution will download the stats to the SWAC web/statistician either immediately following the game(s) or by Monday morning. These are the official game stats and the stats that both teams post to their websites. Institutions cannot change their stats and post the changed stats on their website. Institution's stats on their website should be the same as the stats on the SWAC site.
 - a. Correction of stats. If the visiting coach sees concerns with stats, they need to speak to the host about the stats issues so they are corrected by them. If there are still concerns, then when calling in scores let Jeff Cluff know there are issues. If a coach feels there is an error on the stats such as players playing that didn't play, etc., e-mail or call the SWAC statistician, discuss it with them. If the stats are changed, the SWAC statistician will change them and send a copy of the changed stats to the institution.
- G. Host institution is recommended to have a trainer and AED at all home events
- H. Host institution is required to provide the visiting team the following for hitting warm-up during SWAC games not played in St. George:
 - 1. 2 tees
 - 2. 2 buckets of balls
 - 3. 1 front toss net
 - 4. 1 sock net
- I. Host is required to have a game management administrator/AD at all home events.
- J. Pre-event announcements will include:

1. SWAC SPORTSMANSHIP ANNOUNCEMENT

_____ (Host College) would like to welcome you to tonight's (today's) game between _____ (visiting team) and _____ (home team). The competitors tonight (today) have worked hard to reach their peak performance level. The National Junior College Athletic Association, Scenic West Athletic Conference and _____ (host institution) promote good sportsmanship by student-athletes, coaches, and spectators. In order to maintain the integrity and spirit of intercollegiate athletics, the Scenic West Athletic Conference and _____ (host institution) would ask that you as spectators respect their efforts with a positive display of good sportsmanship. Negative comments, profanity, racist, sexist or actions directed at officials, student-athletes, coaches, or team representatives will not be tolerated and are grounds for removal from the facility.

During the game (match) tonight (today), please be supportive and show your appreciation for the efforts of both teams.
 _____ (host institution) thanks you for your support and cooperation.

Thank you

2. Players and coaches announcement to follow this format:
 - a. Non-starters (visitors)
 - b. Visiting team line-up
 - c. Coaches for visiting team
 - d. Non-starters (home)
 - e. Home team line-up
 - f. Coaches for home team
 3. National anthem will be played prior to the first game of each day of play.
 4. Host institution, if facilities are available, will provide a place to dress, shower and towels.
 - K. Visiting SWAC teams may only dress (18) players for conference games.
 - L. If a player is ejected from a contest, the host AD will contact the Region Director, who in turn will contact the assigner of officials (to let officials on next contest know), host institution of ejected players next opponent and coach of the ejected players.
 - M. Weather-related issues:
 1. If a game is suspended because of wet conditions or darkness with 4 ½ innings played on Friday, the game will resume on Saturday with an earlier start time. If the home team is leading after 4 ½ innings of play and game is suspended due to wet conditions or darkness, this will constitute a completed game.
 2. The host team should make every effort to play the games. The host institution's AD determines when a field is playable and when a game should be canceled or postponed. Once the umpire arrives at the field and assumes responsibility, if a coach feels the weather conditions are unplayable, the umpire will make the final decision. If the home field is unplayable and there are no other options, and the visiting team's field is playable, the game site may be switched if agreeable by both institutions.
 3. In case of inclement weather, institutions, upon mutual agreement by both institutions' Athletic Directors, can move games to Thursday and Friday.
 4. 2nd half of SWAC schedule games must be played at the host institution or within the host institution vicinity.
 5. If the game(s) are weathered out, games can be rescheduled within that weekend if it can be done without adding extra days of stay and upon mutual consent of both teams AD's. Games on Sunday are (Saturday for Thursday/Friday rescheduled games due to inclement weather) possible if inclement weather occurs on Friday and/or Saturday, if it doesn't require an extra night stay, and/or both teams AD's agree. Extra games (3 maximum) could be played in a day.
 - N. Player Of The Week Procedures
 1. Coaches will email a player's name and reason for player to be considered for "Player of the Week" no later than 11:00 AM (MST) on the Monday following the week of play the player is to be recognized for outstanding play.
 2. Email (only) the submission to Rob Nielson, robert.nielson@snow.edu
 3. Rob will review all applicants and designate The Player of The Week. Any questions or "tough" calls, Rob will consult with the Sport Advisor.
 4. Rob will tell institution whose player is selected the Player of the Week. He will also send information to Jeff Cluff, to be posted on the SWAC website.
 5. Institution whose player is selected for Player of the Week will complete the NJCAA Player of the Week Nomination Form with Photo attached and submit to the NJCAA office by 3:00 PM on Monday.
 6. The institution with the Player of the Week can then complete the SWAC Player of The Week Certificate and award it to the Player.
- XIII. **Exchanging video/DVD and/or scouting report(s) exchange to institutions outside of SWAC**
- A. Exchanging tapes/DVD(s) and/or scouting reports with institutions outside of the region are prohibited. Institutions cannot film or use any electronic devices (iPads, pocket radars, etc) on any games they are not playing in.
 - B. If it is proven that a SWAC coach or personnel gives film/DVD(s) and/or scouting report(s) to teams outside of the SWAC will be seeded in last place in the Region 18 tournament following such violation of this policy. (Would be enforced in the present year or next year if necessary).

Attachment #6 – NJCAA Constitution and Bylaws

CONSTITUTION of the NATIONAL JUNIOR COLLEGE ATHLETIC ASSOCIATION (2013-14)

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.
- Section 2.** The NJCAA's mission is to promote and foster two-year college athletics. Unlawful discrimination is incompatible with this mission and detracts from the organizations goal of promoting healthy and fair competition. The NJCAA prohibits unlawful discrimination based on sex, race, color, national origin, ancestry, disability, religion, creed, sexual orientation or age or any other characteristic protected by applicable law in the NJCAA's governance, programs, regulations and employment practices.

ARTICLE III – MEMBERSHIP

- Section 1. Eligibility for membership.**
- A. Members eligible to join the NJCAA shall consist of two year colleges and institutions accredited by the appropriate state and/or regional accrediting agency. As members, they shall be entitled to all the privileges and obligations of the constitution, bylaws and executive regulations of the National Junior College Athletic Association.
- B. By majority vote of the Executive Committee, membership may be denied to any institution for any reason.
- C. Institutions accepted for membership in the NJCAA shall become eligible for post-season participation one academic year from the date of their acceptance and payment of dues providing they attend an eligibility seminar and adhere to all rules and regulations of the Association.
- 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, or a person who has been hired and/or elected by the member colleges within a region to represent their interests.
- Section 2.**
- A. The Regional Directors and the six Presidential Representatives shall comprise the membership of the Board of Directors for both the men and women's divisions.
- B. The Presidential Representatives shall be elected from six geographical districts by the member college presidents, of the respective districts for three year terms based on the following rotation – Southwest and Southeast Districts (2014), Northeast and Central Districts (2015), Northwest and East Central Districts (2016).

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 presidents.
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 Presidential Representative, (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 Presidential Representative cannot attend a meeting or a session of the annual meeting, he/she may designate a College President from his/her district to vote with a written proxy. The proxy must be presented to the President of the NJCAA prior to the opening of the annual meeting or session.
- Section 7.** Voting on all constitution and bylaw proposals will be conducted by voice / electronic vote or roll call vote, to be determined at the discretion of the NJCAA president at the annual meeting. **However, a motion may be made from the body, seconded and passed by majority vote to delay the vote, on any single item, for a maximum of 30 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.
- Consent Agenda – Containing all constitution and bylaw changes deemed “housekeeping” by the NJCAA Executive or Eligibility Committees and approved by the Executive Committee. This agenda may be approved by one vote of the Board of Directors.
 - If the Consent Agenda is not approved by majority vote, those items being contested will be placed on the Action Agenda for vote. All proposals remaining on the Consent Agenda will be voted on by one vote of the NJCAA Board of Directors.
 - 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 voice/electronic vote or roll call vote at the annual meeting. However, a motion may be made from the body, seconded and passed by majority vote to delay the vote, on any one single item, for a maximum of 30 days. At this time each vote will be cast in accordance with Section

ARTICLE VII – ELIGIBILITY COMMITTEE

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

ARTICLE VIII – EXECUTIVE COMMITTEE

- Section 1.** The Executive Committee shall be 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 Presidential Representative. 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 Presidential Representative 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. However, by 2/3's vote (6 of 9), the Executive Committee may suspend any association bylaw until the next meeting of the Board of Directors which in the opinion of the Executive Committee places the association at risk. It shall be responsible for the work of the regions and the corporation. It shall also perform 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 IX – FINANCES

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

ARTICLE X – AMENDMENTS

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

ARTICLE XI – ORGANIZATION OF REGIONS

- Section 1.** The Board of Directors shall have the power to organize the membership of this corporation into regions for administrative, legislative and competitive purposes.
- Section 2.** The official delegate to the national or special meetings shall be the Regional Director from each region. In the absence of the Regional Director, the Assistant Regional Director shall be the replacement for the Regional Director.
- Section 3.** Each Regional Director shall be entitled to one vote at the annual meeting or any special meetings. If both the Regional Director and Assistant Regional Director cannot attend a meeting or a session of the annual meeting, the Regional Director may designate a member of his/her region to replace either the Regional Director or Assistant Regional Director with vote by written proxy.

- 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, or a person who has been hired and/or elected by the member colleges within a region to represent their interests.
 - C. The Regional Director shall have had experience in athletics, either as a coach or administrator.
 - D. A new candidate for the position of Regional Director, prior to election, shall file with the current Regional Director, a letter from his/her college president approving his/her candidacy.
- Section 6.**
- A. The Assistant Regional Director shall be elected 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, or a person who has been hired and/or elected by the member colleges within a region to represent their interests.
 - C. The Assistant Regional Director shall have experience in athletics, either as a coach or administrator.
 - D. Should the duly elected Regional Director vacate the position, the Assistant Regional Director shall immediately assume the duties and the responsibilities of the Regional Director for the unexpired term that the previous holds.
- Section 7.** If a region fails to elect a Regional Director, or to fill a vacancy, in the absence of an Assistant Regional Director should one occur, according to procedures set forth in the bylaws, it shall be the duty of the President, with the consent of the Executive Committee, to appoint a director of the region to serve the normal term or for the remainder of the unexpired term of the previous office holder.
- Section 8.** Member colleges in the regions, at the annual regional meeting, may adopt policies and regulations for their regions if said policies and regulations are not in conflict with this constitution, Articles of Incorporation, or the bylaws of this corporation.

ARTICLE XII – ORGANIZATION OF PRESIDENTIAL REPRESENTATIVE DISTRICTS

- Section 1.** The Board of Directors shall have the power to organize the membership of this corporation into Presidential Representative Districts for administrative and legislative matters.
- Section 2.** The official delegate to the national or special meetings shall be the Presidential Representative District Director from each district.
- Section 3.** Each Presidential Representative District Director shall be entitled to one vote at the annual meeting or any special meetings. If a Presidential Representative cannot attend a meeting or a session of the annual meeting, he/she may designate a college president from his/her district to vote with a written proxy.
- Section 4.** The District Presidential Representative shall be elected every three years by the member college presidents within that district.

BYLAWS OF THE NATIONAL JUNIOR COLLEGE ATHLETIC ASSOCIATION (2013-14)

ARTICLE I – MEMBERSHIP DUES

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

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. (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. (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 Presidential Representatives 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.

BYLAWS

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 Media Relations.
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.

ELIGIBILITY RULES OF THE NATIONAL JUNIOR COLLEGE ATHLETIC ASSOCIATION

1631 Mesa Avenue, Suite B, Colorado Springs, CO 80906

2013-2014
Effective August 1, 2013

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ARTICLE V - ELIGIBILITY RULES 2013-2014

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, 2013.
- 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, or D grade in a college level course may only use that course one time for previous term/accumulation eligibility purposes. A repeated class is allowed to be counted towards current term enrollment.
- K. **REMEDIAL/DEVELOPMENTAL STUDIES**
 - 1. Student-athletes who earn an A, B, C, or D grade in a remedial/developmental course may only use that course one time for previous term/accumulation eligibility purposes. A repeated class is allowed to be counted towards current term enrollment. 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.
- B. For the purpose of this Section 3. An "HS(-3) student-athlete" is a student-athlete who attended fewer than three years of high school in the United States. An HS(-3) student-athlete 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 HS(-3) student-athlete 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 HS(-3) student-athletes.

CLARIFICATION: The NJCAA defines an academic year as August 1st to July 31st of the following year. An HS(-3) student-athlete who reaches his/her 21st birthday prior to August 1st will have one year of eligibility remaining. An HS(-3) student-athlete who reaches his/her 22nd birthday prior to August 1 will have no eligibility.

Should an HS(-3) student-athlete reach his/her 21st birthday after August 1, he/she will be eligible for two seasons. Should an HS(-3) student-athlete 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/Bowl competition; if a student-athlete has maintained and currently is enrolled full-time 24 hours prior to National Championship/Bowl competition he/she will remain eligible throughout the National/Bowl 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. **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 (Presidential Representative) 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.

J. **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.

K. **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. All requests must receive approval from the NJCAA Office of Eligibility.

- 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 cannot 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.

- 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. 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 circumstances must also have occurred in the first half of the schedule resulting in the student-athlete being unable to participate for the remainder of the season. (A student-athlete cannot participate in the second half of the regular season schedule.)

USE HARDSHIP FORM # 2.

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.

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 13 months 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, or one of the requirements of Article V, Section 4.E., 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.D or one of the requirements in Article V, Section 4.E., whichever is appropriate, 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.~~(Deleted August 1, 2013)
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. (Deleted August 1, 2013)~~ 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 4.1. 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 Hockey League (CHL).
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 11, 2013	Wrestling	February 7, 2014	Lacrosse.....	April 11, 2014
Soccer.....	October 11, 2013	Ice Hockey.....	February 7, 2014	Outdoor Track & Field	April 11, 2014
Volleyball.....	October 11, 2013	Swimming & Diving.....	February 7, 2014	Tennis.....	April 11, 2014
Football	November 1, 2013	Indoor Track & Field	February 7, 2014	Baseball	April 18, 2014
Half Marathon	November 8, 2013	Bowling	February 7, 2014	Softball	April 18, 2014
		Basketball	February 7, 2014	Golf	April 25, 2014

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 postseason 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. For the purpose of this Section 12.D. An “HS(-3) student-athlete” is a student-athlete who attended fewer than three years of high school in the United States. In all sports at the Division I and Division II level, the number of HS(-3) student-athletes that can be certified on an eligibility roster can be no more than one-quarter of the total number of Letters of Intent/Scholarships 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 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. (Note: By signing the NJCAA Eligibility form, the student-athlete is approving the use and transmittal of all information requested relative to academic compliance, as well as all financial information related to Article VIII compliance which may include but not be limited to: federal, state and local financial aid awards, self-payment documents and/or 3rd party financial documents.)
 - 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 GED. Home school students refer to Article V, Section 4.K.
 - 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, certified learning disabilities hardship, 18 calendar month non-college attendance rule.

- i. Documentation demonstrating whether a student-athlete attended three or more years of high school in the United States.
 - j. 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); as well as a copy of the approval/clearance letter from the NJCAA.
 - k. And any other documents certifying the student-athlete's eligibility; or as requested by the NJCAA.
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. A NJCAA member college, who after an investigation has been found to have certified and allowed to participate a student-athlete in violation of Article V, Section 3.B, Article V, Section 11.A.8 or Article V, Section 11.B shall be prohibited from participation in the current year's post season tournaments. If the violation is determined after the sport season has ended, the member college will be prohibited from postseason participation in the next academic year.
- 4. **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.

- 5. 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. POSTSEASON

- 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 postseason 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:** For the purpose of this Section 19. An "HS(-3) student-athlete" is a student-athlete who attended fewer than three years of high school in the United States. HS(-3) student-athletes who are participating in a NJCAA member college athletic program are counters relative to the number of scholarships available to HS(-3) 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 HS(-3) 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). Limit the HS(-3) student-athlete scholarship limit to two (2). Allow a maximum of three (3) full scholarships to include tuition and fees, room and board, course related books and up to \$250 in course required supplies, transportation costs one time per academic year to and from the college by direct route, and six (6) partial scholarships limited to tuition, fees, course related books and up to \$250 in course required supplies.
 - 11. **Division II Volleyball:** Not more than two (2) HS(-3) student-athletes on athletic aid may compete in NJCAA Division II Volleyball.

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

2013-2014 NJCAA Sports Procedures

Sport	Start Date	Game Date 2013-2014	Game Date (Defined)	End Date	** # Of Contests	# Of Scrimmages	*** # of Letter of Intent Signees/ Scholarships	Signing Date	• # Of Scholarships For HS(-3)
Baseball (Fall) Men	Aug 10	Aug 22	August 22	Nov 15	76 Games/Scrimmages with a maximum of 56 Games/Scrimmages in the Spring		24	None	6 Total Fall and Spring
Baseball (Spring) Men	Jan 10	Jan 31	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 27	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 31	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	

2013-2014 NJCAA Sports Procedures

Sport	Start Date	Game Date 2013-2014	Game Date (Defined)	End Date	** # Of Contests	# Of Scrimmages	*** # of Letter of Intent Signees/ Scholarships	Signing Date	• # Of Letter of Intent Signees/ Scholarships For HS(-3)
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 31	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 31	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 31	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 25	Last Fri in October	NJCAA Tourney	20 Dates	3 Dates	16	Apr 8	4

* Not more than two (2) HS(-3) student-athletes on athletic aid may compete in the NJCAA Cross Country Championship.

** Not more than one (1) HS(-3) student-athletes on athletic aid may compete in the NJCAA Half Marathon Championship.

*** Not more than seven (7) HS(-3) student-athletes 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, books and up to \$250 in course required supplies.
- > Division III may not offer athletic scholarships.
- > **NOTE:** See Article VI, Section 13 for NJCAA athletic scholarship guidelines.

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

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

• Division I & II member colleges: Requiring athletic aid and the number of allowable scholarships offered to student-athletes who are HS(-3) student-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, up to \$250 in course required supplies and transportation costs to and from the college by direct route one time per academic year. Six of the nine scholarships are limited to tuition, fees and course related books and up to \$250 in course required supplies.

^^^ Division II volleyball is limited to a maximum of two (2) HS(-3) student-athletes 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-athlete 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 postseason play. This declaration must be signed by the athletic director and by the student-athlete.

Section 6. TRANSGENDER

- A. A transgender male (female to male) student-athlete who has received a medical exception for treatment with testosterone for gender transition may compete on a men's team but is no longer eligible to compete on a women's team.
- B. A transgender female (male to female) student-athlete being treated with testosterone suppression medication for gender transition may continue to compete on a men's team but may not compete on a women's team until completing one calendar year of documented testosterone-suppression treatment.

Section 7. 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 8. POST SEASON COMPETITION

- A. Once a college team begins postseason competition leading up to a National Championship, the team shall not participate in postseason competition with another organization. If a college chooses to not participate in NJCAA postseason competition, the team may participate in postseason competition with another organization, if advance notice is given to the Regional Director and the 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 postseason 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 9. MEAL REIMBURSEMENT

Athletic programs may provide student-athletes meal reimbursement when they are required to attend organized team practice sessions or competition that are outside the academic calendar as posted in the college catalog. Meal reimbursement is not to exceed the time period as designated in Article V, Section 19 Sports Procedures, in regard to the specific sports allowable start date and between terms for sports with seasons overlapping two or more terms; at a cost not to exceed \$15 per day or the cost of campus dining normal meal charges.

Section 10. CAMPUS HOUSING

Athletic programs may permit student-athletes to return to their on campus residence when they are required to attend organized team practice sessions or competition that are outside the academic calendar as posted in the college catalog. The length of this term is not to exceed the time period as designated in Article V, Section 19 Sports Procedures, in regard to the specific sports allowable start date and between terms for sports with seasons overlapping two or more term.

Section 11. 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 12. 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 13. ATHLETIC SCHOLARSHIP GUIDELINES FOR DIVISIONAL PLAY

Division I:	A maximum of tuition and fees, room and board, course related books, up to \$250 in course required supplies per academic year, provided such course supplies are required by all students in the course and specified in the institutions catalog or course syllabus, and transportation costs one time per academic year to and from the college by direct route.
Division II:	A maximum of tuition, fees, course related books, and up to \$250 in course required supplies per academic year, provided such course supplies are required by all students in the course and specified in the institutions catalog or course syllabus. (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 14. 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 15. 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 16. 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 postseason 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 seven (7) 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.
 1. All appeals of an official ruling made by the NJCAA National Office must be accompanied by a payment of \$250.
 2. If the appeal is upheld, and the original ruling is overturned, the \$250 fee will be returned to the appealing college.
 3. If the appeal is not upheld, and as a result the original ruling confirmed to be appropriate, the appealing college will forfeit the \$250 fee.
- 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 ten (10) days from the date the appealing college's written presentation is received by the Executive Director of the NJCAA and confirmed with the appealing college, 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 appellee.
 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 notwithstanding 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 and up to \$250 in course required supplies per academic year, provided such course supplies are required by all students in the course and specified in the institutions catalog or course syllabus.
 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.
- K. An institution may provide four complimentary admissions per home intercollegiate athletics event to each student-athlete in the sport in which the individual participates (either practices or competes), regardless of whether the student-athlete competes in the contest. This is an exception to Article VIII, Section 1.E.2.

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. **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 HS(3+) student-athlete who becomes academically ineligible (Article V) at mid-year, may be replaced by another HS(3+) student-athlete for the remainder of the year. HS(-3) student-athletes may not be replaced by another HS(-3) student-athlete once the college expends any funds on that student-athlete during the academic year defined by the NJCAA Letter of Intent. (For the purpose of this section. An HS(3+) student-athlete is a student-athlete who has attend three or more years of high school in the United States. An HS(-3) is a student-athlete who attend fewer than three years of high school in the United States.)
 - 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 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 postseason competition.
- D. **Off Season** shall begin once a team or individual is no longer eligible for advancement in postseason competition.
- 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.

Attachment #7 – Special Admission for Athletics Memorandum



November 5, 2013

Board of Regents
Nevada System of Higher Education

Re: Intercollegiate Athletic Report re Title 4, Chapter 24, Section 1(9)

To whom it may concern:

Western Nevada College processed no special admissions for athletes during the 2014 academic year.

Sincerely,

A handwritten signature in black ink, appearing to read 'John Kinkella'.

John A Kinkella
Dean of Student Services and Athletic Director
Western Nevada College

Attachment #8 – Declared Majors of Student-Athletes

WNC Fall 2013 Enrolled Athletes by Declared Major

Degree	Academic Plan	Baseball	Softball
AA	Associate of Arts	10	10
AGS	Associate of General Studies	2	
AS	Associate of Science	3	1
AAS	Business - Accounting	2	
AAS	Business - Management	5	
Certificate	Business Certificate	1	
AAS	Construction Project Mgt	1	
AA	Criminal Justice Emphasis AA	4	
AS	Engineering Science	1	
AAS	General Business Emphasis	2	
AAS	Nursing		1
Certificate	Welding Technology Cert	1	
	Total	32	12

Attachment #9 – Graduation Rates

WNC Three-year Graduation Rates for First-time, Full-time Associate Degree and Certificate Seeking Students by Entering Semester

Three-year graduation rates -- All Athletes Combined

	Fall 2007	Fall 2008	Fall 2009	Fall 2010	Four-year Average
Non-graduates	19	16	17	18	18
Graduates	13	13	9	17	13
Total	32	29	26	35	31
Graduation Rate	41%	45%	35%	49%	43%

Three-year graduation rates -- All Non-athletes

	Fall 2007	Fall 2008	Fall 2009	Fall 2010	Four-year Average
Non-graduates	189	185	337	310	255
Graduates	32	46	63	76	54
Total	221	231	400	386	310
Graduation Rate	14%	20%	16%	20%	18%

Three-year graduation rates -- Men's Baseball

	Fall 2007	Fall 2008	Fall 2009	Fall 2010	Four-year Average
Non-graduates	11	8	9	11	10
Graduates	11	9	7	10	9
Total	22	17	16	21	19
Graduation Rate	50%	53%	44%	48%	49%

Three-year graduation rates -- Male Non-athletes

	Fall 2007	Fall 2008	Fall 2009	Fall 2010	Four-year Average
Non-graduates	70	80	148	129	107
Graduates	11	13	22	31	19
Total	81	93	170	160	126
Graduation Rate	14%	14%	13%	19%	15%

Note: Graduates include students who receive an associate's degree within three years or a certificate within one and a half years.

WNC Three-year Graduation Rates for First-time, Full-time Associate Degree and Certificate Seeking Students by Entering Semester

Three-year graduation rates -- Women's Softball

	Fall 2007	Fall 2008	Fall 2009	Fall 2010	Three-year Average
Non-graduates		8	8	7	8
Graduates		4	2	7	4
Total		12	10	14	12
Graduation Rate		33%	20%	50%	36%

Three-year graduation rates -- Women's Soccer

	Fall 2007	Fall 2008	Fall 2009	Fall 2010
Non-graduates	8			
Graduates	2			
Total	10			
Graduation Rate	20%			

Three-year graduation rates -- Female Non-Athletes

	Fall 2007	Fall 2008	Fall 2009	Fall 2010	Four-year Average
Non-graduates	119	105	189	181	149
Graduates	21	33	41	45	35
Total	140	138	230	226	184
Graduation Rate	15%	24%	18%	20%	19%

Note: Graduates include students who receive an associate's degree within three years or a certificate within one and a half years.

Attachment #10 – Periodic Risk Assessment Memorandum



DEAN OF STUDENT SERVICES

November 5, 2013

Board of Regents
Nevada System of Higher Education

Re: Intercollegiate Athletic Report re Title 4, Chapter 24, Section 1(9)

To whom it may concern:

In the 2013 academic year, the NSHE internal audit staff conducted no risk assessment of Western Nevada College's intercollegiate athletics department

Sincerely,

A handwritten signature in black ink, appearing to read 'John A. Kinkella'.

John A Kinkella
Dean of Student Services and Athletic Director
Western Nevada College

Attachment #11 – Capital Expenditures Memorandum



DEAN OF STUDENT SERVICES

November 5, 2013

Board of Regents
Nevada System of Higher Education

Re: Intercollegiate Athletic Report re Title 4, Chapter 24, Section 1(9)

To whom it may concern:

The Western Nevada College athletics department has made no capital expenditures nor maintains an athletic department reserve.

Sincerely,

A handwritten signature in black ink, appearing to read 'John A. Kinkella'.

John A Kinkella
Dean of Student Services and Athletic Director
Western Nevada College

Attachment #12 – Annual Equity in Athletics 2013

Equity in Athletics 2013

Institution: Western Nevada College (182564)
User ID: E1825641

Screening Questions

Please answer these questions carefully as your responses will determine which subsequent data entry screens are appropriate for your institution.

1. How will you report Operating (Game-day) Expenses?

By Team

Per Participant

2. Select the type of varsity sports teams at your institution.

- Men's Teams
- Women's Teams
- Coed Teams

3. Do any of your teams have assistant coaches?

- Yes
 - Men's Teams
 - Women's Teams
 - Coed Teams
- No

- If you save the data on this screen, then return to the screen to make changes, note the following:
- 1) If you select an additional type of team remember to include associated data for that type of team on subsequent screens;
- 2) If you delete a type of team but have already entered associated data on other screens, all associated data for that type of team will be deleted from subsequent screens. However, because the survey system has to recalculate the totals, you must re-save every screen.

Sports Selection - Men's and Women's Teams

Select the varsity sports teams at your institution.				
Sport	Men's	Women's Sport	Men's	Women's
Archery	<input type="checkbox"/>	<input type="checkbox"/> Badminton	<input type="checkbox"/>	<input type="checkbox"/>
Baseball	<input checked="" type="checkbox"/>	<input type="checkbox"/> Basketball	<input type="checkbox"/>	<input type="checkbox"/>
Beach Volleyball	<input type="checkbox"/>	<input type="checkbox"/> Bowling	<input type="checkbox"/>	<input type="checkbox"/>
Cross Country	<input type="checkbox"/>	<input type="checkbox"/> Diving	<input type="checkbox"/>	<input type="checkbox"/>
Equestrian	<input type="checkbox"/>	<input type="checkbox"/> Fencing	<input type="checkbox"/>	<input type="checkbox"/>
Field Hockey	<input type="checkbox"/>	<input type="checkbox"/> Football	<input type="checkbox"/>	<input type="checkbox"/>
Golf	<input type="checkbox"/>	<input type="checkbox"/> Gymnastics	<input type="checkbox"/>	<input type="checkbox"/>
Ice Hockey	<input type="checkbox"/>	<input type="checkbox"/> Lacrosse	<input type="checkbox"/>	<input type="checkbox"/>
Rifle	<input type="checkbox"/>	<input type="checkbox"/> Rodeo	<input type="checkbox"/>	<input type="checkbox"/>
Rowing	<input type="checkbox"/>	<input type="checkbox"/> Sailing	<input type="checkbox"/>	<input type="checkbox"/>
Skiing	<input type="checkbox"/>	<input type="checkbox"/> Soccer	<input type="checkbox"/>	<input type="checkbox"/>
Softball	<input type="checkbox"/>	<input checked="" type="checkbox"/> Squash	<input type="checkbox"/>	<input type="checkbox"/>
Swimming	<input type="checkbox"/>	<input type="checkbox"/> Swimming and Diving (combined)	<input type="checkbox"/>	<input type="checkbox"/>
Synchronized Swimming	<input type="checkbox"/>	<input type="checkbox"/> Table Tennis	<input type="checkbox"/>	<input type="checkbox"/>
Team Handball	<input type="checkbox"/>	<input type="checkbox"/> Tennis	<input type="checkbox"/>	<input type="checkbox"/>
Track and Field (Indoor)	<input type="checkbox"/>	<input type="checkbox"/> Track and Field (Outdoor)	<input type="checkbox"/>	<input type="checkbox"/>
Track and Field and Cross Country (combined)	<input type="checkbox"/>	<input type="checkbox"/> Volleyball	<input type="checkbox"/>	<input type="checkbox"/>
Water Polo	<input type="checkbox"/>	<input type="checkbox"/> Weight Lifting	<input type="checkbox"/>	<input type="checkbox"/>
Wrestling	<input type="checkbox"/>	<input type="checkbox"/> Other Sports (Specify sports in the caveat box.)*	<input type="checkbox"/>	<input type="checkbox"/>

CAVEAT

* If you indicated in the caveat box that your other sports are Dancing and/or Cheerleading, please also specify in the caveat box that your institution has a letter from the Office for Civil Rights confirming that the OCR has determined that Dancing and/or Cheerleading are varsity sports at your institution.

- If you save the data on this screen, then return to the screen to make changes, note the following:
 - 1) If you select an additional team remember to include associated data for that sport on subsequent screens;
 - 2) If you delete a sport but have already entered associated data on other screens, all associated data for that sport will be deleted from subsequent screens. However, because the survey system has to recalculate the totals, you must re-save every screen.

Athletics Participation - Men's and Women's Teams

Enter the number of participants as of the day of the first scheduled contest.

Varsity Teams	Men's Teams	Women's Teams
Baseball	26	
Softball		16
Total Participants Men's and Women's Teams	26	16
Unduplicated Count of Participants (This is a head count. If an individual participates on more than one team, count that individual only once on this line.)	26	16

CAVEAT
(For each men's or women's team that includes opposite sex participants, specify the number of male and the number of female students on that team in this caveat box. This does not apply for coed teams. Additionally, provide any other clarifying information here.)

If you save the data on this screen, then return to the screen to make changes, please note you must re-save every screen because the survey system has to recalculate the totals.

Head Coaches - Men's Teams

For each men's team, indicate whether the head coach is male or female, was assigned to the team on a full-time or part-time basis, and whether the coach was employed by the institution on a full-time basis or on a part-time or volunteer basis, by entering a 1 in the appropriate field.

The Swimming and Diving (combined) field allow up to 3 head coaches. The Track and Field and Cross Country (combined) fields allow up to 3.

Varsity Teams	Male Head Coaches				Female Head Coaches				Total Head Coaches
	Assigned to Team on a Full-Time Basis	Assigned to Team on a Part-Time Basis	Full-Time Institution Employee	Part-Time Institution Employee or Volunteer	Assigned to Team on a Full-Time Basis	Assigned to Team on a Part-Time Basis	Full-Time Institution Employee	Part-Time Institution Employee or Volunteer	
Baseball	1	0	1	0	0	0	0	0	1
Coaching Position Totals	1	0	1	0	0	0	0	0	1
CAVEAT									

Head Coaches - Women's Teams

* For each women's team, indicate whether the head coach is male or female, was assigned to the team on a full-time or part-time basis, and whether the coach was employed by the institution on a full-time basis or on a part-time or volunteer basis, by entering a 1 in the appropriate field.

* The Swimming and Diving combined field allows for 2 head coaches. The Track and Field and Cross Country combined field allows for 3.

Varsity Teams	Male Head Coaches			Female Head Coaches			Total Head Coaches		
	Assigned to Team on a Full-Time Basis	Assigned to Team on a Part-Time Basis	Full-Time Institution Employee	Part-Time Institution Employee or Volunteer	Assigned to Team on a Full-Time Basis	Assigned to Team on a Part-Time Basis		Full-Time Institution Employee	Part-Time Institution Employee or Volunteer
Softball	0	0	0	0	1	0	1	0	1
Coaching Position Totals	0	0	0	0	1	0	1	0	1
CAVEAT									

Head Coaches' Salaries - Men's and Women's Teams

• Enter only salaries and bonuses that your institution pays head coaches as compensation for coaching. Do not include benefits on this screen.
 • Do not include volunteer coaches in calculating the average salary and the Full-Time Equivalent (FTE) total.
 • For help calculating total FTE, click on the "Head Coaches" link on the screen instructions linked on this screen.

	Men's Teams	Women's Teams
Average Annual Institutional Salary per Head Coach (for coaching duties only)	56,242	46,076
Number of Head Coaches Used to Calculate the Average	1	1
Number of Volunteer Head Coaches (Do not include these coaches in your salary or FTE calculations.)	0	0
Average Annual Institutional Salary per Full-time equivalent (FTE)	56,242	46,076
Sum of Full-Time Equivalent (FTE) Positions Used to Calculate the Average	1.00	1.00

CAVEAT



Assistant Coaches - Men's Teams

For each men's team, indicate whether the assistant coach is male or female, was assigned to the team on a full-time or part-time basis, and whether the coach was employed by the institution on a full-time basis or on a part-time or volunteer basis. By entering a "1" in the appropriate field.

Varsity Teams	Male Assistant Coaches				Female Assistant Coaches				Total Assistant Coaches
	Assigned to Team on a Full-Time Basis	Assigned to Team on a Part-Time Basis	Full-Time Institution Employee	Part-Time Institution Employee or Volunteer	Assigned to Team on a Full-Time Basis	Assigned to Team on a Part-Time Basis	Full-Time Institution Employee	Part-Time Institution Employee or Volunteer	
Baseball	0	4	0	4	0	0	0	0	4
Coaching Position Totals	0	4	0	4	0	0	0	0	4
CAVEAT									

Assistant Coaches - Women's Teams

For each women's team, indicate whether the assistant coach is male or female, was assigned to the team on a full-time or part-time basis, and whether the coach was employed by the institution on a full-time basis or on a part-time or volunteer basis, by entering a 1 in the appropriate field.

Varsity Teams	Male Assistant Coaches				Female Assistant Coaches				Total Assistant Coaches
	Assigned to Team on a Full-Time Basis	Assigned to Team on a Part-Time Basis	Full-Time Institution Employee	Part-Time Institution Employee or Volunteer	Assigned to Team on a Full-Time Basis	Assigned to Team on a Part-Time Basis	Full-Time Institution Employee	Part-Time Institution Employee or Volunteer	
Softball	0	0	0	1	2	1	2		3
Coaching Position Totals	0	0	0	0	1	2	1	2	3
CAVEAT	[Empty Box]								

Assistant Coaches' Salaries - Men's and Women's Teams

Enter only salaries and bonuses that your institution pays assistant coaches as compensation for coaching. Do not include benefits on this screen.
 Do not include volunteer coaches in calculating the average salary and the Full-Time Equivalent (FTE) Total.
 The calculations and totals below are based on the data that you enter on this screen. For more instructions, click on the screen.

	Men's Teams	Women's Teams
Average Annual Institutional Salary per Assistant Coach (for coaching duties only)	0	23,814
Number of Assistant Coaches Used to Calculate the Average	0	1
Number of Volunteer Assistant Coaches. (Do not include these coaches in your salary or FTE calculations.)	4	2
Average Annual Institutional Salary per Full-time equivalent (FTE)		23,814
Sum of Full-Time Equivalent (FTE) Positions Used to Calculate the Average	0.00	1.00

CAVEAT

Athletically Related Student Aid - Men's and Women's Teams

• Athletically related student aid is any scholarship, grant, or other form of financial assistance, offered by an institution, the terms of which require the recipient to participate in a program of intercollegiate athletics at the institution. Other student aid, of which a student-athlete simply happens to be the recipient, is not athletically related student aid. If you do not have any aid to report, enter a 0.			
	Men's Teams	Women's Teams	Total
Amount of Aid	97,909	56,201	154,110
Ratio (percent)	64	36	100%
CAVEAT	<div style="border: 1px solid black; width: 100px; height: 20px; margin: 0 auto;"></div>		

Recruiting Expenses - Men's and Women's Teams

• Recruiting expenses are all expenses an institution incurs attributable to recruiting activities. This includes, but is not limited to, expenses for lodging, meals, telephone use, and transportation (including vehicles used for recruiting purposes) for both recruits and personnel engaged in recruiting, and other expenses for official and unofficial visits, and all other expenses related to recruiting. If you do not have any recruiting expenses to report, enter a 0.

	Men's Teams	Women's Teams	Total
Total	0	2,273	2,273
CAVEAT			



Operating (Game-Day) Expenses - Men's and Women's Teams by Team

Varsity Teams	Participants	Men's Teams		Women's Teams		Total Operating Expenses
		Operating Expenses per Participant	By Team	Operating Expenses per Participant	By Team	
Baseball	26	5,866	152,525			152,525
Softball				16	6,020	96,315
Total Operating Expenses Men's and Women's Teams	26		152,525	16		248,840

CAVEAT

Note: This screen is for game-day expenses only.

Total Expenses - Men's and Women's Teams

• Enter all expenses attributable to intercollegiate athletic activities. This includes appearance guarantees and options, athletically related student aid, contract services, equipment, fundraising activities, operating expenses, promotional activities, recruiting expenses, salaries and benefits, supplies, travel, and any other expenses attributable to intercollegiate athletic activities.				
Varsity Teams	Men's Teams	Women's Teams		Total
Baseball	331,362			331,362
Softball		259,400		259,400
Total Expenses of all Sports, Except Football and Basketball, Combined	331,362	259,400		590,762
Total Expenses Men's and Women's Teams	331,362	259,400		590,762
Not Allocated by Gender/Sport (Expenses not attributable to a particular sport or sports)			29,941	
Grand Total Expenses				620,703
CAVEAT				

Total Revenues - Men's and Women's Teams

* YOUR TOTAL REVENUES MUST COVER YOUR TOTAL EXPENSES.
 * Enter all revenues attributable to intercollegiate athletic activities. This includes revenues from appearance guarantees and bonuses, an athletic conference tournament or bowl games, concessions, contributions from alumni and others, institutional support, program advertising and sales, radio and television, royalties, signage and other sponsorships, sport camps, state or local government support, student activity fees, ticket and luxury box sales, and any other revenues from students and other individuals.

Varsity Team	Men's Team	Women's Team	Total
Football	331,362		331,362
Softball		259,400	259,400
Total Revenues of all Sports, Except Football and Basketball, Combined	331,362	259,400	590,762
Total Revenues Men's and Women's Teams	331,362	259,400	590,762
Not Allocated by Gender/Sport (Revenues not attributable to a particular sport or sports)			29,941
Grand Total for all Teams (includes by team and not allocated by gender/sport)			620,703

CAVEAT

Summary - Men's and Women's Teams

* Your Grand Total Revenues must be equal to or greater than your Grand Total Expenses or you will not be able to lock your survey.			
	Men's Teams	Women's Teams	Total
1 Total of Head Coaches' Salaries	56,242	46,076	102,318
2 Total of Assistant Coaches' Salaries	0	23,814	23,814
3 Total Salaries (Lines 1+2)	56,242	69,890	126,132
4 Athletically Related Student Aid	97,909	56,201	154,110
5 Recruiting Expenses	0	2,273	2,273
6 Operating (Game-Day) Expenses	152,525	96,315	248,840
7 Summary of Subset Expenses (Lines 3+4+5+6)	306,676	224,679	531,355
8 Total Expenses for Teams	331,362	259,400	590,762
9 Total Expenses for Teams Minus Subset Expenses (Line 8 - Line 7)	24,686	34,721	59,407
10 Not Allocated Expenses			29,941
11 Grand Total Expenses (Lines 8+10)			620,703
12 Total Revenues for Teams	331,362	259,400	590,762
13 Not Allocated Revenues			29,941
14 Grand Total Revenues (Lines 12+13)			620,703
15 Total Revenues for Teams minus Total Expenses for Teams (Line 12-Line 8)	0	0	0
16 Grand Total Revenues Minus Grand Total Expenses (Line 14- Line 11)			0

To return to a data entry screen, click on the link in the Navigation Menu.
 To proceed to the Supplemental Information screen, click on the link in the Navigation Menu or click on the "Next" button on this screen.

Supplemental Information (optional)

- This screen may be used to help the reader better understand the data you have provided, or to help a prospective student-athlete make an informed choice of an athletics program.
- This information will be viewable on the EADA public website. Please do not include the names of individuals or write messages to the help desk.
- To explain specific data entered on a previous screen, please use the caveat box on that screen.

Attachment #13 – Violations Memorandum



November 5, 2013

Board of Regents
Nevada System of Higher Education

Re: Intercollegiate Athletic Report re Title 4, Chapter 24, Section 1(9)

To whom it may concern:

Western Nevada College had neither major violations nor any secondary violations to report for the 2013 baseball and softball seasons.

Sincerely,

A handwritten signature in cursive script that reads "John A. Kinkella".

John A Kinkella
Dean of Student Services and Athletic Director
Western Nevada College