# TABLE OF CONTENTS

## SECTION I

- Geographic Regions of the NJCAA ................................................................. 5
- Officers of the NJCAA 2012-2013 ................................................................. 7
- Women's Regional Directors 2012-2013 ...................................................... 8
- Men's Regional Directors 2012-2013 ............................................................. 9
- Women's Assistant Regional Directors 2012-2013 ................................. 10
- Men's Assistant Regional Directors 2012-2013 ......................................... 11
- Former NJCAA Officers .............................................................................. 12
- 2012-2013 Calendar of Events ...................................................................... 15
- Women's Standing Committees 2012-2013 ................................................ 22
- Joint Standing Committees 2012-2013 .......................................................... 22
- Special Presidential Committees 2012-2013 ................................................ 23
- Men's Standing Committees 2012-2013 ....................................................... 23
- Affiliations of the NJCAA ........................................................................... 23
- NJCAA Position Paper – Substance Use and Abuse ................................. 24
- History of the NJCAA .................................................................................. 25
- Women's Division Philosophy ..................................................................... 33
- NJCAA Position Paper – Leadership Roles of Women in Two-Year College Athletics ................................. 33
- NJCAA Position Paper – Gender Equity in the NJCAA ............................ 33
- NJCAA Position Paper – Safety ................................................................. 34
- Articles of Incorporation of the NJCAA ...................................................... 35

## SECTION II

- Constitution of the NJCAA ........................................................................ 37
  - Article I Name ............................................................................................. 39
  - Article II Mission Statement .................................................................... 39
  - Article III Membership ............................................................................. 39
  - Article IV Officers ..................................................................................... 39
  - Article V Meetings .................................................................................... 40
  - Article VI Voting ....................................................................................... 40
  - Article VII Executive Committee ............................................................. 40
  - Article VIII Finances ............................................................................... 41
  - Article IX Amendments ........................................................................... 41
  - Article X Organization of Regions ............................................................. 41
  - Article XI Organization of CEO Districts .................................................. 42
- Bylaws of the NJCAA .................................................................................. 43
  - Article I Membership Dues ..................................................................... 45
  - Article II Meetings .................................................................................... 45
  - Article III Administration ........................................................................ 45
  - Article IV Election of NJCAA Elective Officers and Terms of Office ...... 48
  - Article V Eligibility Rules 2012-2013 ....................................................... 49
    - Section 1. General Information .............................................................. 49
    - Remedial/Development Studies .............................................................. 49
    - Section 2. Certified Sports of the NJCAA ........................................... 49
    - Section 3. Requirements for Entering and Continuing Student-Athletes ................................................................. 49
    - Section 4. Requirements for Athletic Eligibility ..................................... 50
      - Quarter Eligibility ................................................................................ 50
      - Semester Eligibility ............................................................................. 50
      - NJCAA Policy-Certified Disabled Student-Athlete ............................ 51
      - Home School ...................................................................................... 52
    - Section 5. Eligibility of Students who withdraw from classes .......... 52
    - Section 6. Eighteen Calendar months non-college attendance ........ 52
    - Section 7. Number of seasons a student can participate ................... 52
    - Section 8. Hardship .............................................................................. 53
    - Section 9. Physical Examination ........................................................... 53
    - Section 10. Transfer Rule ...................................................................... 53
    - Section 11. Rules Governing the Amateur Status of Student-Athletes . 54
    - Section 12. Adding and Deleting Participants on Eligibility Forms .... 55
    - Section 13. Certifying the Eligibility Form ............................................ 56
    - Section 14. Scrimmage Definition .......................................................... 57
    - Section 15. Club Teams ........................................................................ 57
    - Section 16. Student Participation in All Star and Open Competition .... 58
    - Section 17. Penalties for Violation of Eligibility Rules ....................... 58
    - Section 18. Eligibility Rules Changes .................................................... 59
    - Section 19. Sport Procedures 2012-2013 ............................................... 59
Article VI   NJCAA Policy Statements ................................................................. 62
  Section 1.   High School Tryouts/Auditions ........................................................ 62
  Section 2.   Participation of Fall Tournament Qualifiers in Spring National Championships .......................................................... 62
  Section 3.   Polis .................................................................................................. 62
  Section 4.   Substitutions for National Championship ........................................ 62
  Section 5.   NJCAA Competition in Regular and Post Season ................................ 62
  Section 6.   Alumni Game..................................................................................... 62
  Section 7.   Post Season Competition .................................................................. 62
  Section 8.   Safety ............................................................................................... 63
  Section 9.   Telephone Inquiries to the National Office ......................................... 63
  Section 10.  Athletic Scholarship for Divisional Play ............................................. 63
  Section 11.  Practice Limit Recommendation ........................................................ 63
  Section 12.  Housing Arrangements .................................................................... 63
  Section 13.  Catastrophic Insurance ..................................................................... 63
Article VII   Procedures of Appeal ........................................................................ 64
Article VIII  Grants-in-Aid, Recruitment, and Booster Clubs .................................... 67
  Section 1.   Grants-in-Aid..................................................................................... 67
  Section 2.   Recruitment...................................................................................... 68
  Section 3.   Booster Clubs .................................................................................. 69
  Section 4.   Enforcement..................................................................................... 69
  Section 5.   Letter of Intent.................................................................................. 69
  Section 6.   Practice Guidelines .......................................................................... 70
Article IX    Executive Regulations ........................................................................ 71
Article X     Policies Governing the Awarding of NJCAA Championship Events ............. 71
Article XI    Policies for Conducting NJCAA Championship Events .......................... 72
Article XII   Team Sport District Qualification for National Tournaments................. 73
Article XIII  NJCAA National Championships ........................................................ 75
  Baseball-Men-Division I..................................................................................... 77
  Baseball-Men-Division II ................................................................................... 81
  Baseball-Men-Division III ................................................................................. 85
  Basketball-Men-Division I ................................................................................. 89
  Basketball-Men-Division II .............................................................................. 95
  Basketball-Men-Division III ............................................................................ 98
  Basketball-Women-Division I ......................................................................... 100
  Basketball-Women-Division II ........................................................................ 105
  Basketball-Women-Division III ...................................................................... 108
  Cross Country-Men-Women-Division I .............................................................. 111
  Cross Country-Men-Women-Division III ........................................................... 113
  Football............................................................................................................. 115
  Golf-Men-Division I, II, III & Women ................................................................. 119
  Soccer-Men-Division I ...................................................................................... 123
  Soccer-Men-Division III ................................................................................... 128
  Soccer-Women-Division I ................................................................................ 132
  Soccer-Women-Division III ............................................................................. 136
  Softball-Division I ............................................................................................ 140
  Softball-Division II ........................................................................................... 144
  Softball-Division III .......................................................................................... 148
  Swimming & Diving-Men & Women ................................................................. 151
  Tennis-Men-Division I & III .............................................................................. 155
  Tennis-Women-Division I & III ...................................................................... 158
  Track & Field-Men & Women (Indoor and Outdoor) Division I & III ................. 161
  Volleyball-Division I ......................................................................................... 167
  Volleyball-Division II ....................................................................................... 171
  Volleyball-Division III ..................................................................................... 174
  Wrestling .......................................................................................................... 178
Article XIV  NJCAA Championships ...................................................................... 183
  Bowling-Men & Women ...................................................................................... 184
  Half Marathon-Men & Women ........................................................................ 186
  Ice Hockey-Men .............................................................................................. 188
  Lacrosse-Men .................................................................................................. 190
  Lacrosse-Women ............................................................................................. 192
Article XV    Financial Policies ............................................................................ 196
Article XVI   Standing Committees ...................................................................... 196
Article XVII  Amending the Bylaws ....................................................................... 201
Article XVIII Sportsmanship ................................................................................... 201
Article XIX   Rules of Order for Conducting Meetings ............................................ 202
Article XX    Code of Conduct for all National Events .......................................... 203
              Coaching Ethics Code and Principles ...................................................... 204
              Arizona Accord....................................................................................... 211
Geographic Regions of the NJCAA

Region 1  Arizona and California
Region 2  Arkansas and Oklahoma
Region 3  Upper New York State
Region 4  Upper Illinois and Southern Wisconsin
Region 5  New Mexico and Western Texas
Region 6  Kansas
Region 7  Kentucky and Tennessee
Region 8  Florida
Region 9  Colorado east of the Continental Divide, Eastern Montana, Nebraska and Wyoming
Region 10 North Carolina, South Carolina, Virginia and Southern West Virginia
Region 11 Iowa
Region 12 Indiana, Lower Michigan and Ohio
Region 13 Minnesota, North Dakota, South Dakota, Upper Michigan Peninsula and Wisconsin
Region 14 Eastern Texas
Region 15 Lower New York
Region 16 Missouri
Region 17 Georgia
Region 18 Alaska, Idaho, Nevada, Oregon, Washington, Western Montana, Colorado west of the Continental Divide and Utah
Region 19 Delaware, Eastern Pennsylvania and New Jersey
Region 20 District of Columbia, Maryland, Western Pennsylvania and West Virginia Panhandle
Region 21 Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island and Vermont
Region 22 Alabama
Region 23 Mississippi and Louisiana
Region 24 Lower Illinois
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Office: 352-854-2322 ext. 1325
Fax: 352-873-5884
Email: zelinskib@cф.edu

REGION 9 - Dan Johnson
Southeast Community College
4771 W. Scott Road
Beatrice, NE 68310
Office: 402-228-8232
Fax: 402-228-2218
Email: djohnson@southeast.edu

REGION 10 - Dean Myrick
Rockingham Community College
PO Box 38
Wentworth, NC 27375
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Fax: 336-342-1809
Email: myrickd@rockinghamcc.edu

REGION 11 - Thom McDonald
ICCAC
414 North Western Ave, Suite #101
Ames, IA 50010
Office: 515-460-8081
Fax: 515-460-8081
Email: iccac@iccac.org or commissioner@iccac.org

REGION 12 - Dale R. Vos
St. Clair County Community College
323 Erie Street
Port Huron, MI 48060
Office: 810-989-5671
Fax: 810-989-5776
Email: dvos@sc4.edu

REGION 13 - Buster Gilliss
Bismarck State College
PO Box 5587
Bismarck, ND 58506
Office: 701-224-5512
Fax: 701-224-5555
Email: Buster.Gilliss@bismarckstate.edu

REGION 14 - Roark Montgomery
Navarro College
3200 W. 7th Ave.
Corsicana, TX 75110
Office: 903-875-7487
Fax: 903-875-7490
Email: roark.montgomery@navarrocollege.edu

REGION 15 - Michael Pelliccia
Nassau Community College
1 Education Dr.
Garden City, NY 11530
Office: 516-572-7522
Fax: 516-228-3531
Email: michael.pelliccia@ncc.edu

REGION 16 - Doug Stotler
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Hillsboro, MO 63050
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Fax: 636-789-2419
Email: dstotler@jeffco.edu

REGION 17 - David Archer
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980 South Cobb Drive
Marietta, GA 30060
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Fax: 770-528-4219
Email: darcher@chattahoocheetech.edu

REGION 18 - Al Williams
North Idaho College
1000 W. Garden Ave.
Coeur d'Alene, ID 83814
Office: 208-665-5458
Fax: 208-769-7779
Email: aawilliams@nic.edu

REGION 19 - John Kuntz
Sussex County Community College
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Fax: 973-300-2254
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REGION 20 - Bruce Springer
Anne Arundel Community College
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Arnold, MD 21012
Office: 410-777-2346
Fax: 410-777-2233
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REGION 21 - John Jackson
Dean College
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REGION 22 -
Office:
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REGION 23 - Jim Southward
SBJC
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REGION 24 - Rod Lovett
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Fax: 217-373-3897
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2012-2013 WOMEN'S DIVISION
ASSISTANT REGIONAL DIRECTORS

REGION 1 - Samantha Ezell
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REGION 2 - Mark Hamilton
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REGION 3 - Donald Dutcher
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REGION 4 - LuAnn Zimmick
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REGION 6 - Kurt McAfee
Pratt Community College
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REGION 8 - Laurel Sue Smith
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REGION 15 - Kerri-Ann McTiernan
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# 2012-2013 Men's Division Assistant Regional Directors

## REGION 1 - Art Becker
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9000 E. Chaparral Road  
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## REGION 2 - Jerry Thomason
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## REGION 3 - Dudley "Skip" Bailey
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## REGION 4 - Wally Reynolds
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## REGION 5 – Forrest Allen
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## REGION 6 - Robert Larson
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## REGION 7 - Bill Carlyle
Walters State Community College  
500 S. Davy Crockett Pkwy.  
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## REGION 8 - Mike Matulia
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## REGION 9 - Kevin O’Connor
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## REGION 10 - Christopher Parker
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## REGION 12 – Tom Shaw
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450 North Avenue  
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## REGION 13 - Cam Stoltz
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## REGION 14 -
Office:  
Fax:  
Email:

## REGION 15 - Christopher D. DePew
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Loch Sheldrake, NY 12759
  
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## REGION 16 – Jay Mehrhoff
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## REGION 17 - Alfred Barney
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## REGION 18 - Robert Nielson
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## REGION 19 - Jack Sullivan
County College of Morris  
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## REGION 20 - Dick Holler
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## REGION 21 - Thomas E. Stewart
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## REGION 22 - Jack Robertson
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## REGION 23 - Jeff Willis
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### FORMER NJCAA OFFICERS

#### President
- **1938**...Oliver E. Byrd ....................... San Mateo Junior College ................................................... San Mateo, California
- **1939-1940**...L.D. Weldon ................. Sacramento Junior College ........................................................ Sacramento, California
- **1940-1942**...Herschel C. Smith ........... Compton College ................................................................. Compton, California
- **1942-1946**...Otto K. Anderson ............. Pasadena City College ......................................................... Pasadena, California
- **1947**...P.F. Wilhelmsen ...................... Sequoias College .............................................................. Visalia, California
- **1947-1949**...E.P. Coleman .................... Phoenix College ................................................................. Phoenix, Arizona
- **1949-1962**...Reed K. Swenson ............. Weber College ................................................................. Ogden, Utah
- **1967-1969**...George E. Killian ............. Erie County Tech Institute ............................................ Buffalo, New York
- **1969-1973**...Homa S. Thomas .............. Northeastern Oklahoma A&M College ................. Miami, Oklahoma
- **1973-1986**...Theo J. Heap .................... Mesa Community College .............................................. Mesa, Arizona
- **1986-1990**...Oscar "Swede" Erickson ..... Casper College ............................................................... Casper, Wyoming
- **1990-1996**...Lea Plarski ..................... St. Louis Community College-Florissant Valley ........... St. Louis, Missouri
- **1996-1999**...William Wirtanen ............ Mesabi Range Community & Technical College ........ Virginia, Minnesota
- **1999-2005**...Karen Sykes .................... Dean College ................................................................. Franklin, Massachusetts
- **2003-2011**...Art Becker ..................... Scottsdale Community College ................................. Scottsdale, Arizona
- **2011-Present**...Joe Tubb ..................... South Plains College ..................................................... Levelland, Texas

#### Vice-President--Men
- **1938**...Charles E. Sesher ..................... Hutchinson Junior College .............................................. Hutchinson, Kansas
- **1949-1964**...Peter Schloss .................... Thornton Junior College ................................................. Harvey, Illinois
- **1966-1969**...Homa Thomas .................... Northeastern Oklahoma A&M College ................. Miami, Oklahoma
- **1977-1986**...Oscar "Swede" Erickson ..... Casper College ............................................................... Casper, Wyoming
- **1986-1993**...Henry Witt ..................... Iowa Central Community College ......................... Fort Dodge, Iowa
- **1993-1996**...William Wirtanen ............ Mesabi Community College ........................................ Virginia, Minnesota
- **1996-1998**...Jim Campbell .................... Kilgore College .......................................................... Kilgore, Texas
- **2003-2005**...Art Becker ..................... Scottsdale Community College ................................. Scottsdale, Arizona

#### Vice-President--Women
- **2003-2011**...Karen Sykes ................... Dean College ................................................................. Franklin, Massachusetts
- **2011-Present**...Joe Tubb ..................... South Plains College ..................................................... Levelland, Texas

#### Vice-President--Men
- **2005-2010**...Thomas Lapuma ............... Herkimer County Community College ................. Herkimer, New York
- **2010-2011**...Joe Tubb ....................... South Plains College ..................................................... Levelland, Texas
- **2011-Present**...Mick McDaniel ............. Tompkins Cortland Community College ............... Dryden, New York

#### Secretary and Treasurer--Men
- **1938-1942**...Hilmer G. Lodge ............... San Mateo Junior College .............................................. San Mateo, California
- **1942-1946**...Larry Hanson .................... Reedley College .......................................................... Reedley, California
- **1946-1952**...George Hoy ..................... Phoenix College ............................................................ Phoenix, Arizona

#### Secretary and Treasurer--Men
- **2009-2010**...Joe Tubb ....................... South Plains College ..................................................... Levelland, Texas
- **2011-Present**...Mick McDaniel ............. Tompkins Cortland Community College ............... Dryden, New York
- **2011-Present**...David Elder .................... Georgia College Athletic Association ....................... Demorest, Georgia

*Secretary and Treasurer title changed to 2nd Vice-President in 2009*
1974-1997 ..... Martin Dittmer ...................... Ellsworth Junior College ............................................... Iowa Falls, Iowa

**1st Vice President--Women**

2009-Present ... Norma Dycus ....................... Sinclair Community College ............................................... Dayton, Ohio

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

**2nd Vice President--Women**

2009-Present ... Bryce Roderick ..................... KJCCC .............................................................................. Arkansas City, Kansas

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

**Vice President--Women**

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

**Secretary and Treasurer--Women**

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

**Secretary**

1952-1963 ..... Robert P. Carter ..................... Amarillo College .......................................................... Amarillo, Texas
1969-1973 ..... Theo J. Heap .......................... Mesa Community College ............................................. Mesa, Arizona

* Office of Secretary and Treasurer combined in 1974

**Treasurer**

1949-1952 * ... Robert P. Carter ..................... Compton College ........................................................ Compton, California
1952-1962 * ... Laurence J. Burton ............. Weber College ............................................................. Ogden, Utah
1962-1967 * ... George E. Kilian ................. Erie County Technical Institute ..................................... Buffalo, New York
1967-1969 * ... Donald W. Schmidt .......... Hudson Valley Community College ........................ Troy, New York

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

**Editor--NJCAA REVIEW**

1947-1950 * ... Mike Mason ....................... Compton College ........................................................ Compton, California
1950-1953 * ... Earle J. Holmes ................. Compton College ........................................................ Compton, California
1953-1962 * ... Laurence J. Burton ............. Weber College ............................................................. Ogden, Utah
1969-1969 * ... Donald W. Schmidt .......... Hudson Valley Community College ........................ Troy, New York

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

**Director--Service Bureau**

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

* Name at that time was DIRECTOR STATISTICS BUREAU
<table>
<thead>
<tr>
<th>Commissioner of Eligibility</th>
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<tbody>
<tr>
<td>1973</td>
<td>Transferred to National Office</td>
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**PREVIOUS NJCAA EXECUTIVE DIRECTORS**

<table>
<thead>
<tr>
<th>Years</th>
<th>Director</th>
</tr>
</thead>
<tbody>
<tr>
<td>1969-2004</td>
<td>George E. Killian</td>
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<td>2004-2009</td>
<td>W. Wayne Baker</td>
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</tbody>
</table>
OCTOBER 1, 2012  Deadline for 2012-2013 Membership Dues

Fall Championships

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

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

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

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

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

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

NOVEMBER 12-17, 2012  NJCAA DIVISION I MEN’S SOCCER NATIONAL CHAMPIONSHIP
Tournament Location: Darton College, Albany, Georgia
Tournament Director: Martha Snow
Darton College
2400 Gillianville Road
Albany, Georgia 31707
Office: 229-317-6796 / Fax: 229-317-6640 / Email: martha.snow@darton.edu
NJCAA Representative: Greg Silcox
NOVEMBER 12-17, 2012  NJCAA DIVISION I WOMEN'S SOCCER NATIONAL CHAMPIONSHIP  
Tournament Location: Melbourne Catholic, Melbourne, Florida  
Tournament Director: Jeff Carr  
Brevard Community College  
3865 N. Wickham Road  
Melbourne, Florida 32935  
Office: 321-433-7054 / Fax: 321-433-5769 / Email: carrj@brevardcc.edu  
NJCAA Representative: JoAnn Rogers

Bids Due 2013 (2014-16)

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

Bids Due 2015 (2016-18)

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

Bids Due 2013 (2014-16)

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

Bids Due 2013 (2013-15)

Winter Championships

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

Bids Due 2014 (2016-18)

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

Bids Due 2013 (2014-16)

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

Bids Due 2013 (2015-17)

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

Bids Due 2018 (2020-2022)
MARCH 8-9, 2013  NJCAA MEN’S & WOMEN’S INDOOR TRACK & FIELD NATIONAL CHAMPIONSHIP
Tournament Location: Texas Tech University, Lubbock, Texas
Tournament Director: Jonathan Murray/Diane Wholey
Texas Tech University
Box 43201 (6th and Boston Ave.)
Lubbock, Texas 79409-3021
Office: 806-742-3355 x287 / Fax: 806-742-0365 / Email: jonathan.murray@ttu.edu/diane.wholey@ttu.edu
NJCAA Representative: Bryce Roderick/Joe Tubb

Bids Due 2013 (2014-16)

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

Bids Due 2015 (2017-19)

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

Bids Due 2015 (2017-19)

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

Bids Due 2014 (2016-18)

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

Bids Due 2016 (2018-20)

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

Bids Due 2013 (2015-17)

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

Bids Due 2015 (2016-18)

NJCAA Annual Meeting

APRIL 4-7, 2013  NJCAA ANNUAL MEETING
Coeur d’Alene Resort, Coeur d’Alene, Idaho
Spring Championships

MAY 4-10, 2013  NJCAA DIVISION I WOMEN'S TENNIS NATIONAL CHAMPIONSHIP  
Tournament Location: Jim Reffkin Tennis Center, Tucson, Arizona  
Tournament Director: Jim Reffkin  
50 S. Alvernon Way  
Tucson, Arizona 85711  
Phone: 520-791-4896 / Fax: 707-772-4896 / Email: meghanhouk@reffkintenniscenter.com  
NJCAA Representative: Tim Drain

Bids Due 2014 (2015-17)

MAY 9-11, 2013  NJCAA DIVISION III MEN'S & WOMEN'S OUTDOOR TRACK & FIELD NATIONAL CHAMPIONSHIP  
Tournament Location: Howard Community College, Columbia, Maryland  
Tournament Director: Diane Schumacher  
Howard Community College  
10901 Little Patuxent Parkway  
Columbia, Maryland 21044  
Office: 410-772-4522 / Fax: 410-772-4062 / Email: dschumacher@howardcc.edu  
NJCAA Representative: Bryce Roderick/Tom Stewart

Bids Due 2013 (2014-16)

MAY 11-12, 2013  NJCAA MEN'S LACROSSE CHAMPIONSHIP  
Tournament Location: Nassau Community College, Garden City, New York  
Tournament Director: Mike Pelliccia  
Nassau Community College  
1 Education Drive  
Garden City, New York 11530  
Office: 516-572-7522 / Fax: 516-228-3531 / Email: michael.pelliccia@ncc.edu  
NJCAA Representative: John Jackson

Bids Due 2014 (2015-17)

MAY 11-12, 2013  NJCAA WOMEN'S LACROSSE CHAMPIONSHIP  
Tournament Location: Monroe Community College, Rochester, New York  
Tournament Director: Skip Bailey  
Monroe Community College  
1000 E. Henrietta Road  
Rochester, New York 14623  
Office: 585-292-2803 / Fax: 585-292-3845 / Email: dbailey@monroecc.edu  
NJCAA Representative: Don Dutcher

Bids Due 2012 (2013-15)

MAY 12-17, 2013  NJCAA DIVISION I & III MEN'S TENNIS NATIONAL CHAMPIONSHIP  
Tournament Location: Plano, Texas  
Tournament Director: Craig Leverette  
Collin County Community College  
2800 E. Spring Creek Parkway  
Plano, Texas 75074-3300  
Office: 972-337-1756 / Fax: 972-881-5796 / Email: cleverette@collin.edu  
NJCAA Representative: Art Becker

Bids Due 2014 (2015-17)

MAY 12-17, 2013  NJCAA DIVISION I MEN'S GOLF NATIONAL CHAMPIONSHIP  
Tournament Location: The Rawls Course at Texas Tech University, Lubbock, Texas  
Tournament Director: Joe Tubb  
South Plains College  
1401 South College Avenue  
Levelland, Texas 79336  
Office: 806-894-9611 x2220 / Fax: 806-897-0139 / Email: jtb@southplainscollege.edu/  
NJCAA Representative: Joe Tubb

Bids Due 2013 (2014-16)

MAY 13-16, 2013  NJCAA WOMEN'S GOLF NATIONAL CHAMPIONSHIP  
Tournament Location: Longbow Golf Club, Mesa, Arizona  
Tournament Director: Jay Larscheid  
Longbow Golf Course  
5601 East Longbow Parkway  
Mesa, Arizona 85215  
Office: 480-807-5400 / Fax: 480-807-2576 / Email: jayl@longbowgolf.com  
NJCAA Representative: Carl Heinrich

Bids Due 2015 (2016-18)

MAY 15-18, 2013  NJCAA DIVISION I SOFTBALL NATIONAL CHAMPIONSHIP  
Tournament Location: Canyons Complex, St. George, Utah  
Tournament Director: Steven Bingham  
City of St. George Recreation  
285 South 400 East  
St. George, Utah 84770  
Office: 435-627-4560 / Fax: 435-627-4569 / Email: bingham@sgcity.org  
NJCAA Representative: Norma Carr

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

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

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

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

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

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

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

JUNE 4-8, 2013  NJCAA DIVISION III MEN’S GOLF NATIONAL CHAMPIONSHIP  Tournament Location: Chautauqua Golf Course; Chautauqua, New York  Tournament Director: Greg Fish  Jamestown Community College  525 Falconer Street  Jamestown, New York 14701  Office: 716-338-1184 / Fax: 716-338-1460 / Email: gregfish@mail.sunyjcc.edu  NJCAA Representative: Tom Stewart
Football Bowl Games

DECEMBER 1, 2012  
VALLEY OF THE SUN BOWL  
Game Location: Maricopa County Champion, Phoenix, Arizona  
Game Director: Pete Pisciotta  
6303 W. Melinda Lane  
Glendale, AZ 85308  
Office: 623-561-0654 / Fax: 623-561-0654 (call before faxing) / Email: gauchoman1@aol.com

DECEMBER 1, 2012  
C.H.A.M.P.S. HEART OF TEXAS BOWL  
Game Location: Bulldawg Stadium, Copperas Cove, Texas  
Game Director: Jack Welch  
2846 Tonkawa Rd.  
Copperas Cove, TX 76522  
Office: 254-547-4111 / Fax: 254-547-3338 / Email: jack@ccisd.com

DECEMBER 1, 2012  
SALT CITY BOWL  
Game Location: Gowans Stadium, Hutchinson, Kansas  
Game Director: LeAnn Cox  
117 North Walnut  
Hutchinson, Kansas 67501  
Office: 620-662-3391 / Email: leannechuchamber.com

DECEMBER 1, 2012  
EL TORO BOWL  
Game Location: Veterans Memorial Stadium, Yuma, Arizona  
Game Director: Jerry Smith  
Arizona Western College  
P.O. Box 929  
Yuma, Arizona 85366-0929  
Office: 928-344-7535 / Fax: 928-344-7537 / Email: jerry.smith@azwestern.edu

DECEMBER 1, 2012  
CITIZEN’S BANK BOWL  
Game Location: Pittsburg State University Carnie Smith Stadium, Pittsburg, Kansas  
Game Director: JD Ettore  
Fort Scott Community College  
2108 S. Horton  
Fort Scott, KS 66701  
Office: 620-223-2700 x523 / Fax: 620-223-4927 / Email: jde@fortscott.edu

DECEMBER 1, 2012  
CARRIER DOME BOWL  
Game Location: Syracuse University Carrier Dome, Syracuse, New York  
Game Director: John Jackson  
Dean College  
99 Main Street  
Franklin, Massachusetts 02038-1994  
Office: 508-541-1814 / Fax: 508-541-1817 / Email: jjackson@dean.edu

DECEMBER 1, 2012  
BRAZOS VALLEY BOWL  
Game Location: Kyle Field, Texas A&M University, College Station, Texas  
Game Director: Ted Raspiller  
Blinn College  
P.O. Box 6030  
2423 Blinn Boulevard  
Brenham, Texas 77805  
Office: 979-209-7201 / Fax: 979-209-7209 / Email: brazosvalleybowl@blinn.edu

DECEMBER 2, 2012  
MISSISSIPPI BOWL  
Game Location: Biloxi Indians Stadium, Biloxi, Mississippi  
Game Director: Ladd Taylor  
51 Main Street  
Perkinston, MS 39573  
Office: 601-928-6224 / Fax: 601-928-6299 / Email: ladd.taylor@mgecc.edu

DECEMBER 2, 2012  
THE GRAPHIC EDGE BOWL  
(2 Games)  
Game Location: UNI Dome, Cedar Falls, Iowa  
Game Director: Thom McDonald  
Iowa Community College Conference  
414 Northwestern Avenue, Suite 1  
Ames, Iowa 50010  
Office: 515-460-8081 / Fax: 515-233-3517 / Email: iccac@iccac.org
New for 2012-2013

Online Championship Bid Process

www.njcaa.org/championshipbids

Bids Available

Division II Men’s Basketball (2015-2017)
Division I Men’s Golf (2014-2016)
Men’s & Women’s Half Marathon (2014-2016)
Men’s Ice Hockey (2014-2016)
Women’s Lacrosse (2014-2016)
Division I Women’s Soccer (2014-2016)
Division III Women’s Soccer (2014-2016)
Division III Women’s Tennis (2013-2015)
Men’s & Women’s Indoor Track & Field (2014-2016)
Division III Men’s & Women’s Outdoor Track & Field (2014-2016)
# 2012 - 2013 NJCAA Women’s Standing Committees

<table>
<thead>
<tr>
<th>Basketball-Division I</th>
<th>Softball-Division I</th>
<th>Soccer-Division I</th>
<th>Lacrosse</th>
<th>Volleyball-Division I</th>
</tr>
</thead>
<tbody>
<tr>
<td>Darren Pannier, Chair</td>
<td>Norma Carr, Chair</td>
<td>JoAnn Rogers, Chair</td>
<td>Don Dutcher, Chair</td>
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<tr>
<td>Joel Bate</td>
<td>Jason Carmichael</td>
<td>Rex Parcells</td>
<td>Donna Genova</td>
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<td>George Sanders</td>
<td>Brenda Hampton</td>
<td>Donna Campbell</td>
<td>Cynthia Washburne</td>
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<td>Marci Henry</td>
<td>Dan Lumpkin</td>
<td>Ladd Taylor</td>
<td>Michelle Ruble</td>
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<tr>
<td>Dan Lumpkin</td>
<td>Region XXII WRD</td>
<td>Kurt McAfee</td>
<td><strong>Jim Griffiths</strong></td>
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<tr>
<td>Kurt McAfee</td>
<td>Laurel Sue Smith</td>
<td>Brenda Hampton</td>
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<td>Shawn Silman</td>
<td>Donna Campbell</td>
<td>Karen Freed</td>
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<tr>
<td>**Toby Wynn</td>
<td>**Susan Painter</td>
<td>Jerry Smith</td>
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<tr>
<th>Basketball-Division II</th>
<th>Softball-Division II</th>
<th>Soccer-Division III</th>
<th>Golf</th>
<th>Tennis</th>
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</thead>
<tbody>
<tr>
<td>Scott Barlow, Chair</td>
<td>Berdy Kuiken, Chair</td>
<td>Ron Case –Chair</td>
<td>Carl Heinrich, Chair</td>
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<tr>
<td>Samantha Ezell</td>
<td>Chip Hare</td>
<td>Don Dutcher</td>
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<td>Kim Muhl</td>
<td>Carl Heinrich</td>
<td>Lynne Levesque</td>
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<td>Mary Young</td>
<td>Sue Sinclair</td>
<td>Kerri McTiernan</td>
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<td>Lind Hartsell</td>
<td>Johanna Kinney</td>
<td>Mel Millerbernd</td>
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<td>Carl Heinrich</td>
<td>**Susan Painter</td>
<td>Berdy Kuiken</td>
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<tr>
<td>Zach Loll</td>
<td>**Sal Galvano</td>
<td>Julie Mulvey</td>
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<td>** Toby Wynn</td>
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<thead>
<tr>
<th>Basketball-Division III</th>
<th>Softball-Division III</th>
<th>Soccer-Division II</th>
<th>Golf</th>
<th>Tennis</th>
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</thead>
<tbody>
<tr>
<td>Donna Genova, Chair</td>
<td>Jean Musgjerd, Chair</td>
<td>Deb Hege, Chair</td>
<td>Carl Heinrich, Chair</td>
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<tr>
<td>Ron Case</td>
<td>Gary Broadhurst</td>
<td>LaGrange, Chair</td>
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<tr>
<td>Julie Mulvey</td>
<td>Donna Genova</td>
<td>Lisa Crotts, Chair</td>
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<tr>
<td>Mel Millerbernd</td>
<td>LuAnn Zimmick</td>
<td>Dean Taylor</td>
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<td>Gary Broadhurst</td>
<td>Cynthia Washburne</td>
<td>Samantha Ezell</td>
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<td>** Toby Wynn</td>
<td>JoAnn Rogers</td>
<td>Organisation</td>
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<td>Ron Case</td>
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<td></td>
<td>**Susan Painter</td>
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- **Coaches Association President**

# 2012 – 2013 NJCAA Joint Standing Committees

<table>
<thead>
<tr>
<th>All-American</th>
<th>Districting</th>
<th>Track &amp; Field</th>
<th>Swimming &amp; Diving</th>
<th>Eligibility Committee</th>
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</thead>
<tbody>
<tr>
<td>Dean Myrick, Chair</td>
<td>David Elder, Chair</td>
<td>Bryce Roderick, Co-Chair</td>
<td>Skip Bailey, Chair</td>
<td>Bob Zelinski, Chair</td>
</tr>
<tr>
<td>Laurel Sue Smith</td>
<td>Al Williams</td>
<td>Tom Stewart, Co-Chair</td>
<td>George Sanders</td>
<td>Julie Huber</td>
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<tr>
<td>Bobby Hudson</td>
<td>Region XXII MRD</td>
<td>David Archer</td>
<td>Chris Depew</td>
<td>George Knox</td>
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<tr>
<td>Jeff Willis</td>
<td>Sue Sinclair</td>
<td>Randy Stange</td>
<td>Alfred Barney</td>
<td>Norma Dycus</td>
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<tr>
<td>Donna Campbell</td>
<td>George Knox</td>
<td>Jim Southward</td>
<td>Don Dutcher</td>
<td>Marci Henry</td>
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</tbody>
</table>

- **Walter Hauck**

<table>
<thead>
<tr>
<th>Bowling</th>
<th>Sport Districting-Div. I</th>
<th>Sport Districting-Div. II</th>
<th>Nomination &amp; Elections</th>
<th>Finance &amp; Budget</th>
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<tbody>
<tr>
<td>Gary Broadhurst, Chair</td>
<td>Greg Silcox, Chair</td>
<td>Rod Lovett, Chair</td>
<td>Michelle Ruble, Co-Chair</td>
<td>David Elder, Co-Chair</td>
</tr>
<tr>
<td>JoAnn Rogers</td>
<td>Bryce Roderick</td>
<td>Doug Stotler</td>
<td>Bobby Hudson, Co-Chair</td>
<td>Bryce Roderick, Co-Chair</td>
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<tr>
<td>Art Becker</td>
<td>Roark Montgomery</td>
<td>Norma Dycus</td>
<td>David Archer</td>
<td><strong>Mike McDaniel</strong></td>
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<tr>
<td><strong>Walter Hauck</strong></td>
<td>Brenda Hampton</td>
<td>JoAnn Rogers</td>
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<td>Joe Tubb</td>
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<td>Dan Lumpkin</td>
<td>Thom McDonald</td>
<td>Bobbi Cota</td>
<td>Norma Dycus</td>
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<td>Lind Hartsell</td>
<td>Carl Heinrich</td>
<td>Chip Hare</td>
<td>Berdy Koken</td>
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<thead>
<tr>
<th>Cross Country/ Marathon</th>
<th>Sport Districting-Div. III</th>
<th>Service &amp; Recognition</th>
<th>Leaders for Life</th>
<th>Health/Safety</th>
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<tbody>
<tr>
<td>David Elder, Co-Chair</td>
<td>Mick McDaniel, Chair</td>
<td>Tim Drain, Chair</td>
<td>Kerri McTiernan, Chair</td>
<td>Norma Dycus, Chair</td>
</tr>
<tr>
<td>Kurt McAfee, Co-Chair</td>
<td>John Kuntz</td>
<td>Darren Pannier</td>
<td>Michelle Ruble</td>
<td><strong>Mary Young</strong></td>
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<td>Brenda Hampton</td>
<td>Donna Genova</td>
<td>Chip Hare</td>
<td>Doug Stotler</td>
<td>George Sanders</td>
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<td>Bill Carlyle</td>
<td>Bruce Springer</td>
<td>Rod Lovett</td>
<td>Shawn Silman</td>
<td>Forrest Allen</td>
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<tr>
<td>Michelle Ivey</td>
<td>Julie Mulvey</td>
<td>Bruce Springer</td>
<td>Mark Hamilton</td>
<td>Joe Tubb</td>
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<tr>
<td>John Green</td>
<td>Lynne Levesque</td>
<td>Southwest District Pres Rep</td>
<td>Garrett Hinshaw</td>
<td>Norma Dycus, Chair</td>
</tr>
<tr>
<td>Tom Shaw</td>
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- **Coaches Association President**

- **Coaches Association President**

- **Coaches Association President**
## 2012 - 2013 NJCAA Special Presidential Committees

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

### Championship Events
- Bryce Roderick, Chair
- Norma Carr
- Dick Holler
- Rod Lovett
- Jean Musgjjerd
- Jerry Smith

## 2012 - 2013 Men’s Standing Committees

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

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

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

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

### Ice Hockey
- Jeff Wiley, Chair
- Buster Gilliss
- Jack Sullivan
- **Travis Rybcinski**

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

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

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

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

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

**Coaches Association President**

### Affiliations of the NJCAA

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<th>Affiliations of the NJCAA</th>
<th>United States Olympic Committee</th>
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<tr>
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<td>United States International University Sports Federation</td>
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<td>United States Golf Association</td>
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### NJCAA Representatives

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

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

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

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

The NJCAA requires of its member institutions the following:

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

Substances banned for use by student-athletes competing in NJCAA sponsored events are those found on the NCAA list of banned drug classes. No substance belonging to the prohibited class may be used, regardless of whether it is specifically listed as an example by the NCAA.
The idea for the NJCAA was conceived in 1937 in Fresno, California. A handful of junior college representatives met to organize an association that would promote and supervise a national program of junior college sports and activities consistent with the educational objectives of junior colleges.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

The important contributions to the NJCAA program in 1956 included the addition of football statistics and rankings to the Service Bureau program. The adoption of policies for conducting the National Football Championship and awarding the contract to the West Hollywood Kiwanis Club was culminated in the initial game played at the Los Angeles Coliseum. Coffeyville, Kan., defeated Grand Rapids, Mich., for this first NJCAA Football Championship.
In 1957 another important step was taken by the NJCAA. An affiliation with the National Federation of State High School Athletic Associations (NFSHSAA), and the National Association of Intercollegiate Athletics (NAIA) was formed to work together on many common interests. The primary emphasis, in the initial state, was placed on jointly producing playing rules in football, six-man football, soccer and baseball, and the continued use of common codes in basketball, track and other major sports. This affiliation was christened the National Alliance.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Membership in the United States Collegiate Sports Council, the United States Baseball Federation and the United States Wrestling Federation were accepted by the NJCAA in 1968, and a National Invitational Gymnastics Meet was added to the program.
In 1969 the appointment of George E. Killian as full-time Executive Director was approved by the legislative assembly, and the new office was officially opened August 1, 1969, in the Hilton Inn, Hutchinson, Kansas.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

The academic year 1985-1986 was highlighted by the move of the National Headquarters from Hutchinson, Kansas, to Colorado Springs. The move went smoothly, and brought with it the addition of a new Eligibility Administrator, W. Wayne Baker, as well as a complete new staff of secretarial help. The office relocation went smoothly. Other highlights during the year included the expansion of the computer system in the National Office, with an Open
At the annual meeting in Des Moines, Iowa, the sports committees continued to look at divisional play. It was approved that Men's Baseball would offer a

In the fall of 1990 a newly formed committee, Championship Events Committee, met in Colorado Springs, Colorado to set down the framework for their

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

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

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

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

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

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

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

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

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

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

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

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

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

The hot topic for 1994-95 proved to be the NJCAA All-American Award. In efforts to recognize the most outstanding student-athletes, regardless of geographical location, and to enhance the image of all NJCAA programs and our student-athletes, the membership adopted new selection procedures and in most cases, amended the number of NJCAA All-Americans that will be honored.
The 1995 Annual meeting was held in Orlando, Florida, with the theme: “Promoting Integrity Through Sportsmanship, Fair Play All The Way!” The topic of sportsmanship was prevalent in each committee discussion. We saw many new faces/guests and it was a time for change among NJCAA leadership. We said good-bye to seven women's regional directors/officer and three men's regional directors, each having served between 3 and 18 years.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

The election of Dr. Karen Sykes for a second three year term as President of the NJCAA highlighted the 61st Annual Meeting of the NJCAA held at the Antlers Adam’s Mark Hotel in Colorado Springs, Colorado.
Conisiderable changes were made by the Board of Directors involving the future operation of the overall sports program for both the Men’s and Women’s division. This was the result of the yearly study conducted by the NJCAA Strategic Planning Committee.

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

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

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

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

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

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

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

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

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

The NJCAA also began a new era in the television market. For the first time three national championships were broadcast nationally on the premiere network College Sports Television (CSTV). The Division I Volleyball match began the NJCAA-CSTV era with three tape-delayed broadcasts of the national championship match. Also making the airways was the Division I Men’s and Women’s Basketball national championship games broadcast by the network, the Division I JUCO World Series title game was also aired on the network. The event was a special one as it marked the 50th Anniversary of the event in the great city of Grand Junction, Colorado.

The Standard and Ethics Committee continued to lead the organization in terms of sportsmanship and conduct by adding an entirely new Code of...
In January 2009, Executive Director Wayne Baker resigned and Associate Executive Director, Mary Ellen Leicht was named Acting Executive Director.

President position. Bryce Rodderick was then named Secretary-Treasurer for Women in August. Ron Mann also retired in early 2009 and vacated his post as Secretary-Treasurer for Men position due to personal reasons. Region 5 Men’s Director Joe Tubb was then elected to the 2nd Vice President position at the Annual Meeting in Providence, Rhode Island in April.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

The NJCAA kicked off its 75th Anniversary celebration that will take place during the 2012-2013 academic year.
It is the basic belief of the Women's Division of the NJCAA that the athletic program for women compliments the existing programs offered by the NJCAA. The Women's Program is an integral part of the total educational process, which fosters sound educational goals concurrent with those of the member institutions.

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

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

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

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

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

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

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

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

The NJCAA is committed to protecting the safety and well-being of the athletes that participate in our member schools' athletic programs. The Health and Safety Committee will propose policies and make recommendations for adoption in the NJCAA Bylaws that ensures a safe environment and the safe participation of student athletes in NJCAA sports program.

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

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

1. Health and Safety Committee members listed in the Joint Standing Committees
2. Position paper on substance use and abuse.
3. Physical examination requirement, Article V, Section 9.
4. Policy Statement on physicals for tryouts/auditions, Article VI, Section 1.G.
5. Policy Statement on Safety, protective oral/facial equipment, catastrophic insurance, certified athletic trainer, AED units, Article VI, Section 8.
6. Procedures at National Tournaments, certified athletic trainers and use of AED units, Article VI, Section 8.
7. Substance use and abuse and open wound policy is listed within the bylaws of each certified sport.
8. Casebook section relating to physicals.
9. Standing Committee listings and functions, Article XVI.
AFFIDAVIT OF INCORPORATION OF THE
NATIONAL JUNIOR COLLEGE ATHLETIC ASSOCIATION
(A Non-Profit Corporation)

County of Weber  ss
State of Utah

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

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

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

National Junior College Athletic Association
REED K. SWENSON, President

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

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

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

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

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

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

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

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

Reed K. Swenson
J. Quill Nebeker,
County of Weber ss
Judge of the City Court of Ogden, Utah
State of Utah

Reed K. Swenson, being first duly sworn, deposes and says that he has read the foregoing affidavit, known the contents thereof and that the same
are true of his own knowledge. Subscribed and sworn to before me this 26th day of August, 1949. My term expires January 1, 1952.
I, NATALIE MEYER, Secretary of State of the State of Colorado hereby certify that the prerequisites for the issuance of this certificate have been fulfilled in compliance with law and are found to conform to law.

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

DATED: OCTOBER 21, 1985

[Signature]
Natalie Meyer
SECRETARY OF STATE
**CONSTITUTION**

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

<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name ..................................................</td>
<td>39</td>
</tr>
<tr>
<td>Mission Statement .................................</td>
<td>39</td>
</tr>
<tr>
<td>Membership ...........................................</td>
<td>39</td>
</tr>
<tr>
<td>Officers ............................................</td>
<td>39</td>
</tr>
<tr>
<td>Meetings ............................................</td>
<td>40</td>
</tr>
<tr>
<td>Voting ...............................................</td>
<td>40</td>
</tr>
<tr>
<td>Executive Committee .............................</td>
<td>40</td>
</tr>
<tr>
<td>Finances ............................................</td>
<td>41</td>
</tr>
<tr>
<td>Amendments .........................................</td>
<td>41</td>
</tr>
<tr>
<td>Organization of Regions .......................</td>
<td>41</td>
</tr>
<tr>
<td>Organization of CEO Districts ................</td>
<td>42</td>
</tr>
</tbody>
</table>
CONSTITUTION of the NATIONAL JUNIOR COLLEGE ATHLETIC ASSOCIATION (2012-13)

ARTICLE I – NAME

Section 1. The name of this non-profit corporation shall be National Junior College Athletic Association (NJCAA).

a. It is the philosophy of the NJCAA to promote participation in intercollegiate athletics of the male and female students within and among its member institutions in concert with each institution’s educational mission. The NJCAA firmly believes that intercollegiate athletics fosters and promotes participation, character development, sportsmanship, leadership and academic excellence.

ARTICLE II – MISSION STATEMENT

Section 1. It is the mission of the NJCAA to foster a national program of athletic participation in an environment that supports equitable opportunities consistent with the educational objectives of member colleges.

ARTICLE III – MEMBERSHIP

Section 1. Eligibility for membership.

A. Members eligible to join the NJCAA shall consist of two year colleges and institutions accredited by the appropriate state and/or regional accrediting agency. As members, they shall be entitled to all the privileges and obligations of the constitution, bylaws and executive regulations of the National Junior College Athletic Association.

B. By majority vote of the Executive Committee, membership may be denied to any institution for any reason.

Section 2. Conditions and Obligations of membership:

As a condition of membership, the member of this organization shall:

A. Administer their athletic programs in accordance with the Articles of Incorporation, the constitution, bylaws, executive regulations, and other legislative acts of this association.

B. Establish and maintain a high standard of ethics and fair play.

C. Pay the annual dues before the deadline set by the Board of Directors.

D. Agree that the name National Junior College Athletic Association, initials NJCAA, logo and other NJCAA symbols and insignia are registered in the United States Patent and Trademark office. The name, initials and marks are fully protected and are the exclusive property of the Association. The Association, its officers, officials, Executive Director or third party on behalf of the Association, shall have full and exclusive authority over its name, logos, trademarks, and service marks both registered and unregistered, including the marks “National Junior College Athletic Association”, “NJCAA”, “National JUCO Championships”, and “National Junior College Championships” – and any deviate or similar mark likely to be confused therewith. Member colleges in good standing with the Association may use the registered marks of the Association (the Association’s name, logo, etc.) only in accordance with guidelines established by the Executive Director.

E. Agree that the NJCAA corporate body or its officers, officials, Executive Director or third party on behalf of the Association, shall have full and exclusive right and authority over all internet, radio and television programming, filming, or broadcasting connected with any national NJCAA tournament, championship or event.

F. Permit the NJCAA corporate body or its officers, officials, Executive Director or third party on behalf of the Association, to use the name, logos, trademarks and service marks of its members in accordance with guidelines established by each member for publicity and commercial purposes for any national NJCAA tournament, championship or event.

ARTICLE IV – OFFICERS

Section 1. The elective officers of this corporation shall be a President, 1st Vice-President for Women, 1st Vice-President for Men, 2nd Vice-President for Women and a 2nd Vice-President for Men. The officers shall be selected from the membership of the corporation and shall not serve simultaneously as a Regional Director or Assistant Regional Director. The elective officers of the NJCAA shall be a member of the professional staff of a college which is a member of this organization.

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

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

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<thead>
<tr>
<th>District</th>
<th>Regions</th>
<th>District</th>
<th>Regions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Southwest District</td>
<td>1, 2, 5, and 14</td>
<td>Northeast District</td>
<td>3, 15, 19 and 21</td>
</tr>
<tr>
<td>Northwest District</td>
<td>6, 9, 13 and 18</td>
<td>Southeast District</td>
<td>8, 17, 22 and 23</td>
</tr>
<tr>
<td>Central District</td>
<td>4, 11, 16, and 24</td>
<td>East Central District</td>
<td>7, 10, 12 and 20</td>
</tr>
</tbody>
</table>

The following timetable will be utilized in the election process:

- **November 1**: The Nominations and Elections Committee will call for nominations.
- **January 15**: Nominations close.
- **February 1**: Ballots sent to member college Chief Executive Officers
- **March 1**: Ballot to be returned.
If the slate of presidential representatives is not filled, nominations from the floor will be accepted.
NJCAA Annual Election to be certified by the Nominations and Elections Committee and approved by the Board of Directors.

Section 3. The process to fill a vacancy shall occur as outlined in Article IV, Section 4 (Constitution) OR by a mail/electronic ballot distributed by the NJCAA National Office, and supervised by the Chair of the NJCAA Nominations and Elections Committee. A call for nominations shall occur and qualified candidates will have the opportunity to send a resume of qualifications with the election ballot. Candidates must satisfy the requirements outlined in Article IV, Section 2 of the NJCAA bylaws.

Section 4. The elective officers of this association shall be elected at the annual meeting to serve in accordance with procedures set forth in the bylaws.

Section 5. The appointive and salaried officers of this corporation shall consist of such officers and employees as deemed necessary and approved by the Board of Directors.

Section 6. The Board of Directors may adopt a seal and bylaws and change the same by a majority vote at any annual meeting.

**ARTICLE V – MEETINGS**

Section 1. This corporation shall hold an annual meeting each year. On even numbered years the site of the annual meeting shall be at the city where the NJCAA National Office is located. On odd numbered years the site of the annual meeting shall be selected at least two years in advance. Cities wishing to host this meeting shall submit proposals to the Championship Events Committee, at least two years in advance. The Championship Events Committee shall review the proposals and shall bring those that qualify to the Board of Directors who shall determine the host city.

Section 2. The President may call special meetings of the Board of Directors at any time in order to consider emergency situations, which may arise.

**ARTICLE VI – VOTING**

Section 1. Each Regional Director and each Chief Executive Officer, (as selected in Article IV, Section 2), shall be entitled to one vote at all meetings of the combined Board of Directors.

Section 2. In all matters concerning sports procedures (Article V, Section 19 of the bylaws), voting will be by division, in sports that have participation by division.

Section 3. Member colleges shall be entitled to one vote per each divisional membership at all regional meetings.

Section 4. Voting by email, mail, fax, or telephone shall be permissible on any issue deemed necessary during the interim of annual meetings.

Section 5. If a Regional Director cannot attend a meeting or a session of the annual meeting, the Assistant Regional Director may vote (excluding sport and standing committee meetings). If an Assistant Regional Director cannot attend a meeting or a session of the annual meeting (including but not limited to sport and standing committee meetings), no one may vote in his/her absence. No individual may cast more than one vote at any meeting of the Board of Directors.

Section 6. If both the Regional Director and Assistant Regional Director cannot attend a meeting or a session of the annual meeting, the Regional Director may designate a member of his/her region to replace either the Regional Director or Assistant Regional Director with vote by written proxy. If a Chief Executive Officer cannot attend a meeting or a session of the annual meeting, he/she may designate another Chief Executive Officer of his/her district to vote with a written proxy. The proxy must be presented to the President of the NJCAA prior to the opening of the annual meeting or session.

Section 7. Voting on all constitution and bylaw proposals will be conducted by roll call vote at the annual meeting. However, a motion may be made from the body, seconded and passed by majority vote to delay the vote, on any single item, for a maximum of 30 days. At this time each vote will be cast in accordance with Section 4.

Section 8. There shall be two agenda’s presented to the NJCAA Board of Directors annually.
A. Consent Agenda – Containing all constitution and bylaw changes deemed “housekeeping” by the NJCAA Eligibility Committee and approved by the Executive Committee. This agenda may be approved by one vote of the Board of Directors.
B. If the Consent Agenda is not approved by majority vote, those items being contested will be placed on the Action Agenda for vote. All proposals remaining on the Consent Agenda will be voted on by one vote of the NJCAA Board of Directors.
C. Action Agenda – Containing all constitution and bylaw proposals not included within the Consent Agenda, or not approved within the Consent Agenda, and proposed as per the guidelines specified in Article XVII (Amending the Bylaws). Voting on all constitution and bylaw proposals contained within the Action Agenda will be conducted by a roll call vote at the annual meeting. However, a motion may be made from the body, seconded and passed by majority vote to delay the vote, on any one single item, for a maximum of 30 days. At this time each vote will be cast in accordance with Section 4.

**ARTICLE VII – EXECUTIVE COMMITTEE**

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

Section 2. For the purpose of appeals, filed in accordance with Article VII of the NJCAA bylaws, the chairman of the NJCAA Eligibility Committee will be a voting member of the Executive Committee.
Section 3. The Executive Committee shall exercise the powers of the Board of Directors between meetings except amending the constitution and bylaws and making any changes in the Rules of Eligibility. It shall be responsible for the work of the regions and the corporation. It shall also perform such other duties as may be assigned to it in the bylaws or by the Board of Directors.

Section 4. A retiring President shall serve on the Executive Committee as an ex-officio officer for a period of one year.

ARTICLE VIII – FINANCES

Section 1. All funds and property of this corporation shall be obtained, held and administered in accordance with the procedures as stated in the bylaws and the Articles of Incorporation.

Section 2. The 2nd Vice-Presidents shall annually render a duly audited statement of all funds collected and expended and shall publish same in accordance with the procedures set forth in the bylaws.

ARTICLE IX – AMENDMENTS

Section 1. This constitution may be amended at any annual meeting by two-thirds affirmative vote of the Board of Directors present and voting, provided that the proposed amendment shall have been submitted in writing to the National Office of the Corporation by February 1, immediately prior to the annual meeting, and furthermore provided that a copy of the proposed amendment shall have been duly sent to each member college, both the Athletic Director and Chief Executive Officer by February 15, prior to the first day of the annual meeting. Duly sent shall include email transmittal.

Section 2. All constitutional changes which are adopted by the Board of Directors shall become effective as of the first day of August following the annual meeting of the Board of Directors at which such amendment was adopted.

ARTICLE X – ORGANIZATION OF REGIONS

Section 1. The Board of Directors shall have the power to organize the membership of this corporation into regions for administrative, legislative and competitive purposes.

Section 2. The official delegate to the national or special meetings shall be the Regional Director from each region. In the absence of the Regional Director, the Assistant Regional Director shall be the replacement for the Regional Director.

Section 3. Each Regional Director shall be entitled to one vote at the annual meeting or any special meetings. If both the Regional Director and Assistant Regional Director cannot attend a meeting or a session of the annual meeting, the Regional Director may designate a member of his/her region to replace either the Regional Director or Assistant Regional Director with vote by written proxy.

Section 4. An annual meeting shall be held in each region at the time and place designated by the Regional Director(s) prior to the NJCAA Annual Meeting and after member institutions have received materials to be considered at the Annual Meeting, in accordance with the procedures set forth in the bylaws.

Section 5. A. The Regional Director shall be elected bi-annually by the representatives of the member colleges within that region in accordance with the procedures set forth in the bylaws.
B. The Regional Director shall be a member of the professional staff of a college which is a member of this organization.
C. The Regional Director shall have had experience in athletics, either as a coach or administrator.
D. A new candidate for the position of Regional Director, prior to election, shall file with the current Regional Director, a letter from his/her chief executive officer approving his/her candidacy.

Section 6. A. The Assistant Regional Director shall be elected bi-annually by the representatives of the member colleges within that region in accordance with the procedures set forth in the bylaws.
B. The Assistant Regional Director shall be a member of the professional staff of a college which is a member of this organization.
C. The Assistant Regional Director shall have experience in athletics, either as a coach or administrator.
D. Should the duly elected Regional Director vacate the position, the Assistant Regional Director shall immediately assume the duties and the responsibilities of the Regional Director for the unexpired term that the previous holds.

Section 7. If a region fails to elect a Regional Director, or to fill a vacancy, in the absence of an Assistant Regional Director should one occur, according to procedures set forth in the bylaws, it shall be the duty of the President, with the consent of the Executive Committee, to appoint a director of the region to serve the normal term or for the remainder of the unexpired term of the previous office holder.

Section 8. Member colleges in the regions, at the annual regional meeting, may adopt policies and regulations for their regions if said policies and regulations are not in conflict with this constitution, Articles of Incorporation, or the bylaws of this corporation.
ARTICLE XI – ORGANIZATION OF CEO DISTRICTS

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

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

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

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

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

<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Membership Dues</td>
<td>45</td>
</tr>
<tr>
<td>Meetings</td>
<td>45</td>
</tr>
<tr>
<td>Administration</td>
<td>45</td>
</tr>
<tr>
<td>Election of NJCAA Elective Officers and Term(s) of Office</td>
<td>48</td>
</tr>
<tr>
<td>Eligibility Rules</td>
<td>49</td>
</tr>
<tr>
<td>General Information</td>
<td>49</td>
</tr>
<tr>
<td>Requirements for Entering and Continuing Student-Athletes</td>
<td>49</td>
</tr>
<tr>
<td>Requirements for Athletic Eligibility</td>
<td>50</td>
</tr>
<tr>
<td>Quarter Eligibility</td>
<td>50</td>
</tr>
<tr>
<td>Semester Eligibility</td>
<td>50</td>
</tr>
<tr>
<td>Certified Disabled Student-Athlete</td>
<td>51</td>
</tr>
<tr>
<td>CLEP Credits</td>
<td>52</td>
</tr>
<tr>
<td>Home School</td>
<td>52</td>
</tr>
<tr>
<td>Eligibility of Student-Athletes Who Withdraw from Classes</td>
<td>52</td>
</tr>
<tr>
<td>Eighteen Calendar Month Rule</td>
<td>52</td>
</tr>
<tr>
<td>Number of Seasons a Student-Athlete can Participate</td>
<td>52</td>
</tr>
<tr>
<td>Hardships</td>
<td>53</td>
</tr>
<tr>
<td>Physical Examination</td>
<td>53</td>
</tr>
<tr>
<td>Transfer Rule</td>
<td>53</td>
</tr>
<tr>
<td>Rules Governing Amateur Status of Student-Athletes</td>
<td>54</td>
</tr>
<tr>
<td>Eligibility Forms</td>
<td>55</td>
</tr>
<tr>
<td>Scrimmage, Club &amp; All-Star Information</td>
<td>57</td>
</tr>
<tr>
<td>Penalty for Violation of Eligibility Rules</td>
<td>58</td>
</tr>
<tr>
<td>Sports Procedures</td>
<td>59</td>
</tr>
<tr>
<td>Policy Statements</td>
<td>62</td>
</tr>
<tr>
<td>Procedures for Appeal</td>
<td>64</td>
</tr>
<tr>
<td>Grants-in-Aid, Recruitment, Booster Clubs, Practice Definition</td>
<td>67</td>
</tr>
<tr>
<td>Grants-in-Aid</td>
<td>67</td>
</tr>
<tr>
<td>Recruitment</td>
<td>68</td>
</tr>
<tr>
<td>Booster Clubs</td>
<td>69</td>
</tr>
<tr>
<td>Letter of Intent</td>
<td>69</td>
</tr>
<tr>
<td>Practice Definition</td>
<td>70</td>
</tr>
<tr>
<td>Executive Regulations</td>
<td>71</td>
</tr>
<tr>
<td>Policies Governing the Awarding of NJCAA Championship Events</td>
<td>71</td>
</tr>
<tr>
<td>Policies for Conducting Championship Events</td>
<td>72</td>
</tr>
<tr>
<td>Team Sport Disqualification for National Tournaments</td>
<td>73</td>
</tr>
</tbody>
</table>
ARTICLE I – MEMBERSHIP DUES

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

<table>
<thead>
<tr>
<th></th>
<th>Men</th>
<th>Women</th>
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<tbody>
<tr>
<td>0-500 students</td>
<td>$568.00</td>
<td>$568.00</td>
</tr>
<tr>
<td>501-1000 students</td>
<td>$596.00</td>
<td>$596.00</td>
</tr>
<tr>
<td>1001-1500 students</td>
<td>$627.00</td>
<td>$627.00</td>
</tr>
<tr>
<td>1501-2000 students</td>
<td>$658.00</td>
<td>$658.00</td>
</tr>
<tr>
<td>2001-2500 students</td>
<td>$686.00</td>
<td>$686.00</td>
</tr>
<tr>
<td>2501-3000 students</td>
<td>$717.00</td>
<td>$717.00</td>
</tr>
<tr>
<td>3001-3500 students</td>
<td>$746.00</td>
<td>$746.00</td>
</tr>
<tr>
<td>3501-4000 students</td>
<td>$777.00</td>
<td>$777.00</td>
</tr>
<tr>
<td>4001-4500 students</td>
<td>$805.00</td>
<td>$805.00</td>
</tr>
<tr>
<td>4501-5000 students</td>
<td>$836.00</td>
<td>$836.00</td>
</tr>
<tr>
<td>5001-7500 students</td>
<td>$865.00</td>
<td>$865.00</td>
</tr>
<tr>
<td>7501-10,000 students</td>
<td>$896.00</td>
<td>$896.00</td>
</tr>
<tr>
<td>10,001-over</td>
<td>$925.00</td>
<td>$925.00</td>
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The following annual dues for membership in the NJCAA will go into effect August 1, 2013:

<p>| | |</p>
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<tr>
<td>0-1500 FTE</td>
<td>$1450/college</td>
</tr>
<tr>
<td>1501-3000 FTE</td>
<td>$1650/college</td>
</tr>
<tr>
<td>3001-4500 FTE</td>
<td>$1800/college</td>
</tr>
<tr>
<td>4501+ FTE</td>
<td>$2000/college</td>
</tr>
</tbody>
</table>

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

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

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

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

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

ARTICLE II – MEETINGS

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

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

ARTICLE III – ADMINISTRATIVE

Section 1. THE ELECTIVE OFFICERS AND THEIR DUTIES

A. The President shall:
   1. Preside at annual meetings, executive meetings and all special meetings.
   2. Be authorized as a signatory of all checks drawn on the treasury of the Association.
   3. Make decisions on all points not covered by the constitution and bylaws.
   4. Delegate responsibility for handling all duties not provided for in the Constitution and Bylaws.
   5. Represent or delegate someone to represent the Association when necessary.
   6. Appoint one officer or Regional Director to represent the NJCAA at all National Meets or Tournaments, unless otherwise provided.
   7. Cast the deciding ballot in all National Meetings in the event of a tie vote on any motion, but shall not vote to break a tie in the election of any of the National Officers.
   8. Appoint, with the approval of the Board of Directors, an Attorney-at-Law.
   9. Be bonded for an amount not less than fifty-thousand dollars ($50,000.00)
   10. The President shall be responsible for all appointments of individuals to serve on NJCAA special or standing committees.
B. The 1st Vice-Presidents shall:
1. Preside at all meetings in the absence of the President. The Vice-President for Women shall preside in the odd-numbered years, and the Vice-President for Men in the even-numbered years.
2. Assist the President by supervising the work of all standing and special committees.
3. Assume all duties and responsibilities delegated to him/her by the President.
4. Assume and carry out responsibilities as a member of the Executive Committee.
C. The 2nd Vice-Presidents shall:
1. Maintain a record of the membership in the Association.
2. Keep on file the official correspondence to which he/she is a party.
3. Keep a record of all minutes of meetings of the Board of Directors and the Executive Committee.
4. Keep, or cause to be kept by the Executive Director, a complete record of all finances of the Association.
5. Assume and carry out responsibilities as a member of the Executive Committee.
D. Regional Directors shall:
1. Call such meetings as are necessary for the purpose of planning for regional tournaments and other activities to be sponsored on a regional level. Such items as eligibility, location and dates of tournaments, numbers of teams participating, methods of selection, officials, financial policies etc. shall be discussed and acted upon at these meetings.
2. Notify all member and non-member two-year colleges in the region of all regional meetings. This notification must be in writing at least two (2) weeks in advance of the date of the meeting.
3. Conduct the annual election of the region on or before May 15 of the election year. Odd-numbered regions elect regional directors on the odd-numbered years; even-numbered regions on the even-numbered years.
4. Strive to secure membership in the NJCAA of all eligible two-year colleges in the region.
5. Conduct necessary tournaments or play-offs to determine regional representatives to national tournaments or meets.
6. Represent the region at the NJCAA Annual Meeting.
7. Guarantee that only colleges holding current NJCAA membership vote on issues presented at regional meetings.
8. Certify to the Office of Eligibility and to the NJCAA Tournament or Meet Director as to the eligibility of any regional representative qualified to participate in any one of the National Meets or Tournaments.
9. Notify the respective National Tournament Directors by fax or telephone, as soon as regional representatives to National Tournaments have been determined.
10. Send the Executive Director news of developments and activities in the respective regions.
11. Provide National Tournament or Meet Directors with current news from his region in order to properly publicize National Meets or Tournaments.
12. Send reports to NJCAA Service Bureau.
13. Provide the All-American Selections Committee, in accordance with instructions issued herefrom, the names, etc. of candidates from his/her region who merit consideration for various NJCAA All-American Teams.
14. File an itemized statement of expenses incurred in attending the annual meeting at the time of such meeting. NOTE: To be reimbursed for expenses to the annual meetings, directors must be in attendance and carry out all duties to the satisfaction of the Board of Directors.
15. Investigate and notify the National Office of matters pertaining to possible violations of the rules and regulations of the NJCAA and of matters pertaining to the conduct of member colleges or individuals associated with member colleges within their region or other regions. Penalties and sanctions resulting from further investigation by the National Office shall be in accordance with the appropriate section of the constitution and bylaws of the NJCAA. Decisions shall be in writing, with copies to all affected member colleges, to the affected regional directors and to the NJCAA Executive Committee, and shall contain a clause notifying all parties involved of the right of appeal.
16. Serve a term of office for a period of two years, commencing August 1 and ending July 31 of every second year.
17. Preside at all meetings of the region, and conduct them in accordance with Roberts Rules of Order.
18. Run checks on a weekly basis to ensure that the programs within the region have filed and cleared eligibility with the NJCAA National Office.
E. Assistant Regional Directors may:
1. Assist the Regional Director in all regional activities as directed by the Regional Director.
2. Be a full time member of the professional staff of a college which is a member of this organization.
3. Attend the NJCAA Annual Meeting at the expense of the region they serve.
4. Serve as a voting member of NJCAA sport committees.
5. Serve a two-year term of office commencing August 1st and ending July 31st of the second year.

Section 2. Appointive Officers and Their Duties
The Attorney-at-Law shall advise the Board of Directors, Executive Committee and the National Office in all legal matters.

Section 3. Filling Vacancies of Appointive Officers
To be appointed by the Executive Committee subject to approval by the Board of Directors.

Section 4. National Headquarters
A. The NJCAA shall maintain a national headquarters at a site approved by the Board of Directors.
B. The Executive Director shall have his/her office at the national headquarters where he/she shall administer the business affairs of the Corporation.
C. The Executive Director may be assisted by employees sufficient to effectively transact the business of the office.

Section 5. Executive Director
A. Duties of the NJCAA Executive Director – The administrative authority of the Association is vested in the NJCAA Executive Director. In the exercise of this authority, it shall be the duty of the NJCAA Executive Director to seek the advice of appropriate councils and exercise best judgment in an earnest effort to promote the best interests of the Association.
The Executive Director shall exercise powers and perform duties as necessary for the carrying out of the program and policies of the Association unless such powers and duties have been expressly delegated to an officer or committee. Executive powers not delegated to the Executive Committee or Board of Directors and not expressly or by implication denied may be exercised by the NJCAA Executive Director, subject to the supervision of the Executive Committee.

The NJCAA Executive Director shall:
1. Strive to promote and maintain harmony within the ranks of the NJCAA and throughout its regional jurisdiction.
2. Be responsible for the employment and direction of the national office staff under policies agreed to by the Executive Committee.
   a. Procure services and support staff for the positions as authorized by the Executive Committee for the operation of the NJCAA national office.
   b. Supervise the function of the NJCAA National Office and all programs associated therein.
3. In cooperation with the Executive Committee, prepare the agenda for all meetings of the Executive Committee, Eligibility Committee and the Board of Director’s annual meeting.
4. Be responsible for all contracts regarding the property, funds, projects, and activities as necessary and proper for the successful execution of the functions of the organization.
5. Be custodian of all property, both physical and proprietary, belonging to the NJCAA and keep accurate record of this property.
6. Initiate all contracts for sponsorship for the NJCAA.
7. Prepare specifications, receive bids, and execute contracts for purchases made by the NJCAA on a contract-bid basis.
8. As directed by the President, retain communications with other education and athletic organizations with whom the NJCAA is affiliated.
9. Keep the Executive Committee, Board of Directors, and all member colleges of the NJCAA informed of all matters pertaining to the general welfare of the organization.
10. Serve in an advisory capacity on regular and/or special committees set up by the Executive Committee or the Board of Directors.
11. Annually submit an audited statement of the NJCAA with the opinion of a certified public accountant, for each fiscal year, on or before February 1. Copies of said statement shall be furnished to all elective officers and the financial advisor.
12. Manage all business affairs and finances necessary for the operation of the national office.
13. Oversee all necessary arrangements for the various events conducted under the auspices of the NJCAA.
14. Be authorized as signatory of all checks drawn on the treasury of the association.
15. Be bonded for an amount not less than fifty thousand dollars ($50,000.00).
16. Designate the NJCAA representative at meetings and functions requiring NJCAA attendance.
17. Conduct an active public relations and promotions program.
18. In addition to the above enumerated responsibilities and duties, the NJCAA Executive Director 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.

Executive Director selection procedures:
   a. The following procedure was approved by the Executive Committee for replacing the Executive Director if and when the need arises:
   b. In the case of an emergency, the Executive Committee will appoint an Interim Executive Director.
   c. In the case of vacancy, the following procedures will be followed:
      1. President assigns search committee.
      2. If president is a candidate for the Executive Director’s position, he/she shall step down from the search process. At that time, the vice-president from each division will be responsible for assigning the search committee.
      3. The salary schedules, job description and posting to include a diverse population statement will be determined by Executive Committee.
      4. The search committee will be composed of the following: The Vice-President for Men, the Vice-President for Women, one men’s and one women’s Regional Director selected from the current Executive Committee and one presidential representative. Responsibilities of search committee: review the job description, determine the qualifications, procedure for solicitation of applications, delineate the process (time parameters).
      5. The search committee will recommend their top 10 candidates to the full Executive Committee.
      6. The Executive Committee will meet to screen 3-5 candidates for an interview.
      7. There will be an on-site visit to top candidates’ present place of employment.
      8. The Executive Committee selects and appoints the individual for the position of Executive Director.
ARTICLE IV
ELECTION OF NJCAA ELECTIVE OFFICERS AND TERM(S) OF OFFICE

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

Section 2. A. The President shall be elected every third year (2014, 2017, 2020) and the term of office shall be limited to two (2) consecutive terms.
B. The 1st Vice-President for Women and 2nd Vice-President for Men shall be elected every third year (2015, 2018, 2021) and the term of office shall be limited to three (3) consecutive terms.
C. The 1st Vice-President for Men and 2nd Vice-President for Women shall be elected every third year (2013, 2016, 2019) and the term of office shall be limited to three (3) consecutive terms.
D. The following time schedule will be utilized in the election process:
   January 15: The Nominations and Elections Committee chairperson must circulate a list of annual vacancies to the membership.
   March 15: Members of the organization desiring to become candidates for a national office must submit to the committee chairperson the following:
   1. Indicate office for which they are filing.
   2. A brief biographical sketch supporting his/her candidacy.
   3. A statement from their CEO indicating approval and support of their candidacy.

If the slate of officers is not filled, nominations from the floor will be accepted. If the nominee from the floor is elected, the candidate will have seven days from the conclusion of the annual meeting to provide the chair with the above requirements.

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

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

Section 5. All changes of office should occur August 1st of the next academic year.
ARTICLE V - ELIGIBILITY RULES 2012-2013

Section 1. GENERAL INFORMATION
A. Compliance with all NJCAA rules of eligibility is the expressed responsibility of all member colleges.
B. All NJCAA Rules of Eligibility will become effective as of August 1, 2012.
C. A member college must be in good standing with the NJCAA and its Region/Conference to enter a team or an individual in an activity sponsored by the NJCAA. A member college’s good standing includes, but is not limited to, institutional attendance at a NJCAA sanctioned compliance workshop once every three years.
D. Student-athletes participating on an intercollegiate level in any one of the certified sports of the NJCAA shall conform to the requirements of the NJCAA Rules of Eligibility, the rules and regulations of the conference/region with which the college is affiliated, and also the rules of the college at which the student-athletes are attending and participating.
E. Ineligible student-athletes shall not be allowed to dress for any contest.
F. Student-athletes who falsify any academic and/or athletic participation record shall be ineligible for further competition in an NJCAA member college at any time.
G. Colleges having an intercollegiate athletic program above the two-year level shall not be allowed to participate in any of the certified sports of the NJCAA.
H. The word "term" as used within the Eligibility Rules, refers to quarter, semester or trimester, whichever applies as the official unit of class attendance at a college. Summer sessions shall also be considered as a term of college. Institutions using a modified administrative term, i.e. unit credits, quarter term with semester credits, etc. will be evaluated and an interpretation entered in the Casebook.
I. A student-athlete’s grade point average (GPA) will be determined by dividing the earned/passing accumulated quality points by the corresponding earned/passing credit hours at each institution of attendance.

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

Section 2. CERTIFIED SPORTS OF THE NJCAA

<table>
<thead>
<tr>
<th>Fall Baseball</th>
<th>Football</th>
<th>Fall Lacrosse</th>
<th>Spring Softball</th>
<th>Spring Tennis</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spring Baseball</td>
<td>Fall Golf</td>
<td>Spring Lacrosse</td>
<td>Fall Soccer</td>
<td>Fall Volleyball</td>
</tr>
<tr>
<td>Basketball</td>
<td>Spring Golf</td>
<td>Half Marathon</td>
<td>Spring Soccer</td>
<td>Spring Volleyball</td>
</tr>
<tr>
<td>Bowling</td>
<td>Ice Hockey</td>
<td>Outdoor Track &amp; Field</td>
<td>Swimming &amp; Diving</td>
<td>Wrestling</td>
</tr>
<tr>
<td>Cross Country</td>
<td>Indoor Track &amp; Field</td>
<td>Fall Softball</td>
<td>Fall Tennis</td>
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Section 3. REQUIREMENTS FOR ENTERING & CONTINUING STUDENT-ATHLETES
A. A student-athlete must be a graduate of a high school with an academic diploma or a General Education diploma. The high school must not be a high school affected by the NCAA Initial Eligibility process at the time of the student-athlete’s enrollment. See the list on the NCAA website of high schools affected by the Initial Eligibility process. (Delete August 1, 2012)
B. Student-athletes who are completing high school and are simultaneously enrolled in 12 or more credits at a college are eligible for athletic participation with the completion of the NJCAA High School Waiver Form (Form 3.E). This form must be signed by the student-athlete’s high school Principal and the College President. This provision is applicable to only those student-athletes whose high school class has not graduated at the time of college enrollment. USE FORM 3.E. (Delete August 1, 2012)
C. An international student-athlete (non-US citizen/non-permanent resident) reaching his/her 21st birthday prior to August 1st each year will be charged with one (1) season of NJCAA eligibility regardless of participation provided he/she has NJCAA eligibility remaining. An international student-athlete (non-US citizen/non-permanent resident) reaching his/her 22nd birthday prior to August 1st each year will be charged with two (2) seasons of NJCAA eligibility regardless of participation.

NOTE: Documentation of birth will be required for verification of DOB to include passport, visa, birth certificate or other legal documentation as part of the eligibility packet for international student-athletes (non-US citizen).

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

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

Effective August 1, 2013
Section 4. REQUIREMENTS FOR ATHLETIC ELIGIBILITY

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

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

B. Student-athletes must be enrolled in full-time status using any combination of sessions within a term, and in classes that begin before the end of the regular sport season in which the student-athletes choose to participate, within 15 calendar days from the beginning of the term.

1. Student-athletes that do not conform to this rule will be ineligible for the remainder of the term.

C. Student-athletes must maintain enrollment in 12 or more credit hours of college work as listed in the college catalog during each term.

1. CLEP hours may not be used to meet enrollment requirements or previous term requirements. CLEP hours may only be used to meet accumulation bylaws.
2. Student-athlete enrollment should be verified 24 hours prior to National Championship competition; if a student-athlete has maintained and currently is enrolled full-time 24 hours prior to National Championship competition he/she will remain eligible throughout the National Competition.

QUARTER ELIGIBILITY

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

E. On or before the 15th calendar day from the beginning date of the term for the third full-time quarter, and all subsequent quarters thereafter, as published in the college catalog, a student-athlete must satisfy one of the following four requirements to be eligible for the upcoming quarter:

1. Pass a minimum of 12 quarter hours with a 2.00 GPA or higher during the previous quarter of full-time enrollment, OR
2. Pass an accumulation of quarter hours equal to 12 multiplied by the number of quarters in which the student-athlete was previously enrolled full-time with a GPA of 2.00 or higher, OR
3. A first season participant must have passed a minimum accumulation of 36 credit hours with a 2.00 GPA or higher for the initial term of participation, regardless of previous term or other accumulation requirements (NOTE: This only establishes eligibility for the initial term, not subsequent terms), OR
4. A first or second season participant must have passed a minimum accumulation of 54 credit hours for a fall sport, 63 credit hours for a winter sport, 72 credit hours for a spring sport, with a 2.00 GPA or higher, regardless of previous term or other accumulation requirement.

F. Prior to the second season of participation in an NJCAA certified sport, student-athletes must pass a minimum of 36 quarter hours with a 2.00 GPA or higher. If the student-athlete has been enrolled in two (2) quarter terms or less, the second season requirement becomes 28 quarter hours with a 2.00 GPA or higher. (This is in addition to satisfying 4.D or 4.E.)

NOTE: All quarters attempted beyond 15 calendar days will count, whether full-time or not, excluding summer session.

SEMESTER ELIGIBILITY

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

E. On or before the 15th calendar day from the beginning date of the term for the third full-time semester, and all subsequent semesters thereafter, as published in the college catalog, a student-athlete must satisfy one of the following four requirements to be eligible for the upcoming term:

1. Pass a minimum of 12 semester hours with a 2.00 GPA or higher during the previous semester of full-time enrollment, OR
2. Pass an accumulation of semester hours equal to 12 multiplied by the number of semesters in which the student-athlete was previously enrolled full-time with a GPA of 2.00 or higher, OR
3. A first season participant must have passed a minimum accumulation of 24 credit hours with a 2.00 GPA or higher for the initial term of participation, regardless of previous term or other accumulation requirements (NOTE: This only establishes eligibility for the initial term, not subsequent terms), OR
4. A first or second season participant must have passed a minimum accumulation of 36 credit hours for a fall sport, 48 credit hours for a spring sport, with a 2.00 GPA or higher, regardless of previous term or other accumulation requirement.

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

G. Student-athletes must be enrolled full-time (12 or more credits) at the college where they have chosen to participate when the regular season schedule of a sport begins. Student-athletes not enrolled during the term when the season begins remain ineligible throughout the season schedule unless they enroll on the first possible enrollment date following:

1. Their release from Active Armed Services of the United States with a discharge other than dishonorable.
2. Their return from a religious mission.
3. Their graduation from a high school or receipt of an equivalency diploma.
4. Their transfer from an NJCAA member college which has dropped a sport after the school year begins. Student-athletes that satisfy one of the four exceptions become eligible after the previous term has ended upon registration as a full-time student-athlete for the new term. (Student-athletes must be added to the eligibility form before participating.)
5. A student-athlete attending a multi-campus college may, if at the campus of his/her enrollment a sport is not offered, participate in that sport at any campus within the system that offers said sport.

Requirements for Multi-Campus designation
a. The various campuses involved have a common title.
b. The various campuses involved have a common CEO.
c. The various campuses involved are not individually accredited.
d. The various campuses do not duplicate any sports.
e. The various campuses involved must designate one individual per system as the contact.
f. Multi-campus designation must be approved by the NJCAA.

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

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

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

J. NJCAA POLICY – DISABLED STUDENT-ATHLETE

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

1. A written copy of the institution's policies and curriculum guidelines applicable to all disabled students.
2. Completed NJCAA Certified Learning Disabled Student-Athlete request form.
3. Written documentation from an appropriate institutional academic authority (e.g., registrar) that the institution has defined the student-athlete's full-time enrollment to be less than 12 credit hours to compensate for the student-athlete's disability.
   a. Current class schedule is required when submitting a certified learning disability for approval from the National Office.
      NOTE: A student-athlete who enrolls/registers in 12 or more credit hours is not eligible to use/apply a certified learning disability exception.
4. Written documentation that describes the application of the institution's policies to the student-athlete in question and documentation that indicates that institutional support and accommodation, though significant, is insufficient to address the academic needs of disabled student-athletes.
5. Full and complete documentation of the student-athlete's disability, including:
   a. Written and signed diagnosis of the disability, including the results of specific measures or tests, which formed the basis of the diagnosis.
   b. A copy of the student-athlete's individual education plan (IEP), if applicable.
   c. Name, position and signature of the qualified individual issuing the diagnosis. This individual's professional credentials and relationship to the applicant's institution's athletics department must be provided. (NOTE: Normally, an athletic department staff member will not be accepted.)
   d. A current diagnosis of the disability must be within the last three years. If specific circumstances of the case indicate that this requirement is unnecessary, a prior diagnosis may be acceptable.
   e. The committee reserves the right to request a second opinion or diagnosis. The cost of this diagnosis shall be borne by the institution.
6. A summary of support services and other accommodations provided by the applicant institution designed to assist the disabled student-athlete. This summary normally would be expected to include accommodations provided by the institution with respect to the student-athlete's athletics responsibilities, as well as the academic and other support services provided and any institutional accommodations related to adjustments of minimum academic performance requirements.
7. All waiver requests must be signed by any two of the following: The Director of Athletics, College President (Chief Executive Officer) or Designated Representative.
8. Semester Eligibility - An exemption to 4.F would include those Certified Disabled Student-Athletes who have been previously granted an exception by NJCAA Policy as defined by the appropriate institutional authority, allowing them to take a reduction of 6 to 11 credit hours per semester. The 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 24 semester hour requirement and enhance their opportunity to participate in the second season. Therefore, the minimum accumulation of credit hours would vary between 12 to 22 semester hours for the Certified Disabled Student-Athlete prior to their second season of competition.
9. Quarter Eligibility - An exemption to 4.F would include those Certified Disabled Student-Athletes who have been previously granted an exception by NJCAA Policy as defined by the appropriate institutional authority, allowing them to take a reduction of 6 to 11 credit hours per quarter. The tripling of those attempted credit hours, coupled with the existing 2.0 G.P.A. requirement, would have those student-athletes experience proportional academic relief from the 36 quarter hour requirement and enhance their opportunity to participate in the second season. Therefore, the minimum accumulation of
credit hours would vary between 18-33 quarter hours for the Certified Disabled Student-Athlete prior to their second season of competition.

K. **CLEP CREDITS**

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

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

L. **HOME SCHOOL**

In determining NJCAA eligibility, the college will review the student-athlete’s high school transcript. The home school high school transcript must clearly display the following information:

1. Student’s name (first, middle, last) and date of birth.
2. For each course completed, include the following:
   a. Specific course title
   b. Units of credit for each.
   c. Time frame or semester in which completed.
   d. Grade received.
3. Description of grading system used such as a grade scale or grade key.
4. Graduation date (month/day/year) indicating completion of secondary school education
5. The home school administrator is the person who organized, taught and evaluated course work. If the home school administrator is not the parent named in item 7 below, include the name of the home school administrator.
6. The following statement, or one very similar, is to appear above the parent signature line described in item 7 below:
   
   *I, the undersigned, do hereby solemnly attest that this student has completed a secondary school education in a home school setting on the date indicated and under the laws governing the state and county in which the home schooling occurred.*

7. Name and address of parent or legal guardian with a space for their signature. The transcript is to be signed in the presence of the Notary Public (see item 8 below).
8. The transcript must be notarized; to include:
   a. Notary Public signature
   b. Printed name
   c. Date
   d. State / County
   e. Date commission expires

The transcript must be mailed by the preparer directly to the college Admissions and Records office.

If assistance is needed in creating a home school high school transcript, the following website may be helpful: www.hslda.org.

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

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

A. Student-athletes are allowed 15 calendar days from the beginning date of classes to withdraw completely or to withdraw to less than 12 credits (part-time) and not have that term affect their future eligibility, provided they have not participated in any athletic competition. (Refer to Section 4.G)

B. Student-athletes that have participated and withdraw within the first 15 calendar days of a particular term are not eligible for athletic participation and must re-establish their eligibility in accordance with the provisions of Section 4.D or 4.E. The term in which the student-athlete participates must be considered the same as a term of full-time attendance.

**Section 6. EIGHTEEN CALENDAR MONTHS NON-COLLEGE ATTENDANCE**

A. Student-athletes that have not been enrolled in college in 12 or more credit hours (full-time) for a period of 18 calendar months or longer shall be exempt from previous term and/or accumulation requirements as set forth in Section 4.D and 4.E. (Not Section 4.F.)

B. Student-athletes who have served 18 calendar months in the Armed Forces of the United States, church mission or with a recognized foreign aid service shall be exempt from Section 4.D, 4.E, and 4.F.

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

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

A. Student-athletes must not have previously competed during two seasons in a given sport at any intercollegiate level.

B. Participation in any fraction of any regularly scheduled contest during the academic year shall constitute one (1) season of participation in that sport. Participation includes entry into an athletic contest and does not include dressing for such an event.
Section 8. HARDSHIPS

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

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

USE HARDSHIP FORM # 1.

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

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

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

Section 9. PHYSICAL EXAMINATION

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

Section 10. TRANSFER RULE

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

1. Transfer students/student-athletes are those who have attended any college beyond the first 15 calendar days of a term or have participated in an athletic contest and at a later date enroll and attend classes at another college.

2. Student-athletes may not participate in the same sport during the same academic year at two different colleges. Fall participation in the sports of Baseball, Bowling, Golf, Lacrosse, Softball, and Tennis shall not prevent student-athletes from competing in the same sports during the spring season of the same academic year after having transferred from another college and satisfied all the transfer provisions of the eligibility rules. An exception to this rule is: Student-athletes who transfer from a college which has dropped a sport. (Documentation of the program being dropped must be provided when submitting the eligibility.)

3. Student-athletes who have participated in a sport before a term begins, between terms, or within the first 15 calendar days of a term and subsequently transfer before or within the first 15 calendar days of the term, must serve probation before they are eligible to participate in athletics.

4. Student-athletes serving probation shall not be allowed to dress for any athletic contests.

5. Whenever student-athletes are required to serve probation due to academic ineligibility, they must be enrolled full-time (12 or more credits) at the institution where they will be participating.

6. To be eligible in a sport that spans over two terms, transfer student-athletes must be enrolled in 12 or more credit hours (full-time) during the term when the season of that sport begins. The student-athlete must also be enrolled at the college where they have chosen to participate. There are five exceptions to this rule as found in Section 4.G.

B. Transfers from an NJCAA Member College.

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

1. Immediate Eligibility – To be immediately eligible upon transfer, a student-athlete must comply with both of the following two requirements:
   a. Satisfy the provisions of Section 4.D. or 4.E. (Use the rule which is applicable to the transfer student-athlete.)
   b. Satisfy one of the following provisions numbered 1 through 5.
      i. The college from which the student-athletes are transferring does not have a particular sport(s). (The student-athletes are immediately eligible only in the sport which is not offered.)
      ii. An NJCAA Transfer Waiver Form is signed by the Athletic Director and Chief Executive Administrator of the community college from which the student-athletes are transferring.
      iii. Student-athletes who have not participated in any sport, transfer from their first community college to any community college within their home district, county, or service area.
      iv. Student-athletes enroll at the first possible opportunity in a newly established college or a college that initiates an intercollegiate athletic program within the student-athlete's home district, county, or service area.
      v. The college from which the student-athlete is transferring has been placed on probation in the sport in which the student-athlete is participating. This provision does not apply to any student-athlete that is causatively involved in the problem resulting in the penalty.
2. **Probation Period.** A student-athlete who has attended an NJCAA member college as a full-time student and/or participated who transfers from that college to another NJCAA member college may not participate for one season. The probation season is interpreted as the season immediately following his/her last term of full-time enrollment.

**NOTE:** The season of probation must be served during the official sport season.

1. The student-athlete may be immediately eligible upon transfer if he/she has a NJCAA Transfer Waiver from the last college(s) of full-time enrollment that offers the sport.

2. All academic provisions listed in Article V, Section 10.B.1.(a) must still be met.

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

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

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

C. **Transfers from a Four-Year College or from a Non-NJCAA Member College.**

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

1. **Immediate Eligibility** – To be immediately eligible, with no probation required, student-athletes must satisfy the provisions of Section 4.D or 4.E. (Use the rule which is applicable to the transfer student-athlete). **NOTE:** Before a student-athlete can participate in a second season of an NJCAA certified sport, the provisions of Section 4.F must be satisfied.

2. **Probation of Sixteen Calendar Weeks** – A probationary period of 16 calendar weeks and the completion of one academic term and satisfying either Article V Section 4.E.1 or Article V Section 4.E.2 is required of student-athletes who did not satisfy the academic provisions of Section 4. Student-athletes serving this 16-week probation period may be added to the eligibility roster at any time after satisfying the provision of the probation period.

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

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

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

1. Accept scholarships and educational grants-in-aid from their institution in accordance with the provisions of Article VIII of the bylaws of the NJCAA.

2. Officiate sport contests, providing the compensation received does not exceed the going rate for such employment.

3. Serve as coaches or instructors for compensation in a physical education class outside of their institution provided the employment is not arranged by the student-athlete's institution or a representative of its athletics interests.

4. Serve as paid supervisors of children's sports programs, such as counselors in a summer camp, or in a recreation department program. Their duties may include teaching techniques or skills in their sport, provided that any instruction is a part of the overall terms of employment (teaching and coaching shall not exceed more than half of their employed time) and not on a fee-for-lesson basis.

5. Participate in professional baseball for no more than ninety (90) days at a level no higher than Class A. If this can be confirmed by the National Association of Professional Baseball Leagues, the student-athlete shall be eligible to compete in baseball at an NJCAA member college. Any participation beyond the first ninety (90) days shall cause a student-athlete to be ineligible in the sport of baseball.

6. Participate in women's softball if the women were involved in the Professional Softball Association and have been reinstated by the appropriate amateur governing body.

7. Have their names or pictures appear in books, other publications, or films without jeopardizing their amateur status, but only under the following conditions:
   a. Appearance in such publications or films is for the purpose of demonstrating athletic skill, analysis of a sports event, or instruction in sports.
   b. There is no indication that the student-athlete expressly or implicitly endorses a commercial product or services.
   c. The student-athlete is not paid.
   d. The student-athlete has signed a release statement detailing the conditions under which his her image or name 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;
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.

### Section 11. A. 5.

Student-athletes who violate this provision shall be ineligible for participation in the sport. This includes declaring for professional draft.

### Section 12.

#### A. Student-Athletes Shall Not:

1. Receive money or other forms of remuneration beyond actual expenses for participating in any athletic contest or programs with the exception of bowling and golf. (Refer to the bowling and golf sports rulebook.)

2. Give lessons on a fee-for-lesson basis.

3. Be employed to teach any class or in any coaching capacity for their college during the academic year in which he/she is a participant.

4. Be employed or receive compensation for teaching or coaching sports skills or techniques, if the employment is arranged by the student-athlete's institution or a representative of its athletics interests.

5. Take any financial assistance, or enter into an agreement of any kind, to compete in professional athletics, with the exception of the student-athlete who participates in professional baseball for not more than ninety (90) days as provided in Section 11.A.5. Student-athletes who violate this provision shall be ineligible for participation in the sport. This includes declaring for professional draft.

6. Try out with a professional sports organization while enrolled full-time during any part of the academic year until they have exhausted their eligibility in that sport. (This includes any time from the beginning of the fall term through the completion of the spring term, including any intervening period.) Part-time student-athletes who are not participating under the provisions of Section 4.I. may try out provided they do not receive any form of compensation other than actual expenses from the professional organization.

7. Contract in writing to be represented by an agent in the marketing of athletic ability or reputation in a sport.

8. Participate in the Major Junior A Hockey League sponsored by the Canadian Amateur Hockey Association (CAHA).


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 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.
### Section 13. Certifying the Eligibility Form

#### A. NJCAA Member College

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

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

#### C. Eligibility Audits

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

---

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

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

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

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

<table>
<thead>
<tr>
<th>Sport</th>
<th>Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>Baseball</td>
<td>6 (fall &amp; sp)</td>
</tr>
<tr>
<td>Cross Country</td>
<td>3 (per gender)</td>
</tr>
<tr>
<td>Soccer</td>
<td>4 (fall &amp; sp)</td>
</tr>
<tr>
<td>Softball</td>
<td>6 (fall &amp; sp)</td>
</tr>
<tr>
<td>Track &amp; Field</td>
<td>7 (per gender)</td>
</tr>
<tr>
<td>Golf</td>
<td>2 (fall &amp; sp)</td>
</tr>
<tr>
<td>Wrestling</td>
<td>4 total</td>
</tr>
<tr>
<td>Ice Hockey</td>
<td>4 total</td>
</tr>
<tr>
<td>Bowling</td>
<td>2 total</td>
</tr>
<tr>
<td>Football</td>
<td>21 total</td>
</tr>
<tr>
<td>Indoor Track &amp; Field</td>
<td>3 total</td>
</tr>
<tr>
<td>Golf</td>
<td>2 total</td>
</tr>
<tr>
<td>Swimming</td>
<td>3 total</td>
</tr>
<tr>
<td>Tennis</td>
<td>2 total</td>
</tr>
<tr>
<td>Volleyball</td>
<td>3 total</td>
</tr>
<tr>
<td>Lacrosse</td>
<td>5 total</td>
</tr>
<tr>
<td>Field Hockey</td>
<td>4 total</td>
</tr>
<tr>
<td>Wrestling</td>
<td>4 total</td>
</tr>
</tbody>
</table>

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

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

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

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

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

Section 14. SCRAMMAGE 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
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 national and national tournaments in which the college may be participating.)

D. Any open competition in any one of the NJCAA certified sports which student-athletes enter as representatives of a member college shall be listed on the published schedule of the college and the student-athletes must satisfy the NJCAA Rules of Eligibility and be submitted on an eligibility form.

E. Student-athletes not representing a NJCAA member college may participate unattached in “open” or “exhibition” competition without an NJCAA Athletic Event Questionnaire on file. A college shall not furnish any assistance (equipment, transportation, lodging or meals) for student-athletes to participate in such events.

F. In order for student-athletes to participate in athletic events such as all-star games, an NJCAA Athletic Event Questionnaire must be on file with the NJCAA National Office.

G. Violation of this section may subject student-athletes to disciplinary action. The penalty shall be imposed by the Office of Eligibility and may include termination of future eligibility in activities sponsored by the NJCAA.

H. Violation of this section may result in the offending college being placed on probation for a period of one year. The member college may not participate in any competition sponsored by the NJCAA during the probationary period.

I. A student-athlete may participate in official tryouts/trials involving national teams sponsored by the appropriate national governing body of the US Olympic Committee. During such tryouts/trials, the student-athlete may not represent an NJCAA member college. The NJCAA member college shall not furnish any assistance (equipment, transportation, lodging or meals) for student-athletes to participate in such events.

Section 17. PENALTY FOR VIOLATION OF ELIGIBILITY RULES

A. IN-SEASON

1. An NJCAA member college which uses an ineligible student-athlete, whether knowingly or not, shall forfeit all contests in which such ineligible student-athlete participated.

2. If an NJCAA member college uses an ineligible student-athlete or violates any other section of the NJCAA bylaws, they shall in addition to the forfeiture of their athletic contests, be subject to further penalty as the National Office deems advisable under the circumstances.

3. ATHLETIC PROBATION:
   a. The maximum penalty which the Office of Eligibility may impose will be forfeiture by the member college of the right to participate in Regional and/or NJCAA sponsored tournaments, meets and games, in one or more sports, for a period of one academic year, commencing on the date of the last scheduled contest of the sport in which the violation occurred or at the discretion of the NJCAA Office of Eligibility.
   b. During the time the penalty is in effect, the member college shall be deemed to be on athletic probation in the sport or sports covered by the penalty.
   c. At the end of the probationary period, the member college shall request that it be taken off probation. Such request shall be made in writing to the Office of Eligibility and the Executive Committee, which by majority vote, shall grant the request or continue the member college on probation for a period not to exceed one additional year. At the end of such time, the additional probationary period shall be automatically terminated.
   d. During the probationary period, neither the causative individual(s) nor the team(s) shall be eligible for regional and/or NJCAA honors.
   e. While on athletic probation, eligibility audits will be conducted for each sport in that college’s athletic program. These audits will be due according to the deadlines set by the NJCAA National Office.

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

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

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

1. Procedures when a participant is discovered to be ineligible during or after Regional competition.
   a. If a student-athlete is discovered to be ineligible during competition, or any time thereafter prior to five calendar days preceding National Championship/Invitational competition, the team shall not be allowed to enter the National event as a team qualifier. Individuals may enter if they have qualified on an individual basis.
   b. If a student-athlete is discovered to be ineligible after Regional competition has been completed but within five calendar days prior to National Championship/Invitational competition or during such competition, the ineligible student-athlete shall be immediately disqualified but the team shall be allowed to complete post season play. The team record shall be adjusted to show the forfeited contests.
c. If a student-athlete is discovered to be ineligible during or after National Championship/Invitational competition, the team standings for all teams shall remain unaffected. The ineligible student-athlete shall surrender all personal awards to the NJCAA if the ineligibility is discovered during the National Championship/Invitational competition or up until the end of the official year (July 31) after the event has been completed.
d. If a student-athlete is discovered to have been ineligible after August 1, following the National Championship/Invitational no disqualification shall occur. All awards shall remain as awarded.
e. If a member college uses an ineligible student-athlete during Regional, District, or National Championship/Invitational competition whether knowingly or not, the member college shall be placed on probation for the post-season following the discovery.

2. The failure of a member college to comply with any and all of the requirements as listed in the NJCAA Constitution and Bylaws pertaining to Regional, District, or National qualifications may result in that member college’s elimination from participation in the respective Regional, District, or National championship. The decision to eliminate a member college from participation shall be the sole responsibility of the National Office.

3. **PENALTIES:** Punishment may include up to exclusion or dismissal from national tournament.

**Section 18. ELIGIBILITY RULE CHANGES**
Additions, deletions, and corrections to the Rules of Eligibility shall be voted upon every year at the NJCAA Annual Meeting.

**Section 19. SPORT PROCEDURES**
Sport procedures guidelines regulate each NJCAA certified sport.

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

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

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

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

**Sport Procedures for each season are listed on the following pages:**
<table>
<thead>
<tr>
<th>Sport</th>
<th>Start Date</th>
<th>Game Date</th>
<th>Game Date (Defined)</th>
<th>End Date</th>
<th>** # Of Contests</th>
<th># Of Scrimmages</th>
<th>*** # of Letter of Intent Signees/ Scholarships</th>
<th>Signing Date</th>
<th>• # Of Scholarships For Non U.S. Citizen Athletes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Baseball (Fall)</td>
<td>Aug 10</td>
<td>Aug 22</td>
<td>August 22</td>
<td>Nov 15</td>
<td>76 Games/Scrimmages with a maximum of 56 Games/Scrimmages in the Spring</td>
<td>24</td>
<td>None</td>
<td>None</td>
<td>6 Total Fall and Spring</td>
</tr>
<tr>
<td>Baseball (Spring)</td>
<td>Jan 10</td>
<td>Jan 25</td>
<td>Last Fri in January</td>
<td>NJCAA Tourney</td>
<td></td>
<td></td>
<td></td>
<td>Jan 15</td>
<td></td>
</tr>
<tr>
<td>Basketball</td>
<td>Oct 1</td>
<td>Nov 1</td>
<td>♦♦ Nov 1</td>
<td>NJCAA Tourney</td>
<td>30 Games</td>
<td>4 Dates</td>
<td>15</td>
<td>Apr 8</td>
<td>3</td>
</tr>
<tr>
<td>Bowling</td>
<td>Sept 10</td>
<td>Sept 28</td>
<td>Last Fri in September</td>
<td>USBC Tourney</td>
<td>15 Dates</td>
<td>0</td>
<td>8</td>
<td>Apr 8</td>
<td>2</td>
</tr>
<tr>
<td>Cross Country</td>
<td>Aug 1</td>
<td>Aug 22</td>
<td>August 22</td>
<td>NJCAA Meet</td>
<td>10 Dates</td>
<td>0</td>
<td>♦♦ 10 Combined (Cross Country &amp; Half Marathon)</td>
<td>Dec 1</td>
<td>♦♦ 2</td>
</tr>
<tr>
<td>Football (Fall)</td>
<td>Aug 1</td>
<td>Aug 22</td>
<td>August 22</td>
<td>Last Bowl Game</td>
<td>11 Games</td>
<td>2</td>
<td>85</td>
<td>1st Wed in Feb</td>
<td>21 Total Fall and Spring</td>
</tr>
<tr>
<td>Football (Spring)</td>
<td>Jan 15</td>
<td>None</td>
<td>None</td>
<td>None</td>
<td>20 days of practice</td>
<td>0</td>
<td></td>
<td>None</td>
<td></td>
</tr>
<tr>
<td>Golf (Fall)</td>
<td>Aug 1</td>
<td>Aug 22</td>
<td>August 22</td>
<td>Nov 15</td>
<td>30 Dates Fall and Spring Combined</td>
<td>8</td>
<td>None</td>
<td>None</td>
<td>2 Total Fall and Spring</td>
</tr>
<tr>
<td>Golf (Spring)</td>
<td>Jan 10</td>
<td>Jan 25</td>
<td>Last Fri in January</td>
<td>NJCAA Tourney</td>
<td></td>
<td></td>
<td></td>
<td>Jan 15</td>
<td></td>
</tr>
<tr>
<td>Ice Hockey</td>
<td>Oct 1</td>
<td>Oct 20</td>
<td>Oct 20</td>
<td>NJCAA Tourney</td>
<td>28 Games and/or Scrimmages</td>
<td>16</td>
<td>Jan 15</td>
<td>None</td>
<td>4</td>
</tr>
<tr>
<td>Half Marathon</td>
<td>Aug 1</td>
<td>Aug 22</td>
<td>August 22</td>
<td>NJCAA Meet</td>
<td></td>
<td></td>
<td>♦♦ 10 Combined (Cross Country &amp; Half Marathon)</td>
<td>Dec 1</td>
<td>♦♦ 0</td>
</tr>
<tr>
<td>Lacrosse (Fall)</td>
<td>Aug 15</td>
<td>Aug 22</td>
<td>August 22</td>
<td>Nov 1</td>
<td>22 Dates</td>
<td>22 Games/Scrimmages</td>
<td>20</td>
<td>None</td>
<td>5 Total Fall and Spring</td>
</tr>
<tr>
<td>Lacrosse (Spring)</td>
<td>Jan 15</td>
<td>Feb 21</td>
<td>Feb 21</td>
<td>NJCAA Tourney</td>
<td></td>
<td></td>
<td></td>
<td>Apr 8</td>
<td></td>
</tr>
<tr>
<td>Soccer (Fall)</td>
<td>Aug 1</td>
<td>Aug 22</td>
<td>August 22</td>
<td>NJCAA Tourney</td>
<td>22 Games/Scrimmages</td>
<td>18</td>
<td>Dec 1</td>
<td>None</td>
<td>4 Total Fall and Spring</td>
</tr>
<tr>
<td>Soccer (Spring)</td>
<td>Feb 1</td>
<td>Feb 1</td>
<td>Feb 1</td>
<td>April 30</td>
<td>0</td>
<td>2 Dates</td>
<td></td>
<td>None</td>
<td></td>
</tr>
</tbody>
</table>
## 2012-2013 NJCAA Sports Procedures

<table>
<thead>
<tr>
<th>Sport</th>
<th>Start Date</th>
<th>Game Date</th>
<th>Game Date (Defined)</th>
<th>End Date</th>
<th>** # Of Contests</th>
<th># Of Scrimmages</th>
<th>*** # of Letter of Intent Signees/Scholarships</th>
<th>Signing Date</th>
<th>* # Of Letter of Intent Signees/Scholarships For Non U.S. Citizen Athletes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Softball (Fall) Women</td>
<td>Aug 10</td>
<td>Aug 22</td>
<td>August 22</td>
<td>Nov 15</td>
<td>40 Playing Dates with a maximum of 30 dates in the Spring</td>
<td>24</td>
<td>None</td>
<td>Jan 15</td>
<td>6 Total Fall and Spring</td>
</tr>
<tr>
<td>Softball (Spring) Women</td>
<td>Jan 10</td>
<td>Jan 25</td>
<td>Last Fri in January</td>
<td>NJCAA Tourney</td>
<td>22 Dates</td>
<td>15</td>
<td>None</td>
<td>Jan 15</td>
<td>2 Total Fall and Spring</td>
</tr>
<tr>
<td>Swimming Men/Women</td>
<td>Oct 1</td>
<td>Nov 1</td>
<td>Nov 1</td>
<td>NJCAA Meet</td>
<td>35 Dates combined Fall and Spring</td>
<td>14</td>
<td>None</td>
<td>Dec 1</td>
<td>1 Total Fall and Spring</td>
</tr>
<tr>
<td>Tennis (Fall) Men/Women</td>
<td>Aug 1</td>
<td>Aug 22</td>
<td>August 22</td>
<td>Nov 15</td>
<td>32 Dates with a maximum of 28 dates in the Fall</td>
<td>14</td>
<td>Nov 1</td>
<td>Apr 8</td>
<td>3 Total Fall and Spring</td>
</tr>
<tr>
<td>Tennis (Spring) Men/Women</td>
<td>Jan 10</td>
<td>Jan 25</td>
<td>Last Fri in January</td>
<td>NJCAA Meet</td>
<td>20 Dates combined Indoor / Outdoor</td>
<td>20</td>
<td>None</td>
<td>Dec 1</td>
<td>5 Total Fall and Spring</td>
</tr>
<tr>
<td>Track &amp; Field (Indoor) Men/Women</td>
<td>Oct 1</td>
<td>Nov 1</td>
<td>Nov 1</td>
<td>NJCAA Meet</td>
<td>20 Dates combined Indoor / Outdoor</td>
<td>14</td>
<td>Nov 1</td>
<td>Apr 8</td>
<td>3 Total Fall and Spring</td>
</tr>
<tr>
<td>Track &amp; Field (Outdoor) Men/Women</td>
<td>Oct 1</td>
<td>Jan 25</td>
<td>Last Fri in January</td>
<td>NJCAA Meet</td>
<td>20 Dates combined Indoor / Outdoor</td>
<td>14</td>
<td>Nov 1</td>
<td>Apr 8</td>
<td>3 Total Fall and Spring</td>
</tr>
<tr>
<td>Volleyball (Fall) Women</td>
<td>Aug 1</td>
<td>Aug 22</td>
<td>August 22</td>
<td>NJCAA Tourney</td>
<td>20 Dates</td>
<td>3 Dates</td>
<td>16</td>
<td>None</td>
<td>Apr 8</td>
</tr>
<tr>
<td>Volleyball (Spring) Women</td>
<td>Feb 1</td>
<td>Feb 1</td>
<td>Feb 1</td>
<td>Apr 30</td>
<td>32 Dates with a maximum of 28 dates in the Fall</td>
<td>14</td>
<td>Nov 1</td>
<td>Apr 8</td>
<td>3 Total Fall and Spring</td>
</tr>
<tr>
<td>Wrestling Men</td>
<td>Sept 1</td>
<td>Oct 26</td>
<td>Last Fri in October</td>
<td>NJCAA Tourney</td>
<td>20 Dates</td>
<td>3 Dates</td>
<td>16</td>
<td>None</td>
<td>Apr 8</td>
</tr>
</tbody>
</table>

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

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

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

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

- Division I may grant the number of scholarships listed above.
- Division II may grant the number listed above, but are limited to tuition, fees and books.
- Division III may not offer athletic scholarships.

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

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

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

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

An “Athletic Scholarship” is defined as any financial assistance awarded to the student-athlete, from any source, because of his/her athletic capabilities and is considered to be counter under Article V, Section 19. The Letter of Intent/Scholarship Agreement form shall be prescribed by the NJCAA and shall be in effect for one (1) academic year. An "academic year" is defined as August 1st to July 31st of the following year.

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

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

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

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

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

Section 1. TRYOUTS/AUDITIONS
A. Before allowing a high school student to try-out/audition, a NJCAA member college shall determine if try-out/auditions are allowed by the students State High School Activities Association regulations in the student-athlete’s home state.
B. A try-out/audition is any organized recruiting event that is open to the general public held in an effort to fill roster spots on a colleges intercollegiate sport teams.
C. A member college may conduct a try-out/audition of a prospective student-athlete only on its campus or at a site at which it has been approved to conduct practices or competition.
D. A college may conduct no more than two try-out/auditions per sport per academic year.
E. A college may conduct no more than one try-out/audition per prospective student-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 colleges may provide equipment and clothing on an issuance and retrieval basis to a prospective student-athlete participating in a try-out/audition.

Section 2. PARTICIPATION OF FALL TOURNAMENT QUALIFIERS IN SPRING NATIONAL CHAMPIONSHIPS
A student-athlete, who qualified through a Fall Tournament for participation in a Spring National Championship, may participate in the Championship provided he/she is enrolled as a full-time student-athlete at the college which he/she qualifies during the semester or quarter that the Spring National Championship is held.

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

Section 4. SUBSTITUTIONS FOR NATIONAL CHAMPIONSHIP
A. Where national qualifying is done by a set standard (track, swimming, etc.) there shall be no substitution allowed.
B. Where national qualifying is done on the basis of team play (basketball, baseball, etc.) anyone listed on the NJCAA eligibility form shall be allowed to be used as a substitute.
C. If a student-athlete qualifies as an individual winner and is also a member of a winning team (golf medalist and a member of the winning team, top individual qualifier in cross country race and a member of the winning team, etc.) substitution shall be allowed only for team competition. No substitution shall be allowed for the individual competitor.

Section 5. NJCAA COMPETITION IN REGULAR AND POST SEASON
A. The NJCAA will allow women to participate with men on the same team providing that the female participant or participants are otherwise qualified under NJCAA regulations and further providing that said participating college or institution does not have a women's team in such sport or category.
B. Males are not allowed to participate on women's teams in any sport.
C. Those women listed on a men's eligibility form may participate in the men's regional/national tournament unless the National Office is notified prior to the beginning of the regular season that the student-athlete will participate in women's post-season play. This declaration must be signed by the athletic director and by the student-athlete.

Section 6. ALUMNI GAMES
Alumni games are not considered as regular season contests of a college sport. These games shall not be figured into the college's records or statistics.

Section 7. POST SEASON COMPETITION
A. Once a college team begins post-season competition leading up to a National Championship, the team shall not participate in post-season competition with another organization. If a college chooses to not participate in NJCAA post-season competition, the team may participate in post-season competition with another organization, if advance notice is given to the Regional Director and the National Office. Penalty for violation of this section by an NJCAA member college shall result in the offending college being placed on probation for a period of one year. The member college may not participate in any competition sponsored by the NJCAA during the probationary period.
   Note: Post season competition is that period of time after a team’s last regular season date of competition where play advances a team to an NJCAA national championship event/tournament.
B. All regional post-season events will be at the direction of the Regional Director.
1. Inclusive of all sports, if the playoff (regional or district) involves two or more regions, the hosting college must have a playing surface and equipment which complies with the NCAA rules of that sport. If the host college cannot meet those rules, an alternate site must be found. In addition the date, location, game management and officials assigned to the playoff must be agreed upon and that written agreement signed by each of the regional directors involved.

2. If the playoff involves teams from only one region, the region must decide whether or not to mandate compliance with the NCAA rules of that sport.

C. At-large bids in those team sport championships as defined in Article X are prohibited. Any exception to this rule must be approved by the NJCAA Executive Committee.

D. No contestant shall be permitted to enter an NJCAA Championship Tournament or Meet unless accompanied by (1) a coach or faculty member of the sending institution or (2) a designated supervisory coach or faculty member from an NJCAA member college. Designation of a supervisory person in (2) above must be in writing. It shall bear the seal of the college and signatures of the Athletic Director and President or Dean of the sending institution. It shall be sent by certified mail to the Meet Director. All contestants must remain under the supervision of their coach or the designated supervisory person throughout the competition and until departure from the site.

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

Section 8. SAFETY
a. In any recognized sport where there is a significant risk of oral and/or facial injury, the NJCAA endorses the use of protective oral/facial equipment by the student-athletes.

b. The NJCAA highly recommends that each NJCAA member college purchase a lifetime catastrophic insurance policy for their student-athletes.

c. The NJCAA requires that a certified athletic trainer and AED be provided at all NJCAA post season events; it is recommended at all regular season events.

d. The NJCAA highly recommends that each NJCAA member college develops and implements a concussion management plan for all student-athletes.

Section 9. TELEPHONE INQUIRIES TO THE NATIONAL OFFICE.
Each NJCAA member college must designate two representatives from their college that may telephone the NJCAA National Office. Only those representatives listed will be allowed access to an Office Administrator. In addition to the representatives listed, the college president may gain access.

Section 10. ATHLETIC SCHOLARSHIP GUIDELINES FOR DIVISIONAL PLAY

| Division I | A maximum of tuition and fees, room and board, course related books and transportation costs one time per academic year to and from the college by direct route. |
| Division II | A maximum of tuition, fees, and course related books. (Division II scholarships can not include room and/or board through a fee or any other system.) |
| Division III | No athletic scholarship aid of any kind. |

NOTE: Divisional play is by sport not by college program. The number of allowable scholarships for each sport in each division is listed in the sports procedures section of the NJCAA Handbook.

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

NOTE: The Benefits to Students for Academic Support Services cannot be used as enhancements for recruiting and must be requested after the student-athlete has signed a Letter of Intent/Scholarship.

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

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

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

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

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

Section 12. HOUSING ARRANGEMENTS
A. Housing arrangements of any type with any member of the athletic staff are not permitted by the NJCAA.

B. Athletic staff may provide housing contact information to current and prospective student-athletes.

Section 13 INSURANCE
A. The NJCAA and the sponsoring organization(s) shall not be liable or responsible for injury to any individual, or damages of any nature, resulting from participation in any post-season events sponsored by the NJCAA.

B. The NJCAA shall not be liable or responsible for injury to any individual, or damages of any nature, resulting from participation in any regular season events.
Article VII – Procedures for Appeal

Section 1. GENERAL

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

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

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

Section 2. AUTHORITY OF THE NATIONAL OFFICE

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

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

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

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

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

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

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

Section 3. APPEAL TO THE EXECUTIVE COMMITTEE

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

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

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

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

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

F. In the event that an appealing college has requested an oral hearing, the hearing shall be held for the Executive Committee with the following procedures:
1. The President of the Executive Committee shall act as presiding officer at the hearing. In the absence of the President, a majority of the Executive Committee members present shall select the presiding officer among themselves.

2. At all oral hearings, the appealing college may be represented only by an employee of the college and the student-athlete at the oral hearing may only be represented by either an employee of the appealing college or by the student-athlete himself/herself. Either the appealing college or the student-athlete or both may have legal counsel present to advise them, but such legal counsel may not make presentation directly to the Executive Committee at the oral hearing.

3. The appealing college shall present its relevant evidence (witnesses and documentation). The National Office will have the right to cross-examine any witness presented by the appealing college.

4. After the appealing college has presented its relevant evidence, the National Office shall have the right to present any relevant evidence it deems appropriate. The appealing college shall have the right to cross-examine any witness presented by the National Office.

5. All proceedings occurring during the oral hearing shall be audio and/or video recorded. The recording will be transcribed and the cost of the transcription shall be shared equally by the appealing college and the National Office. The appealing college shall be responsible for its costs and expenses, including the costs and expenses of any witnesses presented by it, and the National Office shall be responsible for its costs and expenses, including the costs and expenses of any witnesses presented by the National Office.

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

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

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

J. Unless a majority of the total number of the members of the Executive Committee vote to overturn the decision of the National Office, the appeal will be denied. Majority shall mean the majority of all of the members of the Executive Committee, not just a majority of those members who actually vote.

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**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 appealee.
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
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 effect for one full academic year. The Grant-in-Aid is subject to the provisions of the contract. Renewal of the Grant-in-Aid must be given in writing as soon as eligibility is determined.
E. The following practices are prohibited with grants-in-aid:
1. Permitting a student-athlete to receive assistance, in cash or in kind, which is not administered by the institution, or which does not fall within the permissible limits of a grant-in-aid as set forth in Section 1 above; but the foregoing shall not prohibit assistance from anyone on whom the student-athlete is naturally or legally dependent.
2. Permitting a member of a student-athlete's family to receive assistance, in cash or in kind.
3. Cancellation or modification of a grant-in-aid during the period of its effectiveness because of injury or good or bad athletic performance.
4. Permitting student-athletes to engage in employment for which they receive greater compensation, or in which they are not required to work as hard as others in similar employment or which is otherwise not legitimate employment.
F. Cancellation of a grant-in-aid is permitted:
1. If the student-athlete becomes ineligible for participation in athletics because of academic and/or disciplinary reasons; or
2. For misconduct (unrelated to athletic ability) found by the person or body in charge of general discipline at the institution, after following the same procedures as in other disciplinary matters, to be serious enough to warrant permanent suspension or dismissal from the athletic program; or
3. If the student-athlete voluntarily withdraws from a sport prior to the institution’s first competition in that sport; or
4. Graduation
G. Annual awards for a cumulative reasonable value not exceeding $500.00.
H. Permitting NJCAA institutions to institute an "adopt a player program" under the following conditions:
1. Approval of the college administration.
2. Utilizing the occasional family meal.
3. The program is administered by the institution.
4. No monetary transactions may transpire from the "parent" to the adoptive student-athlete (i.e. loans, co-signing, long distance telephone calls, tickets).
5. No trips involving excessive mileage and/or expense.
6. No free tickets paid for by "parent".
7. Athletic personnel may be involved in the coordination of the adoptive program, but may not be an adoptive parent.
I. Within the NJCAA, an athletic scholarship recipient shall be defined as an individual who is receiving institutional financial aid that is countable against the total number of allowable NJCAA scholarships by sport established by the NJCAA in Article V, Section 19.

An “Athletic Scholarship” is defined as any financial assistance awarded to the student-athlete, from any source, because of his/her athletic capabilities and is considered to be counter under Article V, Section 19. The Letter of Intent/Scholarship Agreement Form shall be prescribed by the NJCAA and shall be in effect for one (1) academic year. An “academic year” is defined as August 1st to July 31st of the following year.

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

Section 2. RECRUITMENT
A. Recruiting is any solicitation of a prospect or a prospect’s relatives (or legal guardians) by an institutional staff member or by a representative of the institution’s athletics interests for the purpose of securing the prospect’s enrollment and ultimate participation in the institution’s intercollegiate athletics program.
B. No institution shall permit a prospective student-athlete to be solicited to attend such institutions by the promise of gift or any aid or inducement other than that of a Grant-in-Aid permitted by these rules.
C. On Campus Recruiting and Official Visits:
An institution may pay for one visit to its campus by direct route of a prospective student-athlete for a stay not to exceed two (2) days and two (2) nights. The paid visit must be limited to the campus and local community where the college is located. A student-athlete must have completed his/her junior year in high school in order to receive an official recruiting visit by a member NJCAA college.
1. Transportation:
   a. An institution may not provide transportation to a prospect other than on the official paid visit.
   b. An institution may pay the prospect's actual round-trip transportation costs for his/her official visit to its campus, provided a direct route between the prospect's home and institution's campus is used.
   c. When a prospect travels by automobile on an official paid visit, the institution may pay round-trip expenses at the same mileage rate it allows its own personnel.
   d. The air fare for commercial transportation for the official visit may not exceed coach class. Private air charters and/or transport may not be utilized.
   e. During the official visit, any member of an institution's athletics staff may provide transportation for the prospect between the campus and the bus or train station or major airport nearest the campus.
   f. Any member of an institution's athletics department may provide automobile transportation for the prospect between the prospect's home or educational institution and the member institution.
2. Meals:
   While recruiting a potential student-athlete (prospect), a college representative may purchase meals for the potential student-athlete (prospect). The value of such meals may not exceed the amount provided a college employee while traveling on college business.
3. Entertainment:
   a. It is permissible for an institution to pay a prospect's actual costs for reasonable expenses (e.g. meals, lodging) incurred while traveling to and from campus on the official visit.
   b. An institution may entertain a prospect at a scale comparable to that of normal student life, only on campus or the local community.
   c. A member institution may not arrange or permit excessive entertainment of a prospect on the campus or elsewhere.
   d. An institution may only provide the prospect with admission to the institution’s games, during the official visit.
   e. Admission to professional sports contests may not be provided to prospects.
4. Use of an Automobile by a Prospective Student-Athlete:
   The institution or representative of its athletics interests shall not provide an automobile for use by the prospect or the student host.
D. Off Campus Recruiting
1. All funds utilized for recruitment purposes must be authorized by a college official.
2. A member institution's athletics department staff member may visit a prospect at any location for recruiting purposes. However, on any such visit, the staff member may not expend any funds other than the amount necessary for his/her own personal expenses.
3. An institution shall not permit any outside organization, agency or group of individuals to utilize, administer or expend funds for recruiting prospects, including the transportation and entertainment of, and the giving of gifts or services to, prospects or their relatives or friends.
E. CONTACT NOTIFICATION (Delete August 1, 2012)
1. If any athletics staff member or representative of the institution’s athletics interests shall not make contact, for the purpose of recruiting, with the student-athlete of another NJCAA member institution.
2. Contact notification will be considered made by utilizing the “Contact Notification Form” as well as a phone mail message if direct contact cannot be made.
3. Contact notification will be made by utilizing the “Contact Notification Form” as well as a phone mail message if direct contact cannot be made.
4. There is a 10-day waiting period beginning from the date of contact notification made with the student-athlete’s initial institution before any further contact of any type can occur between the student athlete and the second institution.
F. RECRUTABLE ATHLETE
   1. Staff and member colleges
      An athletics staff member or other representative of the institution’s athletics interests shall not make contact, for any reason,
      a. With any student-athlete that is in season or enrolled in the term which the sport season ends at a NJCAA member college;
         or,
      b. With a student-athlete who is signed to a NJCAA Letter of Intent

   2. Student-Athletes
      A student-athlete or other representative of the student/athlete’s athletic interests shall not make contact with another NJCAA
      member school or its representatives, for any reason,
      a. While any student-athlete is in season or is enrolled in the term which the sport season ends; or,
      b. While the student-athlete is signed to a NJCAA Letter of Intent

Section 3. BOOSTER CLUBS
   A. The financial records of booster clubs and similar organizations which assist athletic programs must be open and available to college
      officials.
   B. All transactions of a booster type organization or individual which assists a college athletic program in any way (e.g., equipment
      purchases, recruitment expenses, grant-in-aid, etc.) must be approved through the regular financial approval procedures and
      process of the college (e.g., purchasing, gift acceptance, financial aid) as authorized or approved by the president.
   C. All booster club funds used for grant-in-aid must be administered in compliance with Article VIII, Section 1.C.

Section 4. ENFORCEMENT
   A. A member college which violates any section of this article shall be subject to such penalty as the National Office deems advisable
      under the circumstances. The maximum penalty which the National Office may impose shall be to place the offending institution on
      probation for a period of two years.
   B. Colleges may appeal decisions rendered in accordance with Section 4.B above by using the "Procedures of Appeal" described in
      Article VII.

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

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

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

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

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

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

F. Activities Considered Off Season: Practice shall NOT be considered to have occurred in the following activities:
   1. Participation by student-athletes in regular physical education classes, with or without credit, that are listed in the institution’s current printed class schedule or the class schedule located on the institution’s web site and open to all students, except as noted in #2 above.
   2. Participation by student-athletes in a physical-fitness class conducted by a member of the athletics staff (including a member of the institutions coaching staff) under the following conditions:
      a. Enrollment by any student-athlete is voluntary;
      b. The classes are open to any student of the institution; and
      c. Class hours and programs have been publicized in appropriate publication and/or on the proper bulletin boards of the institution.
   3. Meetings or discussions between a student-athlete and a member or members of an institution’s coaching staff regarding academic support service, drug education, training room procedures, team discipline, care and maintenance of equipment, general meeting schedules, information about housing and meals, or information about “off-season conditioning activities.”

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

H. Open Gym:
   1. Playing sites/venues must be open to all students currently enrolled at the college.
   2. Must be publicized through all normal communication channels within the campus.
   3. Must be for a designated time period (i.e. day(s) of the week; hour(s) of the day).
4. Coach may be present but may not have athletic contact with students.

ARTICLE IX
EXECUTIVE REGULATIONS

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

ARTICLE X
POLICIES GOVERNING THE AWARDING OF NJCAA CHAMPIONSHIP EVENTS

Section 1.
A. All events sponsored by the NJCAA or other organizations in which member schools participate must be conducted under the policies, rules and regulations of the NJCAA and further must have the approval of the Board of Directors.
B. Prior to adding a new championship an operating code must be submitted to the Championship Events Committee and membership for a sports committee to be assigned.
C. Before an event can be approved by the Board of Directors as a National Championship Tournament, Meet or Game, the event must be conducted on a Championship level and entries received from at least five regions. The possibility of entries from all regions must be assured.
D. Minimums for divisional status:

<table>
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<tr>
<th>Team Sports</th>
<th>Individual Sports</th>
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<tbody>
<tr>
<td>Baseball</td>
<td>Swimming &amp; Diving</td>
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<td>Football</td>
<td>Bowling</td>
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<td>Lacrosse</td>
<td>Golf</td>
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<td>Softball</td>
<td>Tennis</td>
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<td>Basketball</td>
<td>Cross Country</td>
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<td>Ice Hockey</td>
<td>Half Marathon</td>
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<td>Soccer</td>
<td>Track &amp; Field</td>
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<td>Volleyball</td>
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<td>Wrestling</td>
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The following minimum number of member colleges and regions are needed to support viable divisional play.

<table>
<thead>
<tr>
<th>Team Sports</th>
<th>Individual Sports</th>
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<tbody>
<tr>
<td>2 Divisions = 150 teams &amp; 10 regions</td>
<td>2 Divisions =100 teams &amp; 10 regions</td>
</tr>
<tr>
<td>3 Divisions = 275 teams &amp; 16 regions</td>
<td>3 Divisions =200 teams &amp; 16 regions</td>
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</tbody>
</table>

E. Divisional Sports (refer to minimums for divisional status above)
1. An NJCAA National Championship Tournament is defined by having both 40 teams and 7 regions participating within the division of the sport.
2. An NJCAA Championship is defined by having both 20 teams and 5 regions participating within the division of the sport.
3. Divisional sports that drop below 25 teams or 7 regions in a given year will automatically drop to a Championship the following year.

F. Non-Divisional Sports
1. Non-divisional sports that drop below seven participating regions in a given year will automatically drop to a Championship the following year.
2. A post season championship may be held by a sport with a minimum of 8 participating teams and five regions within that sport. The title of the championship must receive the approval of the NJCAA Championship Events Committee at the prior year’s annual meeting.
3. Sports falling below eight participating teams will no longer be a certified sport of the NJCAA.

Section 2.
A. All bids to host NJCAA Championships and Football Bowl Game Proposals must be received by the NJCAA Headquarters by October 1st prior to the current bid cycle. If no bids are received, the NJCAA Headquarters has the authority to pursue and negotiate bids on behalf of the association.
B. The Championship Events Committee, in conjunction with the NJCAA Headquarters, will hold a conference call by October 31st to review and determine up to three top bids per sport, if needed.
C. A member(s) of the Championship Events Committee, Sport Committee Chair, NJCAA Headquarters or designated person to represent the NJCAA will conduct a site survey of the top bids as needed at the expense of championship bidder by February 15th.
Section 3. Dates of all NJCAA Championship Events shall be determined by the NJCAA and host.

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

Section 5. Contracts and Merchandising

A. A written contract must be agreed upon and signed by all sponsors of Championship or Invitational Championship Tournaments, Meets or Games, and the Executive Director before the awarding of such Tournaments, Meets or Games shall be considered official and binding on either party or parties.

B. The terms of all contracts with sponsoring colleges or organizations and the NJCAA for staging Championship or Invitational Championship Tournaments, Meets or Games must include all policies adopted by the Board of Directors pertaining to such event.

C. The sponsoring organizations must guarantee the payment of all expenses incurred in promoting, conducting and administering the Tournament, Meet or Game.

D. If the member colleges choose to sell/distribute NJCAA logo’s soft/hard goods through locally produced events but have prior contractual commitments with outside vendors, the NJCAA will allow the organizers to work with such vendors to advance the policies of the Association in the sale of concession items as herein stated but for a per event merchandising fee of $100. Member colleges that choose the official NJCAA assigned soft/hard goods supplier as their vendor will have the aforementioned merchandising fee waived.

E. If the member colleges choose to sell/distribute NJCAA logo’s soft/hard goods through book stores and other outlets but have prior contractual commitments with outside vendors, the NJCAA will allow the organizers to work with such vendors to advance the policies of the Association in the sale of concession items as herein stated but for an annual merchandising rights fee of $100 payable by October 1 of each academic year. Member colleges that choose the official NJCAA assigned soft/hard goods supplier as their commercial vendor will have the aforementioned merchandising fee waived.

F. If championship event host organizers have prior contractual commitments with outside vendors, the NJCAA will allow the organizers to work with such vendors to advance the policies of the Association in the sale of concession items as herein stated for a flat fee of $300. Championship event host organizers who choose the official NJCAA assigned soft/hard goods supplier as their vendor, will have the merchandising rights fee waived.

G. Member colleges or championship event host organizers that request the use of the NJCAA logo for general use and not being sold commercially, need only submit the intended use form on the NJCAA web site.

H. If the official NJCAA approved soft/hard goods supplier is used by the championship event host organizers, the quantity of NJCAA merchandise and items to be sold and sent to the host venue must have the prior approval of the NJCAA Executive Director. The NJCAA Exercises the right to have Association logo’d items sent and sold by championship event organizers. Royalties on such will items appear in the merchandise kits sent to each organizer.

I. The NJCAA may authorize others, including the coach’s association for the sport involved in the particular event, to sell and distribute concession items but not without the written consent of the Association’s Executive Director.

J. If the NJCAA enters into an exclusive contract for a supplier, right of refusal must be extended to said company for any purchases in the category that is made on behalf of the school, events and championships.

K. All outside sponsorships must be approved by the NJCAA National Office at least 60 days prior to the championship event.

ARTICLE XI
POLICIES FOR CONDUCTING NJCAA CHAMPIONSHIP EVENTS

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

Section 2. For information and requirements relative to insurance requirements, sports information requirements and tournament policies, please see the official NJCAA Tournament Bid information at www.njcaa.org/championshipbids
ARTICLE XII
TEAM SPORT DISTRICT QUALIFICATION FOR NATIONAL TOURNAMENTS

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

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

Section 3. NOTE: In the sports of men’s and women’s soccer, men’s and women’s basketball, baseball, softball and volleyball.

A. When a team is the only participant in their region, in that sport division, they must have a .500 overall record (eliminating ties). That record must be determined 10 days prior to the start of district play.

B. The rotation of district playoff sites should occur in proportion to the number of teams participating in each region involved. (Example: Region A has twice as many teams as Region B - the district playoff between these two regions will be held two times in Region A for every one time it is held in Region B.)

C. In a district comprised of only two regions where one of those regions has but one single participating school, that school must participate in the other regions’ regional tournament. The winner of this tournament will be declared the district champion. The highest finishing team of each region will be declared that region’s champion.

D. Any extenuating circumstances, which might suggest an exemption from this rule, may be appealed to the NJCAA Executive Committee. Appeals must be received by the NJCAA National Office, in accordance with Article VII of the NJCAA bylaws (with the exception of the 15 day deadline established in Article VII, Section 3.B) at least seven days prior to the start of district play.

E. Inclusive of all sports, if the playoff (regional or district) involves two or more regions, the hosting college must have a playing surface and equipment which complies with the NCAA playing rules of that sport. If the host college cannot meet those rules, an alternate site must be found. In addition the date, location, game management and officials assigned to the playoff must be agreed upon and that written agreement signed by each of the regional directors involved.

F. If the playoff involves teams from only one region, the region must decide whether or not to mandate compliance with the NCAA playing rules of that sport.
# Article XIII

**NJCAA National Championships**

- **ATTENTION** -

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

<table>
<thead>
<tr>
<th>Sport</th>
<th>Page #</th>
<th>Sport</th>
<th>Page #</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Baseball</strong></td>
<td></td>
<td><strong>Women’s Soccer</strong></td>
<td></td>
</tr>
<tr>
<td>Division I</td>
<td>77</td>
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</tr>
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<td>136</td>
</tr>
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<td></td>
<td></td>
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<td><strong>Men’s Basketball</strong></td>
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<td><strong>Swimming &amp; Diving</strong></td>
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</tr>
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<td>Division I &amp; III Men’s</td>
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<td>113</td>
<td>Division I &amp; III Women’s</td>
<td>158</td>
</tr>
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<td><strong>Football</strong></td>
<td>115</td>
<td><strong>Track &amp; Field</strong></td>
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<td>Men’s &amp; Women’s</td>
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<td><strong>Men’s Soccer</strong></td>
<td></td>
<td><strong>Volleyball</strong></td>
<td></td>
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<tr>
<td>Division I</td>
<td>123</td>
<td>Division I</td>
<td>167</td>
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<tr>
<td>Division III</td>
<td>128</td>
<td>Division II</td>
<td>171</td>
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<td>Division III</td>
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<td></td>
<td></td>
<td><strong>Wrestling</strong></td>
<td>178</td>
</tr>
</tbody>
</table>
A. BASEBALL – DIVISION I

Section 1. Tournament Site Selection

A. Colleges or organizations wishing to host the NJCAA Championship Baseball Tournament must submit a written request or bid to the National Office by October 1st prior to the subsequent Annual Meeting. Bids shall be for sites three years hence.

B. The NJCAA National Office shall place all bids before the Committee on Championship Events as provided in Article X.

Section 2. Tournament Dates

The dates for the tournament shall be recommended to the Board of Directors by the NJCAA Committee on Baseball and the tournament host.

Section 3. Tournament Host Pre-Tournament Responsibilities

A. The Tournament Host will notify the qualifying teams of the time schedules, and other pertinent information.

B. The Tournament Host shall be responsible for the promotion, advertising, and ticket sales of the contest. They shall secure the playing site and make all the arrangements for the handling of spectators.

Section 4. Qualification of Teams for Competition

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

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

B. The NJCAA Committee on Division I Baseball will have complete jurisdiction over the selection and invitation of the teams who are to compete.

C. In the event there is a vacancy in the Tournament bracket, their runner-up in the District of the vacancy will be the alternate team.

D. The District Chairman will be responsible for selecting a second alternate from that District if the runner-up is unable to fill the vacancy.

E. If the Regional Directors in any district cannot agree unanimously on a district playoff procedure, the dispute will be resolved by the NJCAA Executive Director.

F. In the event there is no representative from a district a runner-up from another district will be selected to fill the vacancy. The replacement order by district will be as follows, determined by blind draw.

NOTE: These districts will be in effect for a four year period beginning with the 2007-2008 academic year.

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

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

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

H. The scheduled first game of each district tournament must be no later than the Saturday preceding the NJCAA Tournament. All district tournaments must be completed no later than midnight of the Tuesday prior to the start of the NJCAA tournament.

Section 5. Tournament Rules and Officials

A. The tournament shall be conducted as a 10 team double elimination tournament.

B. NCAA Baseball rules shall be used in all Division I tournament games, including district play, with the following exceptions:

1. The maximum allowable number of individuals an institution can have on the field, including the practice field, bullpen, bench and dugout is 33. Each team is limited to one head coach, four assistant coaches, recognized by their respective institution, 26 eligible student athletes in uniform, one manager and one trainer. The official roster will be signed and turned in at the tournament coaches meeting. No deletions or additions will be allowed after the roster is turned in.

2. All games are scheduled for nine innings.

3. The 10-run rule shall be in effect after five complete innings.

4. The eight-run rule shall be in effect after seven complete innings.

5. The Championship Game (or games) shall be played the full nine innings regardless of the score.

6. Any game delayed because of rain, power failure, etc., shall be resumed at the point of suspension and played a full nine innings unless terminated under Rule 3 or 4 above.

7. The following rules also apply to District and National tournament play:

a. Procedure During Change of Sides
   At the conclusion of the final out in any inning, the plate umpire immediately shall commence timing the change of sides. He shall allow 90 seconds for change of sides and at the conclusion of 90 seconds shall raise one hand clearly above his head indicating that:
   1. The pitcher has completed his warm-up pitches.
   2. The fielders must return practice balls to their benches.
   3. The batter must take his position in the batter's box.
RULING-Pitching - (9-2-c)-The pitcher shall not be allowed to delay the game when the bases are unoccupied; the pitcher shall deliver the ball to the batter within 20 seconds after receiving the ball. A ball shall be called by the umpire each time the pitcher violates this rule.

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

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

8. Optional substitution provision will not apply to Tournament play.
9. The Home Team will be determined by the flip of a coin prior to each game.
10. Tournament Umpires are instructed to keep games moving and will strictly enforce charged conference/pitcher removal rules.
11. Rules require that double ear flap helmets be worn at bat and on the bases.
12. PROTESTS: No protest will be tolerated on judgment calls. Rule interpretation protests will be decided immediately by the Tournament Director, the NJCAA representative and the supervisor of officials (if available). The game shall then proceed immediately.
13. Official line-up cards, in duplicate, are to be submitted to the Umpire-In-Chief before each game.
14. In the event of unavoidable delays due to weather or other unforeseen causes, the Tournament co-chairmen and NJCAA representative reserves the right to re-schedule game times, schedule seven inning games, schedule a team(s) for two games in one day, or other arrangements as necessary. Coaches will be kept closely advised of any changes.

C. Baseballs used in the NJCAA Baseball Tournament shall be secured through the NJCAA National Office and shipped directly to the host.
D. The NJCAA Committee on Division I Baseball shall have jurisdiction over the technical aspects of the tournament and officials.
E. If a participating institution has a written policy against Sunday competition, the tournament schedule shall be adjusted to accommodate that institution and such adjustment shall not require its team to play sooner than when it was originally scheduled. Notice of such written policy must be filed with the NJCAA National Office prior to September 1st, each academic year.
F. Each regional director shall mail one 5x7 color team picture and complete roster of all regional finalist teams to David Elder, GCAA, PO Box 142 or 421 Ginger Tr., Demorest, GA 30535. This information should be mailed via overnight express mail and must be received one week prior to the national tournament. You may submit digital photos via email to meleicht@njcaa.org with a minimum print resolution of 300 dpi.
G. All NJCAA baseball tournament umpires must be recommended to the tournament umpire coordinator. Recommendations must include a letter, resume’ and references. The coordinator shall check the references and assign acceptable prospects to the available list. The coordinator will check specific availability prior to formal approval by the NJCAA.
H. No umpire will be allowed to work more than two consecutive years at the World Series. Each year a minimum of two umpires will be rotated out of the tournament. Whenever possible no umpire will be allowed to work behind the plate while the district he is from is playing. The assignment for the final two games will be at the discretion of the tournament executive committee (including the NJCAA representative).
I. If there are three teams remaining at Game 18, the team with the most games played shall receive a bye to Game 19. If there is a tie for most games played, a coin toss will be used to determine the bye.

Section 6. Awards
A. Awards shall be given to the first, second, and third (2 tie) place teams.
B. Each individual player on the first place team shall receive an NJCAA gold medal. There shall be 30 medals.
C. Each individual player on the second place team shall receive an NJCAA silver medal. There shall be 30 medals.
D. Coach of the Tournament will be awarded.

Section 7. Finances
A. Each college shall pay its own expenses and shall be reimbursed for travel on a prorated basis of total miles traveled by participating teams with the money available.
B. Per diem expenses of $22.00 per man per day for meals and lodging shall be paid based on a total of not more than 26 players, coaches, etc., representing each team. Per diem expense begins on the first day of scheduled tournament games and runs through the day the team is eliminated from the tournament.

Section 8. All Region Teams/district ranking and All-American Team Selection Procedure
A. All regions must select an All-Region Team and an All-Region Gold Glove Team two weeks prior to the start of the NJCAA National Division I Baseball Tournament.
B. Each Region must rank their players 1-11 in order of overall ability; the 12 players include one catcher, four infielders, three outfielders, three pitchers and one designated hitter (the DH is not ranked).
C. Complete statistics up-to-date and printed from NJCAA website and one 3x5 color photograph of each player must be mailed to the NJCAA Division I Baseball Tournament Chairman, David Elder, GCAA, 421 Ginger Tr., Demorest, GA 30535, to be received by the Wednesday prior to the start of the NJCAA Division I National Baseball Tournament, you are required to send overnight mail or similar speed method to avoid delays. Any package shipped between Monday or Tuesday prior to the national tournament must be shipped by either FED EX next day or UPS next day. (No United States Postal Service)
D. Each Regional Director must send a completed copy of the All-Region Team and an All-Region Gold Glove Team to their District Director.
E. The District Director must select an All-District Team, consisting of one catcher, four infielders, three outfielders, three pitchers and a designated hitter.
F. The District Director must forward the All District Team to the Chair of the NJCAA Division I Baseball Committee, David Elder, GCAA, PO Box 142 or 421 Ginger Tr., Demorest, GA 30535, to be received by the Wednesday prior to the start of the NJCAA Division I National Baseball Tournament.

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

Section 9. All-American Nomination Guidelines
A. The following guidelines must be adhered to for consideration of All-American status:
1. A fully executed copy of the NJCAA All-American nomination form filed as per the deadline dates established within each respective sport;
2. One individual, vertical, formal glossy photograph in color, no smaller than 3X5 and no larger than 5X7;
3. Photos must be head and shoulder shots, in team jersey with number visible (if applicable);
4. Digital pictures must be submitted on a computer disk or CD with a minimum print resolution of 300 dpi. Digital pictures printed on any medium other than glossy photo paper with a print resolution of less than 300 dpi will not be accepted;
5. Digital photos submitted to the National Office via email will not be accepted;
6. Student-athletes name, college, region and position must be included with the digital picture or included on the back of the photograph.
7. Playing statistics for all student-athletes being nominated for All-American status must be up-to-date and printed from NJCAA website and included with the All-American nomination form.

Section 10. Miscellaneous Procedures
A. Only scheduled seven or nine inning games may be used in figuring team and individual statistics. Official games that have been shortened as the result of weather conditions may also be included.
B. Conferences playing their official conference schedule during the fall season may petition the NJCAA Office to include their fall statistics in their official season records.
C. District Chairmen or their designated representative shall attend the District Tournament. The NJCAA Office will reimburse expenses from a total pool of $2500. District Chairmen should contact the Executive Director in advance to make necessary travel arrangements.
D. A game or scrimmage shall consist of a maximum of nine innings of play (NCAA Baseball Rules-Rule 5 Section 6). Once a game/scrimmage extends play past nine innings, for any reason other than a tie, the NJCAA will count that play as the start of a second game/scrimmage.

Section 11. Substance Use/Abuse
The use of all tobacco products by any coach, player, official or other individual involved in the conducting of any NJCAA sponsored regular-season or post-season play is prohibited within the confines of the playing area. Any individual not in compliance shall be disqualified from further participation in that contest.

Section 12. Open Wound Policy
Under circumstances when constant or profuse bleeding occurs, the participant may be attended by the appropriate team official following NCAA Baseball Rules. Should bleeding not be controlled immediately, the player shall be removed from the game.

Section 13. Tournament Lodging
Should the tournament host/NJCAA National Office choose to assign lodging for this event, all participating colleges must honor that assignment or pay for those rooms.

Note: The scheduled first game of each district tournament must be no later than the Saturday preceding the NJCAA Tournament. All district tournaments must be completed no later than midnight of the Tuesday prior to the start of the NJCAA tournament.

DATES FOR NJCAA TOURNAMENTS


Nine-Year Rotating Pairings for NJCAA Division I Baseball Tournament

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<td>9 a.m.</td>
<td>SE-G</td>
<td>EC-N</td>
<td>S-SW</td>
<td>G-N</td>
<td>C-SC</td>
<td>SW-W</td>
<td>EC-C</td>
<td>E-SC</td>
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<tr>
<td>Noon</td>
<td>N-SW</td>
<td>C-SW</td>
<td>EC-SC</td>
<td>SE-E</td>
<td>W-N</td>
<td>N-SE</td>
<td>S-G</td>
<td>EC-W</td>
<td>C-E</td>
</tr>
<tr>
<td>3 p.m.</td>
<td>E-EC</td>
<td>S-W</td>
<td>N-E</td>
<td>EC-SW</td>
<td>G-SC</td>
<td>C-SC</td>
<td>SE-SW</td>
<td>SE-S</td>
<td>G-W</td>
</tr>
<tr>
<td>7:30 p.m.</td>
<td>S-SC</td>
<td>SE-SC</td>
<td>G-C</td>
<td>W-SC</td>
<td>EC-S</td>
<td>G-EC</td>
<td>W-E</td>
<td>C-N</td>
<td>SW-SC</td>
</tr>
<tr>
<td>7:30 p.m. (Sunday)</td>
<td>C-W</td>
<td>G-E</td>
<td>SE-W</td>
<td>C-S</td>
<td>E-SW</td>
<td>E-S</td>
<td>N-SC</td>
<td>G-SW</td>
<td>SE-EC</td>
</tr>
</tbody>
</table>

Section 14. Code of Conduct
All coaches, athletes and support personnel are expected to be familiar with and follow the NJCAA Code of Conduct. This Code may be found under Article XX of the NJCAA bylaws.

Section 15. Dress Decorum
All players and official team personnel must be in full uniform when entering the playing field. All team personnel must wear a minimum of dress casual when attending tournament functions.

Section 16. Championship Site Bids
Sport Committee Chairs must be present at the Championship Events Committee meeting when bid(s) for the national tournament site is/are discussed.
Section 17. National Polls

Member colleges must enter statistics weekly on the NJCAA website to be eligible for national rankings in that sport. Team and individual statistics will be submitted by the college to the NJCAA schools website (www.njcaa.org/schools). The national poll shall honor the submitted rankings within regions.
B. BASEBALL - DIVISION II

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

Section 2. Tournament Dates
The dates for the tournament shall be recommended to the Board of Directors by the NJCAA Committee on Division II Baseball and the tournament hosts.

Section 3. Tournament Host's Pre-Tournament Responsibilities
A. The tournament host will notify the qualifying teams of the time schedules and other pertinent information.
B. The tournament host shall be responsible for the promotion, advertising and ticket sales of the contest. They shall secure the playing site and make all the arrangements for the handling of spectators.

Section 4. Qualification of Teams for Competition
A. The qualifying teams shall come from the following ten districts:

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

B. The NJCAA Committee on Division II Baseball will have complete jurisdiction over the selection and invitation of the teams who are to compete.
C. In the event there is a vacancy in the tournament bracket, the runner-up in the district of the vacancy will be the alternate team. The Tournament Chairman will be responsible for selecting a second alternate from that district if the runner-up is unable to fill the vacancy.
D. If the regional directors in any district cannot agree unanimously on a district playoff procedure, the dispute will be resolved by the NJCAA Executive Director.
E. The Division II Baseball Committee reserves the right to adjust the district qualification procedures using current declaration numbers. The adjustments must be published no later than November 15 annually. Specific group and district playoff procedures are the responsibility of the respective region directors and must be published by December 15 annually.
F. In the event there is no representative from a district a runner-up from another district will be selected to fill the vacancy. The replacement order by district will be as follows, determined by blind draw:
G. Only Region Champions may compete in District Tournament. Districts will conduct double elimination tournaments to qualify teams for the National Tournament.
H. NOTE: The scheduled first game of each district tournament must be no later than the Saturday preceding the NJCAA Tournament. All district tournaments must be completed no later than midnight of the Tuesday prior to the start of the NJCAA Tournament.

Section 5. Tournament Rules and Officials
A. The tournament shall be conducted as a 10 team double elimination tournament.
B. NCAA baseball rules shall be used in all tournament games, including district play, with the following exceptions:
   1. The maximum allowable number of individuals an institution can have on the field, including the practice field, bullpen, bench and dugout is 33. Each team is limited to one head coach, four assistant coaches, recognized by their respective institution, 26 eligible student athletes in uniform, one manager and one trainer. The official roster will be signed and turned in at the tournament coaches meeting. No deletions or additions will be allowed after the roster is turned in.
   2. All games are scheduled for nine innings.
   3. The ten-run rule shall be in effect after five complete innings.
   4. The eight-run rule shall be in effect after seven complete innings.
   5. The Championship Game (or games) shall be played the full nine innings regardless of the score.
   6. Any game delayed because of rain, power failure, etc., shall be resumed at the point of suspension and played a full nine innings unless terminated under rule 3 or 4 above.
   7. The following rules also apply to District and National Tournament play:
      a. Procedure During Change of Sides
         i. At the conclusion of the final out in any inning, the plate umpire immediately shall commence timing the change of sides. He shall allow 90 seconds for change of sides and at the conclusion of 90 seconds shall raise one hand clearly above his head indicating that:
            (1.) The pitcher has completed his warm-up pitches.
            (2.) The fielders must return practice balls to their benches.
            (3.) The batter must take his position in the batter's box.
RULING - pitching - (9-2-c) - The pitcher shall not be allowed to delay the game when the bases are unoccupied; the pitcher shall deliver the ball to the batter within 20 seconds after receiving the ball. A ball shall be called by the umpire each time the pitcher violates this rule.

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

8. Optional substitution provisions will not apply to Tournament play.
9. The Home Team will be determined by the flip of a coin prior to each game.
10. Tournament Umpires are instructed to keep games moving and will strictly enforce charge conference/pitcher removal rules.
11. Rules require that double ear flap helmets be worn at bat and on the bases.
12. PROTESTS: No protests will be tolerated on judgment calls. Rule interpretation protests will be decided immediately by the Tournament Director, the NJCAA Representative (if available) and the supervisor of officials. The game shall then proceed immediately.
13. Official Line Up Cards, in duplicate, are to be submitted to the Umpire-In-Chief before each game.
14. In the event of unavoidable delays due to weather or other unforeseen causes, the tournament co-chairman and NJCAA representative reserves the right to re-schedule game times, schedule seven inning games, schedule a team(s) for two games in one day, or other arrangements as necessary.

C. Baseballs used in the NJCAA Baseball Tournament shall be secured through the NJCAA National Office and shipped directly to the host.
D. The NJCAA Committee on Division II Baseball shall have jurisdiction over the technical aspects of the tournament and officials.
E. If a participating institution has a written policy against Sunday competition, the tournament schedule shall be adjusted to accommodate that institution and such adjustment shall not require its team to play sooner than when it was originally scheduled. Notice of such written policy must be filed with the NJCAA National Office prior to September 1st, each academic year.
F. Each regional director shall mail one color 8 x 10 team picture with visible numbers and complete roster of all regional finalist teams to: Bill Mayberry, David Allen Memorial Ballpark, 301 S. Grand, Enid, Okla. 73701. This information should be mailed via overnight express mail. You may submit digital photo via email to 17bill@suddenlink.net with a minimum print resolution of 300 dpi.
G. All NJCAA baseball tournament umpires must be recommended to the tournament umpire coordinator. Recommendations must include a letter, resume' and references. The coordinator shall check the references and assign acceptable prospects to the available list. The coordinator will check specific availability prior to formal approval by the NJCAA.
H. No umpire will be allowed to work more than two consecutive years at the Division II Championship. Each year a minimum of two umpires will be rotated out of the tournament. Whenever possible no umpire will be allowed to work behind the plate while the district he is from is playing. The assignment for the final two games will be at the discretion of the tournament executive committee (including the NJCAA representative).
I. All districts with inter regional play and national tournament games shall be played with a minimum of three officials.

Section 6. Awards
A. Awards shall be given to the first, second and third place teams.
B. Each individual player on the first place team shall receive a NJCAA gold medal. There shall be 30 medals.
C. Each individual player on the second place team shall receive a NJCAA silver medal. There shall be 30 medals.
D. A Coach of the Tournament Award shall be presented.
E. A Most Valuable Player Award shall be presented.
F. Pitcher of the Tournament will be awarded.
G. Hitter of the Tournament will be awarded
H. Selection of a Division II Baseball All-Tournament team will be made and awarded medals. 12 players shall be selected.

Section 7. Finances
Each college shall pay its own expenses.

Section 8. All-Regional/District Ranking and All-American Team
A. All regions must select an All-Region Team AND an All-Region Gold Glove Team two weeks prior to the start of the NJCAA National Division II Baseball Tournament.
B. Each region must rank their players one through eleven in order of overall ability; the twelve players include one catcher, four infielders, three outfielders, three pitchers and one designated hitter. The DH is not ranked.
C. Complete statistics up-to-date and printed from NJCAA website and one color 3x5 photograph of each player must be mailed to the NJCAA Division II Baseball Tournament Chairman, Rod Lovett, Parkland College, 2400 W. Bradley Avenue, Champaign, IL 61821, to be received by the Wednesday prior to the start of the NJCAA Division II National Baseball Tournament, you are required to send overnight mail or similar speed method to avoid delays.
D. Each Regional Director must send a completed copy of the All-Region Team and All-Region Gold Glove Team to their District Director.
E. The District Director must select an All-District Team, consisting of one catcher, four infielders, three outfielders, three pitchers and a designated hitter.
F. The District Director must forward the All District Team and All-District Gold Glove Team to the Chair of the NJCAA Division II Baseball Committee, Rod Lovett, Parkland College, 2400 W. Bradley Avenue, Champaign, IL 61821, to be received by the Wednesday prior to the start of the NJCAA Division II National Baseball Tournament.
G. The National Office will email to each college, the necessary information and ballots for naming players to the prospective region and district teams no later than April 1. Each region shall establish their own deadline and procedures for election.
Section 9. **All-American Nomination Guidelines**

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

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

Section 10. **Miscellaneous Procedures**

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

Section 11. **Substance Use/Abuse**

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

Section 12. **Open Wound Policy**

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

Section 13. **Tournament Lodging**

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

**Note:** The scheduled first game of each district tournament must be no later than the Saturday preceding the NJCAA Tournament. All district tournaments must be completed no later than midnight of the Tuesday prior to the start of the NJCAA Tournament.

**DATES FOR NJCAA TOURNAMENTS**

**2013:** May 25 – June 1 (Enid, OK) ● **2014:** May 24 – May 31 (Enid, OK) ● **2015:** May 23 – May 30 (TBD)

**2016:** May 28 – June 5 (TBD) ● **2017:** May 27 – June 4 (TBD) ● **2018:** May 26 – June 3 (TBD)

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

<table>
<thead>
<tr>
<th>Five Year Rotating Pairings for NJCAA Division II Baseball World Series (2014-2018)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Time</td>
</tr>
<tr>
<td>9 am</td>
</tr>
<tr>
<td>Noon</td>
</tr>
<tr>
<td>3 pm</td>
</tr>
<tr>
<td>7:30</td>
</tr>
<tr>
<td>12:00(Sun.)</td>
</tr>
</tbody>
</table>

Section 14. **Code of Conduct**

All coaches, athletes and support personnel are expected to be familiar with and follow the NJCAA Code of Conduct. This Code may be found under Article XX of the NJCAA bylaws.
Section 15. **Dress Decorum**
All players and official team personnel must be in full uniform when entering the playing field. All team personnel must wear a minimum of dress casual when attending tournament functions.

Section 16. **Championship Site Bids**
Sport Committee Chairs must be present at the Championship Events Committee meeting when bid(s) for the national tournament site is/are discussed.

Section 17. **National Poll**
Member colleges must enter statistics weekly on the NJCAA website to be eligible for national rankings in that sport. Team and individual statistics will be submitted by the college to the NJCAA schools website (www.njcaa.org/schools). The National poll shall honor the submitted rankings within the regions.
C. BASEBALL – DIVISION III

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

Section 2. Tournament Dates
The dates for the tournament shall be recommended to the Board of Directors by the NJCAA Committee on Division III Baseball and the tournament host.

Section 3. Tournament Host Pre-Tournament Responsibilities
A. The tournament host will notify the qualifying teams of the time schedules and other pertinent information.
B. The tournament host shall be responsible for the promotion, advertising and ticket sales of the contest. They shall secure the playing site and make all the arrangements for the handling of spectators.

Section 4. Qualification of Teams for Competition
A. The qualifying teams shall come from the following eight districts:

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

B. All colleges must qualify in compliance with Article XII of the NJCAA bylaws.
C. In the event there is a vacancy in the tournament bracket, the runner-up in the district of the vacancy will be the alternate team. The District Chairman will be responsible for selecting a second alternate from that district if the runner-up is unable to fill the vacancy.
D. If the regional directors in any district cannot agree unanimously on a district playoff procedure, the dispute will be resolved by the NJCAA Executive Director.
E. The Division III Baseball Committee reserves the right to adjust the district qualification procedures using current declaration numbers. The adjustments must be published no later than November 15 annually. Specific group and district play-off procedures are the responsibility of the respective region directors and must be published by December 15 annually.
F. In the event there is no representative from a district a runner-up from another district will be selected to fill the vacancy. The replacement order by district will be as follows, determined by blind draw:
   1. D  5. H
   2. F  6. G
   3. A  7. C
   4. E  8. B

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

Section 5. Tournament Rules and Officials
A. The tournament shall be conducted as an eight team double elimination tournament.
B. NJCAA baseball rules shall be used in all tournament games, including district play, with the following exceptions:
   1. The maximum allowable number of individuals an institution can have on the field, including the practice field, bullpen, bench and dugout is 33. Each team is limited to one head coach, four assistant coaches, recognized by their respective institution, 26 eligible student-athletes in uniform, one manager and one trainer. The official roster will be signed and turned in at the tournament coaches meeting. No deletions or additions will be allowed after the roster is turned in.
   2. All games are scheduled for nine innings.
   3. The 10-run rule shall be in effect after five complete innings.
   4. The eight-run rule shall be in effect after seven complete innings.
   5. The Championship Game (or games) shall be played the full nine innings regardless of the score.
   6. Any game delayed because of rain, power failure, etc., shall be resumed at the point of suspension and played a full nine innings unless terminated under rule 3 or 4 above.
   7. The following rules also apply to District and National Tournament play:
      a. Procedure During Change of Side
         At the conclusion of the final out in any inning, the plate umpire immediately shall commence timing the change of sides. He shall allow 90 seconds for change of sides and at the conclusion of 90 seconds shall raise one hand clearly above his head indicating that:
         (1) The pitcher has completed his warm-up practices.
         (2) The fielders must return practice balls to their benches.
         (3) The batter must take his position in the batters box.
         **RULING - Pitching (9-2-c)** - The pitcher shall not be allowed to delay the game when the bases are unoccupied; the pitcher shall deliver the ball to the batter within 20 seconds after receiving the ball. A ball shall be called by the umpire each time the pitcher violates this rule.
RULING - Batting-A batter shall be declared out when he fails to take his position within 30 seconds after the umpire has called for the batsman.

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

8. Optional substitution provisions will not apply to Tournament play.
9. The Home Team will be determined by the flip of a coin prior to each game.
10. Tournament Umpires are instructed to keep games moving and will strictly enforce charge conference/pitcher removal rules.
11. Rules require that double ear flap helmets be worn at bat and on the bases.
12. PROTESTS: No protests will be tolerated on judgment calls. Rule interpretation protests will be decided immediately by the Tournament Director, the NJCAA Representative (if available) and the supervisor of officials. The game shall then proceed immediately.
13. Official Line Up Cards, in duplicate, are to be submitted to the Umpire-In-Chief before each game.
14. In the event of unavoidable delays due to weather or other unforeseen causes, the tournament co-chairman and NJCAA representative reserves the right to re-schedule game times, schedule seven inning games, schedule a team(s) for two games in one day, or other arrangements as necessary.

C. Baseballs used in the NJCAA Baseball Tournament shall be secured through the NJCAA National Office and shipped directly to the host.
D. The NJCAA Committee on Division III Baseball shall have jurisdiction over the technical aspects of the tournament and officials.
E. If a participating institution has a written policy against Sunday competition, the tournament schedule shall be adjusted to accommodate that institution and such adjustment shall not require its team to play sooner than when it was originally scheduled. Notice of such written policy must be filed with the NJCAA National Office prior to September 1st, each academic year. Alternate brackets can be obtained from the NJCAA National Office.
F. Each regional director shall mail one color 8 x 10 team picture with visible numbers and complete roster of all regional finalist infielders, three outfielders, three pitchers, and one designated hitter. The DH is not ranked. Alternate brackets can be obtained from the NJCAA National Office.
G. All NJCAA baseball tournament umpires must be recommended to the tournament umpire coordinator. Recommendations must include a letter, resume' and references. The coordinator shall check the references and assign acceptable prospects to the available list. The coordinator will check specific availability prior to formal approval by the NJCAA.
H. No umpire will be allowed to work more than two consecutive years at the Division III Championship. Whenever possible no umpire will be allowed to work behind the plate while the district he is from is playing. The assignment for the final two games will be at the discretion of the tournament executive committee (including the NJCAA representative).

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

Section 6. Awards
A. Awards shall be given to the first, second and third place teams.
B. Each individual player on the first place team shall receive a NJCAA gold medal. There shall be 30 medals.
C. Each individual player on the second place team shall receive a NJCAA silver medal. There shall be 30 medals.
D. A Coach of the Tournament Award shall be presented.
E. A Most Valuable Player Award shall be presented.
F. Selection of a Division III Baseball All-Tournament team will be made and awarded medals. 12 players shall be selected.

Section 7. Finances
Each college shall pay its own expenses.

Section 8. All-Region Teams/District Ranking and All-American Team Selection
A. All regions must select an All-Region Team and an All-Region Gold Glove Team two weeks prior to the start of the NJCAA National Division III Baseball Tournament.
B. Each region must rank their players one through eleven in order of overall ability; the twelve players include one catcher, four infielders, three outfielders, three pitchers, and one designated hitter. The DH is not ranked.
C. Complete statistics up-to-date and printed from NJCAA website and one photograph of each player must be mailed to the NJCAA Division III Baseball Tournament Chairman, Skip Bailey, Monroe Community College, 1000 E. Henrietta Road, Rochester, NY 14623, to be received by the Wednesday prior to the start of the NJCAA Division III National Baseball Tournament, you are required to send overnight mail or similar speed method to avoid delays.
D. Each Regional Director must send a completed copy of the All-Region Team to their District Director.
E. The District Director must select an All-District Team, consisting of one catcher, four infielders, three outfielders, three pitchers and one DH.
F. The District Director must forward the All District Team and All District Gold Glove Team to the Chair of the NJCAA Division III Baseball Committee, Skip Bailey, Monroe Community College, 1000 E. Henrietta Road, Rochester, NY 14623, to be received by the Wednesday prior to the start of the NJCAA Division III National Baseball Tournament.
G. The National Office will e-mail to each college, the necessary information and ballots for naming players to the prospective region and district teams no later than April 1. Each region shall establish their own deadline and procedures for election.
Section 9. All-American Nomination Guidelines
A. The following guidelines must be adhered to for consideration of All-American status
1. A fully executed copy of the NJCAA All-American nomination form filed as per the deadline dates established within each respective sport;
2. One individual, vertical, formal glossy photograph in color, no smaller than 3X5 and no larger than 5X7;
3. Photos must be head and shoulder shots, in team jersey with number visible (if applicable);
4. Digital pictures must be submitted on a computer disk or CD with a minimum print resolution of 300 dpi. Digital pictures printed on any medium other than glossy photo paper with a print resolution of less than 300 dpi will not be accepted;
5. Digital photos submitted to the National Office via email will not be accepted;
6. Student-athlete’s name, college, region and position must be included with the digital picture or included on the back of the photograph;
7. Playing statistics for all student-athletes being nominated for All-American status must be up-to-date and printed from NJCAA website and included with the All-American nomination form.

Section 10. Miscellaneous Procedures
A. Only scheduled seven or nine inning games may be used in figuring team and individual statistics. Official games that have been shortened as the result of weather conditions may also be included.
B. Conferences playing their official conference schedule during the fall season may petition the NJCAA Office to include their fall statistics in their official season records.
C. A game or scrimmage shall consist of a maximum of nine innings of play (NCAA Baseball Rules-Rule 5, Section 6). Once a game/scrimmage extends play past nine innings, for any reason other than a tie, the NJCAA will count that play as the start of a second game/scrimmage.
D. The District Champion of the host region may be placed in the final game of the opening round.

Section 11. Substance Use/Abuse
The use of all tobacco products by any coach, player, official, or other individual involved in the conducting of any NJCAA sponsored regular season or post season play is prohibited within the confines of the playing area. Any individual not in compliance shall be disqualified from further participation in that contest.

Section 12. Open Wound Policy
Under circumstances when constant or profuse bleeding occurs, the participant may be attended by the appropriate team official, following NCAA Baseball Rules. Should bleeding not be controlled immediately, the player shall be removed from the game.

Section 13. Tournament Lodging
Should the tournament host/NJCAA National Office choose to assign lodging for this event, all participating colleges must honor that assignment or pay for those rooms.

**Note:** The scheduled first game of each district tournament must be no later than the Saturday preceding the NJCAA Tournament. All district tournaments must be completed no later than midnight of the Tuesday prior to the start of the NJCAA Tournament.

**DATES FOR NJCAA TOURNAMENTS**
**Tyler, Texas**
- **2013:** May 25-31
- **2014:** May 24-30
- **2015:** May 23-29

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

**Winners Bracket**

- **Game 1**
  - Saturday, 9 a.m.
- **Game 2**
  - Saturday, Noon
- **Game 7**
  - Sunday, 3 p.m.
- **Game 3**
  - Saturday, 3 p.m.
- **Game 4**
  - Saturday, 7 p.m.
- **Game 5, Sunday 9 a.m.** – **Game 6, Sunday Noon**
- **Game 8**
  - Sunday, 7 p.m.

Section 14. Code of Conduct
All coaches, athletes and support personnel are expected to be familiar with and follow the NJCAA Code of Conduct. This Code may be found under Article XX of the NJCAA bylaws.

Section 15. Dress Decorum
All players and official team personnel must be in full uniform when entering the playing field. All team personnel must wear a minimum of dress casual when attending tournament functions.

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

Section 17. Championship site bids
Sport Committee Chairs must be present at the Championship Events Committee meeting when bid(s) for the national tournament site is/are discussed.
Section 18. National Poll
Member colleges must enter statistics weekly on the NJCAA website to be eligible for national rankings in that sport. Team and individual statistics will be submitted by the college to the NJCAA schools website (www.njcaa.org/schools). The National poll shall honor the submitted rankings within regions.
D. BASKETBALL – MEN’S – DIVISION I

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

Section 2. Tournament Dates

Section 3. Tournament Host Pre-Tournament Responsibilities
A. The tournament host will notify the qualifying teams of the time schedules and other pertinent tournament information.
B. The tournament host shall be responsible for the promotion, advertising and ticket sales of the contest. They shall secure the playing site and make all the arrangements for the handling of spectators.

Section 4. Qualification of Teams for Tournament Play
A. District Basketball Tournaments must be completed by the second Saturday prior to the start of the NJCAA Championship Basketball Tournament.
B. The tournament will be determined by 16 district winners, four zone teams from zone rotation, and four at-large teams for a total of 24 teams. Zone rotations will be as follows:
   - 2013 – Zone B (Districts 2, 7, 10, 14)
   - 2014 – Zone D (Districts 4, 5, 12, 13)
   - 2015 – Zone A (Districts 1, 8, 9, 16)
   - 2016 – Zone C (Districts 3, 6, 11, 15)
   Each District will determine and communicate the method for choosing the Zone representative in writing to the NJCAA on or before December 1st, during the year that they are participating.
C. The at-large selection committee will be a five member committee made up of one full-time member and four at-large members who will serve two year terms on the committee. The full time member will be the Chair of the NJCAA Division I Basketball Committee; the at-large members for 2013 will be as follows:
   - 2012-2013 - Northeast representative (Regions 3, 12, 15, 19, 20, 21) - Bruce Springer, Anne Arundel Community College, Md.
   - 2012-2014 - Southeast representative (Region 7, 8, 10, 17, 22, 23) - Bobby Hudson, Volunteer State Community College, Tenn.
   - 2012-2014 - Midwest representative (Region 4, 6, 11, 13, 16, 24) - Doug Stotler, Jefferson College, Mo.
   - 2012-2013 - West representative (Regions 1, 2, 5, 9, 14, 18) - Al Williams, North Idaho College, Idaho
1. The national poll will not be used solely to select at-large teams, but will be used as a guideline.
2. The at-large committee will make the at-large selections on Monday, March 11, 2013.
D. A team picture and the official roster must be sent electronically to the NJCAA National Office by February 15th. The team picture must be a good clear picture, taken in college uniforms with jersey numbers visible.

Section 5. Seeding
The seeding committee will consist of the NJCAA Division I Men’s Basketball committee. The seeding criteria are as follows:
A. First round byes to be given to top eight district champions as determined by the seeding committee.
B. Seeds 9 through 24 to be comprised of the final eight district champions, four at-large selections and four zone qualifiers.
C. The seeding committee will fully seed all tournament qualifiers on Monday, March 11, 2013.
D. The national poll will not be used solely to seed the tournament field, but will be used as a guideline.

Section 6. Tournament Scheduling and Rules
A. Teams participating in the NJCAA Championship Basketball Tournament are limited to not more than 15 players. Each player must be identified in the scorebook before the start of the first game. No deletions or additions may be made after this time. The official team party shall not exceed a total of 20 people.
B. The tournament host, acting with the Board of Directors, may change the game schedule during the tournament if such action is thought necessary.
C. No team shall be required to play more than one game per day in the tournament.
D. The Rawlings CNTR 295-NJCAA (8 panel) ball will be used by the NJCAA in postseason play.
E. All team housing for the NJCAA Basketball Tournament will be assigned on a rotating basis by region, by the office of the Executive Director. If Hutchinson Community College is the Region 6 representative, they will stay in quarters assigned by the Executive Director if they must reside off campus.
F. No building of cheerleader pyramids will be allowed at the National Basketball Tournament.
G. Crowd Control: The responsibility for crowd control rests with the director of tournament or the designated representative of the host institution. The director of tournament or their designated representatives (other than coaches) shall be available at the site of the competition to assist in controlling the crowd. Artificial noisemakers, air horns and electronic amplifiers are not permissible. The director of tournament or the designated representative of the host institution is responsible for removing such instruments from the competition area. Bands or any component thereof are not allowed to play while the competition is in progress. This rule applies to all NJCAA tournament games.
H. A television monitor will be placed at the scorers table at the national tournament to assist officials in case of the need for play review.
Section 7. Rules and Officials
A. The NJCAA Championship Basketball Tournament Representative (see Article XI, Section 1) will have the authority to select the tournament referees with recommendations from the NJCAA Committee on Basketball.
   Note: No official will officiate a game involving his own region.
B. Member colleges and players shall be limited to 30 games plus NJCAA postseason play. Note: Postseason play is defined as Regional Tournaments. Each college may play one foreign game during the current academic year without this game counting against the 30 game limit.
C. The Official Basketball Rules to be used by the NJCAA will be the current NCAA Basketball Rules, with the exception of uniform NCAA authenticating mark that requires pre-approval prior to production.
D. Teams participating in the National Tournament must designate both a light jersey and a dark jersey. It must be noted on their official entry sheet as to the exact colors of both jerseys.
E. The National Tournament timeout information (this applies to the National Tournament only):
   1. One media timeout each half first dead ball under ten minutes.
   2. Four 30-second timeouts.
   3. Two full timeouts.
      If a full or 30 second timeout is taken prior to a media timeout, the media timeout is eliminated. A 30 second timeout prior to the 10 minute mark each half becomes a full timeout and eliminates a media timeout, but the team is only charged for a 30 second timeout.
      Radio timeouts: (First half only - all games) - For all district basketball games the radio time-out procedure will be as follows: If no time outs are called during the first eight minutes, at the first dead ball after 12:00 to play, a radio time-out will be called. If no more timeouts are called during the next eight minutes, a radio timeout will be called at the first dead ball after 4:00 to play. After two timeouts are called, no other mandatory timeouts are necessary. In the event the game is televised live, the NCAA rules for TV timeouts will be in effect.
F. District playoffs must have mutual agreeable officials selected by the Regional Directors involved in the District game. In case the Regional Director cannot come to terms of agreement, then the NJCAA National Office will arbitrate the selection decision of officials.
G. A $100 fee will be charged for any All-Star Game not sponsored by a region.

Section 8. Awards
A. Awards shall be given to the first, second, third and fourth place teams.
B. Each individual player on the first place team shall receive an NJCAA gold medal. There shall be sixteen (16) medals.
C. Each individual player on the second place team shall receive an NJCAA silver medal. There shall be sixteen (16) medals.
D. Selection of a MVP will be made and awarded a MVP plaque. Twelve other players shall be selected for the Division I Men's Basketball All-Tournament Team awarded medals. (1 plaque, 12 medals-13 total)
E. Coach of the Tournament Award will be presented to the coach of the winning team. If the coach of the winning team displays conduct in violation of the NJCAA Code of Conduct (including a game ejection), the award will be presented to the coach of the runner-up team. Coach of the Tournament award will not be awarded below the winner/runner-up level.

Section 9. National Tournament – Important Dates
A. Dates for NJCAA Tournament from 2013-2016
   1. Last dates for District Finals
      2013: March 9th       2014: March 8th       2015: March 7th       2016: March 5th
   B. Dates for NJCAA Championship Tournament
<table>
<thead>
<tr>
<th>District</th>
<th>Region(s)</th>
<th>Director</th>
<th>College</th>
<th>E-Mail</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1,18</td>
<td>Greg Silcox</td>
<td>Paradise Valley Community College</td>
<td><a href="mailto:Greg.silcox@pvmail.maricopa.edu">Greg.silcox@pvmail.maricopa.edu</a></td>
</tr>
<tr>
<td>2</td>
<td>2</td>
<td>Mike St. John</td>
<td>Carl Albert State College</td>
<td><a href="mailto:mstjohn@carlalbert.edu">mstjohn@carlalbert.edu</a></td>
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<tr>
<td>3</td>
<td>3,15,19,20,21</td>
<td>Bruce Springer</td>
<td>Anne Arundel Community College</td>
<td><a href="mailto:bdspringer@aacc.edu">bdspringer@aacc.edu</a></td>
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<td>Gary Huber</td>
<td>Black Hawk College</td>
<td><a href="mailto:huberg@bhc.edu">huberg@bhc.edu</a></td>
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<td>Clarendon College</td>
<td><a href="mailto:John.green@clarendoncollege.edu">John.green@clarendoncollege.edu</a></td>
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<td>Randy Stange</td>
<td>Hutchinson Community College</td>
<td><a href="mailto:stanger@hutchcc.edu">stanger@hutchcc.edu</a></td>
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<td>7</td>
<td>7</td>
<td>Bobby Hudson</td>
<td>Volunteer State Community College</td>
<td><a href="mailto:Bobby.hudson@volstate.edu">Bobby.hudson@volstate.edu</a></td>
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<tr>
<td>8</td>
<td>8</td>
<td>Bob Zelinski</td>
<td>College of Central Florida</td>
<td><a href="mailto:zelinski@cf.edu">zelinski@cf.edu</a></td>
</tr>
<tr>
<td>9</td>
<td>9</td>
<td>Dan Johnson</td>
<td>Southeast Community College</td>
<td><a href="mailto:djohnson@southeast.edu">djohnson@southeast.edu</a></td>
</tr>
<tr>
<td>10</td>
<td>10</td>
<td>Dean Myrick</td>
<td>Rockingham Community College</td>
<td><a href="mailto:myrickd@rockinghamcc.edu">myrickd@rockinghamcc.edu</a></td>
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<td>11</td>
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<td>Buster Gilliss</td>
<td>Bismarck State College</td>
<td><a href="mailto:Buster.gilliss@bismarckstate.edu">Buster.gilliss@bismarckstate.edu</a></td>
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<td>David Elder</td>
<td>GCAA</td>
<td><a href="mailto:geaorg@gmail.com">geaorg@gmail.com</a></td>
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<td>Roark Montgomery</td>
<td>Navarro College</td>
<td><a href="mailto:Roark.montgomery@navarrocollege.edu">Roark.montgomery@navarrocollege.edu</a></td>
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<tr>
<td>15</td>
<td>23</td>
<td>Jim Southward</td>
<td>Mississippi Community College Board</td>
<td><a href="mailto:jsouthward@mccb.edu">jsouthward@mccb.edu</a></td>
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<tr>
<td>16</td>
<td>12, 24</td>
<td>Rod Lovett</td>
<td>Parkland College</td>
<td><a href="mailto:rlovet@parkland.edu">rlovet@parkland.edu</a></td>
</tr>
</tbody>
</table>

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

The tournament matchups would be the following:
   No. 16/No. 17 winner to meet No. 1 seed in second round
   No. 9/No. 24 winner to meet No. 8 seed in second round
   No. 13/No. 20 winner to meet No. 4 seed in second round
   No. 12/No. 21 winner to meet No. 5 seed in second round
   No. 15/No. 18 winner to meet No. 2 seed in second round
   No. 10/No. 23 winner to meet No. 7 seed in second round
   No. 14/No. 19 winner to meet No. 3 seed in second round
   No. 11/No. 22 winner to meet No. 6 seed in second round
Suggested Game Schedule

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

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

**Wednesday**
- Game 13
- Game 14
- Game 15
- Game 16

**Thursday**
- Game 17
- Game 18
- Game 19
- Game 20

**Friday**
- Game 21
- Game 22

**Saturday**
- Game 23
- Game 24
Section 10. All-Americans
A. All-Regional Team selection procedures shall be determined by each region.
B. Regions are allowed to submit no more than five nominees.
C. The All-American nominations must be ranked 1-5.
D. Each region director is to collect the nominations from his region and submit to the NJCAA Committee Chairperson.
E. All-American Nomination Guidelines
The following guidelines must be adhered to for consideration of All-American status:
1. A fully executed copy of the NJCAA All-American nomination form filed as per the deadline dates established within each respective sport;
2. One individual, vertical, formal glossy photographs in color, no smaller than 3X5 and no larger than 5X7;
3. Photos must be head and shoulder shots, in team jersey with number visible (if applicable);
4. Digital pictures must be submitted on a computer disk or CD with a minimum print resolution of 300 dpi. Digital pictures printed on any medium other than glossy photo paper with a print resolution of less than 300 dpi will not be accepted;
5. Digital photos submitted to the National Office via email will not be accepted;
6. Student-athlete’s name, college, region and position must be included with the digital picture or included on the back of the photograph.
7. Playing statistics for all student-athletes being nominated for All-American status must be up-to-date and printed from NJCAA website and included with the All-American nomination form.

Section 11. Substance Use/Abuse
The use of all tobacco products by any coach, player, official or other individual involved in the conducting of any NJCAA sponsored regular season or postseason play is prohibited within the confines of the playing area. Any individual not in compliance shall be disqualified from further participation in that contest.

Section 12. Open Wound Policy
Under circumstances when constant or profuse bleeding occurs, the participant shall be immediately removed from that contest by the official and cannot return until the bleeding has been stopped.

Section 13. Tournament Lodging
Should the tournament host/NJCAA National Office choose to assign lodging for this event, all participating colleges must honor that assignment or pay for those rooms.

Section 14. Code of Conduct
All coaches, athletes and support personnel are expected to be familiar with and follow the NJCAA Code of Conduct. The Code may be found under Article XX of the NJCAA bylaws.

Section 15. Dress Decorum
Anyone in the team travel party must be in team suits or business casual attire (no denim, no t-shirts) when at the arena or any official tournament function. Coaches must be in a minimum of business casual attire for their own games.
Definition of business casual attire:
1. Business casual dress is a middle ground between business formal wear and street wear.
2. For men, a combination of collared shirt (a golf shirt or dress shirt), cotton trousers (such as khakis) and shoes (such as loafers or dress sandals) with socks are generally acceptable.

Section 16. Championship Site Bids
Sport Committee Chairs must be present at the Championship Events Committee meeting when bid(s) for the national tournament site is/are discussed.

Section 17. National Poll
Member colleges must enter statistics weekly on the NJCAA website to be eligible for national rankings in that sport. Team and individual statistics will be submitted by the college to the NJCAA schools website (www.njcaa.org/schools). The national poll shall honor the submitted rankings within regions.

Poll voting criteria throughout the season:
1. Overall Body of Work
   a. Record against Division I opponents for season
   b. Record against Division I Top 25 teams for the season
   c. Overall record vs. Division II, Division III, JV Teams and Club Teams for season
2. Overall Record
   a. On the road
   b. At a neutral site
   c. At Home
3. Strength of conference
   a. Overall conference record
E. BASKETBALL – MEN’S – DIVISION II

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

Section 2. Tournament Dates (2013/2014 at Danville Area Community College; Danville, Illinois):
March 19-23, 2013
March 18-22, 2014
March 17-21, 2015

Section 3. Tournament Host Pre-Tournament Responsibilities
A. The tournament host will notify the qualifying teams of the time schedules and other pertinent tournament information.
B. The tournament host shall be responsible for the promotion, advertising and ticket sales of the contest. They shall secure the playing site and make all the arrangements for the handling of spectators.

Section 4. Qualification of Teams for Tournament Play
A. 16-Team Tournament
1. This Tournament will be run according to the Division I format.
2. If there are 17-24 regions represented, inter-region playoffs will follow the Division I format for the current year.
3. If 13, 14, or 15 regions are represented, the three regions with the largest number of teams will have the right to send two teams.
4. All District qualifying games must be completed by: Sunday, March 10, 2013
5. Each District Director is responsible for ensuring that one (1) game film (DVD format) of the District Championship Game is mailed to their first round opponent of the national tournament. The game film must be sent overnight express by Tuesday, March 12, 2013 to arrive by Wednesday, March 13, 2013.

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

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<tr>
<th>2013 District Directors</th>
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<tr>
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4A: Arrowhead Conference/Independents/N4C / 4B: Skyway Conference / 12A: Michigan West (IN) / 12C: Ohio / 24A: Seeds 1, 4, 5, 8, and 9 / 24B: Seeds 2, 3, 6, 7, and 10

6. 2013 Tournament Seeding
A. There will be 8 seeded teams and 8 blind draw teams. The following pod/seeding system will be used:
   1. The top 8 teams are seeded (in order, 1-8)
   2. The remaining 8 teams will be divided into 2 pods. The first pod will represent teams 9-12 but in no particular order. The second pod will represent teams 13-16 but in no particular order.
   3. Pod 1 will be matched up in the first round with seeds 5-8. Each individual match-up will be determined by blind draw.
   4. Pod 2 will be matched up in the first round with seeds 1-4. Each individual match-up will be determined by blind draw.
B. National Poll
C. Coaches ranking of all 16 teams. Coaches or a school representative must have their ranking of the top 16 teams turned into the NJCAA Division II Men’s Basketball Chairman by Monday, March 11, 2013 at 5:00 PM (central time).
D. History
7. The Division II Basketball Committee reserves the right to adjust the district qualification procedures using current declaration numbers. The adjustments must be published no later than November 15 annually. Specific group and district playoff procedures are the responsibility of the respective region directors and must be published by December 15 annually.
8. The teams to compete in the NJCAA Basketball Tournament must be District winners. If a district winner declines to participate, the Regional Director shall certify the district runner-up. When a district winner and district runner-up
Section 5. Tournament Scheduling and Rules
A. Teams participating in the NJCAA Championship Basketball Tournament are limited to not more than sixteen (16) players. Each player must be identified in the score book before the start of the first game. No deletions or additions may be made after this time. Corrections in squad size will be made immediately when noted.
B. The tournament host, acting with the Board of Directors, may change the game schedule during the tournament if such action is thought necessary.
C. No team shall be required to play more than one game per day in the tournament.
D. The Rawlings CNTR295-NJCAA (8 panel) ball will be used by the NJCAA in postseason play.
E. The building of cheerleader pyramids or balance formations are not allowed at the National Basketball Tournament.
F. The 3-point sound system will be used for the Division II Men's Basketball Tournament.
G. The tournament host, acting with the NJCAA Representative, may allot the host district the feature game in their first round of play.

Section 6. Rules and Officials
A. The NJCAA Championship Basketball Tournament Representative (see Article XI, Section 1) will have the authority to select the tournament referees with recommendations from the NJCAA Committee on Basketball.
B. Member colleges shall be limited to 30 games plus NJCAA postseason play. Note: Postseason play is defined as Regional Tournaments. Each college may play one foreign game during the current academic year without this game counting against the 30-game limit.
C. The Official Basketball Rules to be used by the NJCAA will be the current NCAA Basketball Rules, with the exception of uniform authenticating mark that requires pre-approval prior to production.
D. Game officials shall be rotated and shall not be employed more than two years in a row.
E. Any player ejected from a tournament game because of committing a flagrant personal foul or flagrant technical foul shall not be allowed to participate in the next tournament game(s).

Section 7. Awards
A. Awards shall be given to the first, second and third place teams.
B. Each individual player on the first place team shall receive an NJCAA gold medal. There shall be sixteen (16) medals.
C. Each individual player on the second place team shall receive an NJCAA silver medal. There shall be sixteen (16) medals.
D. A Coach of the Tournament award shall be presented.
E. A "Pin" Ryan Most Valuable Player Award shall be presented.
F. A Division II Men’s Basketball all-tournament team of 12 players shall be selected and awarded medals.
G. A “Jack Cistriano” Best Small Man Award will be presented.
H. A “Fred Pohlman Sportsmanship Award” to the individual demonstrating the best sportsmanship.

Section 8. Eligibility for Division II Tournament
A. The Division II Committal Form must be submitted to the NJCAA National Office on or before February 1 of the committal cycle.
B. Division II colleges are permitted to grant no more than tuition, fees and books in the form of athletic scholarship aid to any student basketball player.
C. Division II colleges are limited to a maximum of fifteen (15) players receiving tuition, fees and books grants for student basketball players per team.

Section 9. Finances
Each College shall pay its own team expenses.

Section 10. All-Americans
A. There will be ten first team, ten second team, and ten third team All-Americans.
B. Each regional director will submit nominees in rank order to Division II Basketball Chair.
C. All-American Nomination Guidelines
   The following guidelines must be adhered to for consideration of All-American status:
   1. A fully executed copy of the NJCAA All-American nomination form filed as per the deadline dates established within each respective sport;
   2. One individual, vertical, formal glossy photographs in color, no smaller than 3X5 and no larger than 5X7;
   3. Photos must be head and shoulder shots, in team jersey with number visible (if applicable);
   4. Digital pictures must be submitted on a computer disk or CD with a minimum print resolution of 300 dpi. Digital pictures printed on any medium other than glossy photo paper with a print resolution of less than 300 dpi will not be accepted;
   5. Digital photos submitted to the National Office via email will not be accepted;
   6. Student-athletes name, college, region and position must be included with the digital picture or included on the back of the photograph.
   7. Playing statistics for all student-athletes being nominated for All-American status must be up-to-date and printed from NJCAA website and included with the All-American nomination form.

Section 11. Substance Abuse
The use of all tobacco products by any coach, player, official or other individual involved in the conducting of any NJCAA sponsored regular season or post season play is prohibited within the confines of the playing area. Any individual not in compliance shall be disqualified from further participation in that contest.

96
Section 12. Open Wound Policy
Under circumstances when constant or profuse bleeding occurs, the participant shall be immediately removed from that contest by the official and cannot return until the bleeding has been stopped.

Section 13. Tournament Lodging
Should the tournament host/NJCAA National Office choose to assign lodging for this event, all participating colleges must honor that assignment or pay for those rooms.

Section 14. Code of Conduct
All coaches, athletes and support personnel are expected to be familiar with and follow the NJCAA Code of Conduct. This Code may be found under Article XX of the NJCAA bylaws.

Section 15. Dress Decorum
Anyone in the team travel party must be in team suits or business casual attire (no denim, no t-shirts) when at the arena or any official tournament function. Coaches must be in a minimum of business casual attire for their own games.
Definition of business casual attire:
1. Business casual dress is a middle ground between business formal wear and street wear.
2. For men, a combination of collared shirt (a golf shirt or a dress shirt), cotton trousers (such as khakis) and shoes (such as loafers and dress sandals) with socks are generally acceptable.

Section 16. Championship Site Bids
Sport Committee Chairs must be present at the Championship Events Committee meeting when bid(s) for the national tournament site is/are discussed.

Section 17. National Poll
Member colleges must enter statistics weekly on the NJCAA website to be eligible for national rankings in that sport. Team and individual statistics will be submitted by the college to the NJCAA schools website (www.njcaa.org/schools). The national poll shall honor the submitted rankings within regions.
F. BASKETBALL – MEN – DIVISION III

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

Section 2. Tournament Dates
March 14-16, 2013 at Sullivan County Community College, New York
March 12-14, 2015 at Sullivan County Community College, New York
March 10-12, 2016 at Sullivan County Community College, New York

Section 3. Tournament Host Pre-Tournament Responsibilities
A. The Tournament Host will notify the qualifying teams of the time schedules and other pertinent tournament information.
B. The Tournament Host shall be responsible for the promotion, advertising and ticket sales of the contest. They shall secure the playing site and make all the arrangements for the handling of spectators.

Section 4. Qualification of Teams for Tournament Play
A. Eight-Team Tournament
1. This Tournament will be a standard eight team tournament, with a rotation.
2. This Tournament will be played on Thursday, Friday, and Saturday, each team playing three games. The game times will be set by the host.
3. a. Qualification for an eight-team tournament:

<table>
<thead>
<tr>
<th>District</th>
<th>Region(s)</th>
<th>Director</th>
<th>College</th>
<th>E-Mail</th>
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<tr>
<td>1</td>
<td>3</td>
<td>Jeff Wiley</td>
<td>Jefferson Community College</td>
<td><a href="mailto:jwiley@sunyjefferson.edu">jwiley@sunyjefferson.edu</a></td>
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<td>Black Hawk College</td>
<td><a href="mailto:huberg@bhc.edu">huberg@bhc.edu</a></td>
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<td>John Kuntz</td>
<td>Sussex County Community College</td>
<td><a href="mailto:jkuntz@sussex.edu">jkuntz@sussex.edu</a></td>
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<td>7</td>
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<td>Dean Myrick</td>
<td>Rockingham Community college</td>
<td><a href="mailto:myrickd@rockinghamcc.edu">myrickd@rockinghamcc.edu</a></td>
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<tr>
<td>8</td>
<td>21</td>
<td>John Jackson</td>
<td>Dean College</td>
<td><a href="mailto:jackson@dean.edu">jackson@dean.edu</a></td>
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</tbody>
</table>

b. District winners must be determined by the Sunday preceding the start of the tournament.
c. All colleges must qualify in compliance with Article XII of the NJCAA bylaws.
d. Each district winning team is responsible for ensuring that one game film (DVD format) of the Region/District championship game is received by the Tournament Director by the Tuesday prior to the start of the National Tournament. A district winning team not providing a reasonable quality (follows action, clear picture, periodically shows time and score, etc.) DVD of the region/district championship game will not be provided a tape exchange and will be reported to the NJCAA Standards and Ethics committee by the basketball committee chair.

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

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

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

Section 5. Tournament Scheduling and Rules
A. Teams participating in the NJCAA Championship Basketball Tournament are limited to not more than sixteen (16) players. Each player must be identified in the scorebook before the start of the first game. No deletions or additions may be made after this time. Corrections in squad size will be made immediately when noted.
B. The tournament host, acting with the Board of Directors, may change the game schedule during the tournament if such action is thought necessary.
C. Teams participating in the national tournament must have both a light and dark jersey. The exact color of both jerseys must be noted on their entry form.
D. No team shall be required to play more than one game per day in the tournament.
E. The Rawlings CNTR295-NJCAA (8 panel) ball will be used by the NJCAA in postseason play.
F. The building of cheerleader pyramids or balance formations is not allowed at the National Basketball Tournament.
G. The official team party will not exceed twenty (20) people.
Section 6. Rules and Officials
A. The NJCAA Championship Basketball Tournament Representative (see Article XI, Section 1) will have the authority to select the tournament referees with recommendations from the NJCAA Committee on Basketball.
B. Member colleges and players shall be limited to 30 games plus NJCAA postseason play.
Note: Postseason play is defined as Regional Tournaments. Each college may play one foreign game during the current school year without this game counting against the 30 game limit.
C. The Official Basketball Rules to be used by the NJCAA will be the current NCAA Basketball Rules, with the exception of uniform authenticating mark that requires pre-approval prior to production.
D. Game officials shall be rotated and shall not be employed more than two years in a row.
E. Any player ejected from a tournament game because of committing a flagrant personal foul or flagrant technical foul shall not be allowed to participate in the next tournament game(s).
F. District playoffs must have mutual agreeable officials selected by region directors involved in district game. In case the regional directors cannot come to terms of agreement, the selection decision of officials will be arbitrated by the NJCAA National Office.

Section 7. Awards
A. Awards shall be given to the first, second and third place teams.
B. Each individual player on the first place team shall receive an NJCAA gold medal. There shall be 16 medals.
C. Each individual player on the second place team shall receive an NJCAA silver medal. There shall be 16 medals.
D. A Coach of the Tournament Award shall be presented. It will be named the “Gary Cole” Coach of the Tournament Award.
E. A Most Valuable Player Award shall be presented.
F. Eight players will be selected to an All-Tournament Team by a committee appointed by the Tournament Director.

Section 8. Finances
Each College shall pay its own team expenses.

Section 9. All-Americans
A. There will be five first-team, five second-team, five third-team, and five honorable-mention All-Americans.
B. Each regional director will submit nominees in rank order to Division III Basketball Chair.
C. All-American Nomination Guidelines
The following guidelines must be adhered to for consideration of All-American status:
1. A fully executed copy of the NJCAA All-American nomination form filed as per the deadline dates established within each respective sport;
2. One individual, vertical, formal glossy photographs in color, no smaller than 3X5 and no larger than 5X7;
3. Photos must be head and shoulder shots, in team jersey with number visible (if applicable);
4. Digital pictures must be submitted on a computer disk or CD with a minimum print resolution of 300 dpi. Digital pictures printed on any medium other than glossy photo paper with a print resolution of less than 300 dpi will not be accepted;
5. Digital photos submitted to the National Office via email will not be accepted;
6. Student-athlete’s name, college, region and position must be included with the digital picture or included on the back of the photograph;
7. Playing statistics for all student-athletes being nominated for All-American status must be up-to-date and printed from NJCAA website and included with the All-American nomination form.

Section 10. Substance Abuse
The use of all tobacco products by any coach, player, or other individual involved in the conducting of any NJCAA sponsored regular season or post season play is prohibited within the confines of the playing area. Any individual not in compliance shall be disqualified from further participation in that contest. Current NCAA procedures will be followed unless in conflict with NJCAA policy.

Section 11. Open Wound Policy
Under circumstances when constant or profuse bleeding occurs, the participant shall be immediately removed from that contest by the official and cannot return until the bleeding has been stopped.

Section 12. Tournament Lodging
Should the tournament host/NJCAA National Office choose to assign lodging for this event, all participating colleges must honor that assignment or pay for those rooms.

Section 13. Code of Conduct
All coaches, athletes and support personnel are expected to be familiar with and follow the NJCAA Code of Conduct. This Code may be found under Article XX of the NJCAA bylaws.

Section 14. Dress Decorum
Anyone in the team travel party must be in team suits or business casual attire (no denim, no t-shirts) when at the arena or any official tournament function. Coaches must be in a minimum of business casual attire for their own games.
Definition of business casual attire:
1. Business casual dress is a middle ground between business formal wear and street wear.
2. For men, a combination of collared shirt (golf shirt or dress shirt), cotton trousers (such as khakis) and shoes (such as loafers and dress sandals) with socks are generally acceptable.

Section 15. Championship Site Bids
Sport Committee Chairs must be present at the Championship Events Committee meeting when bid(s) for the national tournament site is/are discussed.

Section 16. National Poll
Member colleges must enter statistics weekly on the NJCAA website to be eligible for national rankings in that sport. Team and individual statistics will be submitted by the college to the NJCAA schools website (www.njcaa.org/schools). The national poll shall honor the submitted rankings within regions.
Section 1. Tournament Site Selections
A. Colleges or organizations wishing to host the NJCAA Championship Basketball Tournament must submit a written request or bid to the National Office by October 1st prior to the subsequent Annual Meeting. Bids shall be for sites three years hence.
B. The NJCAA National Office shall place all bids before the Committee on Championship Events as provided in Article X.

Section 2. Tournament Dates
The NJCAA Women's Championship Basketball Tournament begins on the 3rd Monday in March:
- 2013: March 18-23; Salina, Kansas
- 2014: March 17-22; Salina, Kansas
- 2015: March 16-21; Salina, Kansas

Section 3. Tournament Host Pre-Tournament Responsibilities
A. The tournament host will notify the qualifying teams of the time schedules and other pertinent tournament information.
B. The tournament host shall be responsible for the promotion, advertising, and ticket sales of the contest. They shall secure the playing site and make all the arrangements for the handling of spectators.
C. No entry fee will be required.

Section 4. Division I Qualifications of Teams for Tournament Play
A. Sixteen Districts, four at large teams, and four zone qualifier teams will participate in the 2013 Tournament. No more than 3 teams from one district may be chosen in any combination. (district champion, at-large, zone rotation)
B. The 2013 Tournament Bracket will be a 24-team single elimination bracket. (See Tournament Seeding).
C. Sixteen District Champions will receive automatic bids.
D. District chairpersons in charge of setting up inter-regional playoffs:

<table>
<thead>
<tr>
<th>District</th>
<th>Region(s)</th>
<th>Director</th>
<th>College</th>
<th>E-Mail</th>
</tr>
</thead>
<tbody>
<tr>
<td>C</td>
<td>3-12-15-20</td>
<td>Michelle Ruble</td>
<td>College of Southern Maryland</td>
<td><a href="mailto:mruble@csmd.edu">mruble@csmd.edu</a></td>
</tr>
<tr>
<td>D</td>
<td>4-13</td>
<td>Berdy Kuiken</td>
<td>South Suburban College</td>
<td><a href="mailto:bkuiken@southsuburbancollege.edu">bkuiken@southsuburbancollege.edu</a></td>
</tr>
<tr>
<td>J</td>
<td>17-10</td>
<td>Donna Campbell</td>
<td>Abraham Baldwin College</td>
<td><a href="mailto:dcampbell@abac.edu">dcampbell@abac.edu</a></td>
</tr>
<tr>
<td>K</td>
<td>11-16</td>
<td>Darren Pannier</td>
<td>State Fair Community College</td>
<td><a href="mailto:dpannier@sffcmd.edu">dpannier@sffcmd.edu</a></td>
</tr>
</tbody>
</table>

E. District winners must be determined by the second Saturday prior to the start of the championship tournament.
F. If a District fails to provide a representative to the National Tournament, the substitute team will come from the District which won the National Tournament the previous year. If a second substitute is needed, it will come from the District that finished second in the National Tournament the previous year.

Section 5. Rules and Procedures
A. NCAA Rules shall be used with the exception of uniform NCAA authenticating mark that requires preapproval prior to production.
B. The official tournament ball for 2012-2013 will be the Rawlings Contour basketball CNTR285-NJCAA.
C. Teams are limited to the number of players which corresponds to the number of letters of intent as listed in the basketball sport procedures. Once the roster is entered in the official scorebook, no substitutions may be made.
D. The 2013 National Tournament Bracket with placement and game numbers are as follows:
NJCAA DIVISION I BASKETBALL TOURNAMENT BRACKET

Suggested Game Schedule

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

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

Wednesday
Game 13
Game 14
Game 15
Game 16

Thursday
Game 17
Game 18
Game 19
Game 20

Friday
Game 21
Game 22

Saturday
Game 23
Game 24
Tournament Format

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

The tournament matchups would be the following:
- No. 16/No. 17 winner to meet No. 1 seed in second round
- No. 9/No. 24 winner to meet No. 8 seed in second round
- No. 13/No. 20 winner to meet No. 4 seed in second round
- No. 12/No. 21 winner to meet No. 5 seed in second round
- No. 15/No. 18 winner to meet No. 2 seed in second round
- No. 14/No. 19 winner to meet No. 3 seed in second round
- No. 11/No. 22 winner to meet No. 6 seed in second round

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

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

2. District Play-off Procedure for 2012:
   - District C:
     Region 20 will host 2013
     Region 3 will host 2014
     Playoff dates if 4 teams will be March 8-9, 2013; 3 teams will be March 7 & 9, 2013; 2 teams March 9, 2013.
     Playoff rotation:
     2013  20 vs 12    3 vs  15
     2014 12 vs  3     15 vs  20

   ** If hosting region doesn't qualify, it rotates to the next region. If only 3 teams participate, then the host team gets the bye.

   District C Champion plaque will be paid by host. Host pays all tourny costs. No entry fee.

   - District D:
     Region 4, 2013
     Region 13, 2014

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

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

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

   The host school will pay for awards and college officials. Regional Directors will agree on game times. Officials shall be assigned by Region 16 officials when Region 16 host. Officials will be assigned by ICCAC Commissioner when Region 11 host.

Dates of the NJCAA Tournament from 2013:

<table>
<thead>
<tr>
<th>Dates for District Finals</th>
<th>Dates for NJCAA Tournament</th>
</tr>
</thead>
<tbody>
<tr>
<td>2013 March 9, 2013</td>
<td>2013 March 18-23; Salina Kansas</td>
</tr>
<tr>
<td>2014 March 8, 2014</td>
<td>2014 March 17-22; Salina Kansas</td>
</tr>
<tr>
<td>2015 March 7, 2015</td>
<td>2015 March 16-21; Salina Kansas</td>
</tr>
</tbody>
</table>

E All postseason play will follow NJCAA rules.
F Media Timeouts- (Used only if live/tape delayed television coverage is available)

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

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

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

G All filming must be handled through the Tournament Director.
H. Member colleges shall be limited to 30 games plus NJCAA postseason play.

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

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

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

K. All cheerleaders must be in college issued uniform.

L. See Section 15 for Basketball Tournament Decorum Policy.

Section 6.

Officials

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

Section 7.

Awards

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

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

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

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

E. A Most Valuable Player Award shall be presented.

F. Selection of a Division I Women’s Basketball All-Tournament team will be made and awarded medals. Twelve (12) players shall be selected.

Section 8.

National Basketball Poll

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

B. Division I Sectional Directors:

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

C. A pre-season poll will be made. Dates for the poll releases 2012-2013 will be November 14, 21, 28; December 5, 12; January 9, 11, 23, 30; February 6, 13, 20, 27; March 6

The final poll must be completed after the final weekend of regular season competition.

D. Poll will include overall records.

E. Member colleges must enter statistics weekly on the NJCAA website to be eligible for national rankings in that sport. Team and individual statistics will be submitted by the college to the NJCAA schools website (www.njcaa.org/schools).

F. Poll voting criteria throughout the season:

1. Overall Body of Work
   a. Record against Division I opponents for season
   b. Record against Division I Top 25 teams for the season
   c. Overall record vs. Division II, Division III, JV Teams and Club Teams for season

2. Overall Record
   a. On the road
   b. At a neutral site
   c. At Home

3. Strength of conference
   a. Overall conference record

Section 9.

Tournament Seeding

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

B. All teams will be seeded by the following formula:

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

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

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

Section 10.

A team picture and roster must be sent electronically to the tournament director by February 15, 2013. The team picture must be a good clear picture, taken in college uniforms with jersey numbers visible.
Section 11. All-American Nomination Guidelines

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

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

Section 12. Substance Use/Abuse

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

Section 13. Open Wound Policy

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

Section 14. Tournament Lodging

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

Section 15. Decorum Policy

Game attire for all bench personnel, other than uniformed players, must wear business casual attire. This does not include: jeans, shorts, sweats, t-shirts, or hats. All players must be in uniform and/or team warm-ups. Semi-formal dress is requested for banquet unless otherwise indicated by host.

Section 16. Code of Conduct

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

Section 17. Championship site bids

Sport Committee Chairs must be present at the Championship Events Committee meeting when bid(s) for the National Tournament site is/are discussed.
Section 1. Tournament Site Selections
A. Colleges or organizations wishing to host the NJCAA Championship Basketball Tournament must submit a written request or bid to the National Office by October 1st prior to the subsequent Annual Meeting. Bids shall be for sites three years hence.
B. The NJCAA National Office shall place all bids before the Committee on Championship Events as provided in Article X.

Section 2. Tournament Dates
The NJCAA Women's Championship Basketball Tournament will be conducted:
March 19-23, 2013, Illinois Central College; Peoria, Illinois
March 18-22 2014, Johnson County Community College

Section 3. Tournament Host Pre-Tournament Responsibilities
A. The tournament host will notify the qualifying teams of the time schedules and other pertinent tournament information.
B. The tournament host shall be responsible for the promotion, advertising, and ticket sales of the contest. They shall secure the playing site and make all the arrangements for the handling of spectators.
C. No entry fee will be required.

Section 4. Qualification of Teams for Tournament Play
A. 1. 16 district winners will participate in the tournament.
   2. All sixteen teams will be seeded. (See Tournament Seeding).
B. Each District shall determine its entry.
C. District winners must be determined one week prior to the start of the Tournament: Monday March 11, 2013.
D. Each Athletic Director of the winning institution is responsible for ensuring that one (1) game film (DVD format) of the District Championship Game is mailed to their first round opponent of the national tournament. The game film must be sent overnight express by Tuesday, March 12, 2013 to arrive by Wednesday, March 13, 2013.

Section 5. Rules and Procedures
A. NCAA Rules shall be used with the exception of uniform NCAA authenticating mark that requires preapproval prior to production.
B. The official tournament ball for 2012-2013 will be the Rawlings 8 panel ball #CNTR285-NJCAA.
C. Teams are limited to the number of players which corresponds to the number of letters of intent as listed in the basketball sport procedures. Once the roster is entered in the official scorebook, no substitutions may be made.
D. The 2013 National Tournament Bracket with placement and game numbers are as follows:

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

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

**DISTRICT DIRECTORS**
District A ............. Jerry Smith
District B: .......... Carl Heinrich
District F: ......... Jean Musgjerd
District J: .......... Lind Hartsell
District N, O ......... Julie Mulvey

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

<table>
<thead>
<tr>
<th>TUESDAY</th>
<th>WEDNESDAY</th>
<th>THURSDAY</th>
<th>FRIDAY</th>
<th>SATURDAY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Game 1</td>
<td>Game 7</td>
<td>Game 12</td>
<td>Game 18</td>
<td>Game 23</td>
</tr>
<tr>
<td>Game 2</td>
<td>Game 8</td>
<td>Game 13</td>
<td>Game 19</td>
<td>Game 24</td>
</tr>
<tr>
<td>Game 3</td>
<td>Game 9</td>
<td>Game 14</td>
<td>Game 20</td>
<td>Game 25</td>
</tr>
<tr>
<td>Game 4</td>
<td>Game 10</td>
<td>Game 15</td>
<td>Game 21</td>
<td>Game 26</td>
</tr>
<tr>
<td>Game 5</td>
<td>Game 11</td>
<td>Game 16</td>
<td>Game 22</td>
<td></td>
</tr>
<tr>
<td>Game 6</td>
<td>Game 17</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

NOTE: The Division II basketball committee reserves the right to adjust the district qualification procedures using current declaration numbers. The adjustments must be published no later than November 15th annually. Specific district play-off procedures are the responsibility of the respective regional directors and must be published by December 15th annually.

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

K. All postseason play will follow NJCAA rules.

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

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

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

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

P. All cheerleaders must be in college issued uniforms.

Q. Media Time Outs- (Used only if live/tape delayed television coverage is available)
   1. Media Timeouts:
      - There will be two media timeouts (75 seconds) per half.
        - 1st dead ball after 15:00
        - 1st dead ball after 10:00
   2. Coaches Timeouts: Both teams will receive four – 30 second timeouts. There will be NO FULL-TIME OUTS except for media timeouts.
   3. Overtime: Both teams will receive four – 30 second timeouts. There will be NO FULL-TIME OUTS except for media timeouts.
   4. Overtime: Each team gets one additional FULL timeout (75 seconds) in overtime.

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

Section 6

Officials

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

Section 7

Awards

A. Awards shall be given to the first, second, and third place teams.
B. Each individual player on the first place team shall receive a NJCAA gold medal. There shall be 16 first place team medals.
C. Each individual player on the second place team shall receive a NJCAA silver medal. There shall be 16 medals.
D. Lorene M. Ramsey Coach of the Tournament Award.
E. A Most Valuable Player Award shall be presented.
F. A Division II Women's Basketball All-Tournament team of 12 players will be selected and awarded medals.
G. The “Host Team Award” is provided by the National Tournament host.
H. Individual awards given by host school if they choose:
   1. Points per game
   2. Rebounds per game
   3. Assists per game
   4. Steals per game
   5. Best Defensive

Section 8

Seeding Procedure

A. All sixteen teams will be seeded by the sectional directors in conjunction with the NJCAA National Office.
B. The seeding will take place a week prior to the start of the tournament.
C. Seeding will be on the basis of, in no particular order:
   1. Regional placement in the national tournament the previous year.
   2. Strength of Region/District
   3. National Poll
   4. Overall JUCO record.
D. Should a member of the seeding committee be coach of a team that participates in the tournament, that individual shall be excluded from the seeding process.

Section 9

National Basketball Poll

A. The national poll shall begin on November 13, 2012 and consists of the top 20 teams. The poll will include overall and Division II records. The National poll shall honor the submitted rankings within the regions.
B. Each region is to report their top Regional teams to the appropriate sectional director by 10 a.m. MST on Monday, each week of the poll. Reports are to include each team’s overall record, division record and results of games played. Forfeits are not to be included in records. Regions not reporting to the sectional director will not be included in the poll.
C. Section directors will participate in a conference call each week of the poll. Poll release dates for 2012-13 are November 14, 21, 28, December 5, 12, January 9, 16, 23, 30, February 6, 13, 20, 27, March 6
D. Division II Sectional Directors:

<table>
<thead>
<tr>
<th>Regions</th>
<th>Director</th>
<th>College</th>
<th>E-Mail</th>
</tr>
</thead>
<tbody>
<tr>
<td>3, 15, (7)</td>
<td>Scott Barlow</td>
<td>Lakeland Community College, Ohio</td>
<td><a href="mailto:sbarlow@lakelandcc.edu">sbarlow@lakelandcc.edu</a></td>
</tr>
<tr>
<td>10, 15, 19, 20, 21, (8) (17)</td>
<td>Lind Hartsell</td>
<td>Craven Community College</td>
<td><a href="mailto:hartselll@cravencc.edu">hartselll@cravencc.edu</a></td>
</tr>
<tr>
<td>4, 9, 11, 13</td>
<td>Berdy Kuiken</td>
<td>South Suburban College, Ill.</td>
<td><a href="mailto:bkuiken@southsuburban.edu">bkuiken@southsuburban.edu</a></td>
</tr>
<tr>
<td>1, 2, 6, 16, 24, (23),(5),(14),(18)</td>
<td>Carl Heinrich</td>
<td>Johnson County Community College</td>
<td><a href="mailto:heinrich@jccc.edu">heinrich@jccc.edu</a></td>
</tr>
</tbody>
</table>

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

F. Team offense, team defense, and individual scoring statistics must be reported to the NJCAA website by the individual coaches.

G. Member colleges must enter statistics weekly on the NJCAA website to be eligible for national rankings in that sport. Team and individual statistics will be submitted by the college to the NJCAA schools website (www.njcaa.org/schools).

Section 10. Substance Use/Abuse

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

Section 11. Open Wound Policy

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

Section 12. Tournament Lodging

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

Section 13. Decorum Policy

Game attire for all bench personnel, other than uniformed players, must wear business casual attire. This does not include: jeans, shorts, sweats, t-shirts, or hats. All players must be in uniform and/or team warm-ups. Semi-formal dress is requested for banquet unless otherwise indicated by host.

Section 14. Code of Conduct

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

Section 15. All-American Nomination Guidelines

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

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

Section 16. Championship site bids

Sport Committee Chairs must be present at the Championship Events Committee meeting when bid(s) for the national tournament site is/are discussed.
I.  BASKETBALL – WOMEN’S – DIVISION III

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

Section 2.  Tournament Dates
March 14-16, 2013 – UCR Regional Sports Center, Rochester, Minnesota
March 13-15, 2014 – UCR Regional Sports Center, Rochester, Minnesota
March 11-13, 2015 – TBD

Section 3.  Tournament Host Pre-Tournament Responsibilities
A. The tournament host will notify the qualifying teams of the time schedules and other pertinent tournament information.
B. The tournament host shall be responsible for the promotion, advertising, and ticket sales of the contest. They shall secure the playing site and make all the arrangements for the handling of spectators.
C. No entry fee will be required.

Section 4.  Qualification of Teams for Tournament Play
A. Vote is to be taken on the Monday before the tournament
   1. Eight district winners will participate in the 2013 tournament.
   2. The 2013 Tournament will consist of an eight team bracket, with all teams being seeded. The seeding will be done by a vote of the section directors in conjunction with the national office. The vote is to be taken on the Monday before the start of the tournament, March 12, 2013.
   3. Seeding will be on the basis of, in no particular order:
      a. Regional placement in national tournament the previous year.
      b. Strength of Region/District
      c. National poll
      d. Overall & JUCO Record
      (NOTE: Teams participating in the tournament should fax or e-mail their schedule with scores to all sectional directors prior to the seeding conference call.)
B. Each district shall determine its entry.
C. District winners must be determined by the Sunday preceding the beginning of the tournament.
D. All teams must qualify in compliance with Article XII of the NJCAA bylaws.

Section 5.  Rules and Procedures
A. NCAA Rules shall be used. With the exception of uniform NCAA authenticating mark that requires preapproval prior to production.
B. The official tournament ball for 2012-2013 will be an eight-panel ball Rawlings CNTR285-NJCAA.
C. Teams are limited to the number of players which corresponds to the number of letters of intent as listed in the basketball sport procedures. Once the roster is entered in the official score book, no substitutions may be made. Bench personnel shall not exceed 19 people.
D. The following is the 2013 National Tournament bracket with placements and game numbers and the District/Region Assignments:

<table>
<thead>
<tr>
<th>#1 Seed</th>
<th>#3 Seed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Game 1</td>
<td>Game 3</td>
</tr>
<tr>
<td>#8 Seed</td>
<td>#6 Seed</td>
</tr>
<tr>
<td>#4 Seed</td>
<td>#2 Seed</td>
</tr>
<tr>
<td>Game 2</td>
<td>Game 4</td>
</tr>
<tr>
<td>#5 Seed</td>
<td>#7 Seed</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>District</th>
<th>Region</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>3</td>
</tr>
<tr>
<td>B</td>
<td>4, 12</td>
</tr>
<tr>
<td>C</td>
<td>13A (South)</td>
</tr>
<tr>
<td>D</td>
<td>15</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>District</th>
<th>Region</th>
</tr>
</thead>
<tbody>
<tr>
<td>E</td>
<td>19</td>
</tr>
<tr>
<td>F</td>
<td>21</td>
</tr>
<tr>
<td>G</td>
<td>2, 10, 17, 20</td>
</tr>
<tr>
<td>H</td>
<td>13B (North)</td>
</tr>
</tbody>
</table>

@ 13A South - Anoka-Ramsey, Minneapolis, Minnesota State, Minnesota West, Ridgewater, Riverland, Rochester, Western.
* 13B North - Central Lakes, Hibbing, Itasca, Mesabi, Northland, Rainy River, Vermilion, Fond du Lac,

E. When a regional winner and/or designated regional representative declines to enter the tournament, the following substitution order shall be used to certify a team(s) for the NJCAA tournament. When a team accepts or declines the opportunity to compete in the NJCAA tournament through the substitution procedure that region drops to the end of the substitution order and the next region moves up accordingly.
F. The substitution order is as follows: (10, 20, 7, 2) 17, 19, 15, 13B, 13A, 21, 4, 3
G. Games will be played on Thursday, Friday and Saturday respectively; 1 p.m., 3 p.m., 6 p.m. and 8 p.m. with each team playing three games throughout the tournament.

NOTE:
The Division III basketball committee reserves the right to adjust the district qualification procedures using current declaration numbers. The adjustments must be published no later than November 15th annually. Specific district play-off procedures are the responsibility of the respective regional directors and must be published by December 15th annually.
H. The tournament host acting with the NJCAA Representative, may allot the host district the feature game in their first round of play. The tournament bracket alignment then would be modified for the first round of play, so that all four teams in their respective bracket will be playing either in the afternoon or evening time slots.
I. All practices will be closed. Only team members can participate.
J. All postseason play will follow NJCAA rules.
K. All filming must be handled through the Tournament Director.
L. Member colleges shall be limited to 30 games plus NJCAA postseason play. Note: Postseason play is defined as Regional Tournaments. Each college may play one foreign game during the current academic year without this game counting against the 30-game limit.
M. Crowd Control: The responsibility for crowd control rests with the director of the tournament. Refer to rule 10 - Section 5, Article 1 in the NCAA Basketball Rulebook regarding artificial noisemakers. Bands, or any component thereof, are not allowed to play while the competition is in progress. This rule applies to all NJCAA tournament basketball games.
N. No building of cheerleader pyramid will be allowed in the National Basketball Tournament.

Section 6. Officials
Tournament Director shall select the officials in conjunction with the NJCAA Division III Basketball Committee.

Section 7. Awards
A. Awards shall be given to the first, second and third place teams.
B. Each individual player on the first place team shall receive an NJCAA gold medal. There shall be 16 medals.
C. Each individual player on the second place team shall receive an NJCAA silver medal. There shall be 16 medals.
D. A Coach of the Tournament Award shall be presented.
E. A Most Valuable Player Award shall be presented.
F. Selection of a Division III Women's basketball All-Tournament team will be made and awarded medals. Eight players shall be selected.

Section 8. National Basketball Poll
A. The national poll shall be reported by each Regional Director or designated individual to their Section Director. Sectional Directors are responsible for ranking those teams in their section. They will participate in a weekly poll call in conjunction with the NJCAA National Office to determine the National Poll. The National poll shall honor the submitted rankings within the regions.
B. Division III Section Directors:

<table>
<thead>
<tr>
<th>Districts</th>
<th>Regions</th>
<th>Director</th>
<th>College</th>
<th>E-Mail</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>3</td>
<td>Gary Broadhurst</td>
<td>Mohawk Valley CC</td>
<td><a href="mailto:gbroadhurst@mvcc.edu">gbroadhurst@mvcc.edu</a></td>
</tr>
<tr>
<td>D</td>
<td>15</td>
<td>Donna Genova</td>
<td>Bronx Community College</td>
<td><a href="mailto:DTGenova@optonline.net">DTGenova@optonline.net</a></td>
</tr>
<tr>
<td>E, G</td>
<td>17, 19, 20</td>
<td>Ron Case</td>
<td>Gloucester County College</td>
<td><a href="mailto:rcase@gccnj.edu">rcase@gccnj.edu</a></td>
</tr>
<tr>
<td>F</td>
<td>10, 21</td>
<td>Julie Mulvey</td>
<td>Massasoit Community College</td>
<td><a href="mailto:jmulvey@massasoit.mass.edu">jmulvey@massasoit.mass.edu</a></td>
</tr>
<tr>
<td>B, C, H</td>
<td>4, 12, 13A, 13B</td>
<td>Berdyne Kuiken</td>
<td>South Suburban College</td>
<td><a href="mailto:bkuiken@southsuburbancollege.edu">bkuiken@southsuburbancollege.edu</a></td>
</tr>
</tbody>
</table>

C. Poll release dates for 2012-2013 are:
November 14, 21, 28 December 5, 12 January 9, 16, 23, 30 February 6, 13, 20, 27
D. The poll will include overall and divisional JUCO records.
E. The basketball poll will take into consideration strength of the region, strength of the schedule, scores, national tournament finish, JUCO divisional and overall records.
F. Team offense, team defense, and individual scoring statistics should be reported to the NJCAA Coaches site (www.njcaa.org/schools).
G. Member colleges must enter statistics weekly on the NJCAA website to be eligible for national rankings in that sport. Team and individual statistics will be submitted by the college to the NJCAA schools website (www.njcaa.org/schools).

Section 9. All-American Nomination Guidelines
A. The following guidelines must be adhered to for consideration of All-American status:
1. A fully executed copy of the NJCAA All-American nomination form filed as per the deadline dates established within each respective sport;
2. Two individual, vertical, formal glossy photographs in color, no smaller than 3X5 and no larger than 5X7;
3. Photos must be head and shoulder shots, in team jersey with number visible (if applicable);
4. Digital pictures must be submitted on a computer disk or CD with a minimum print resolution of 300 dpi. Digital pictures printed on any medium other than glossy photo paper with a print resolution of less than 300 dpi will not be accepted;
5. Digital photos submitted to the National Office via email will not be accepted;
6. Student-athlete’s name, college, region and position must be included with the digital picture or included on the back of the photograph.
7. Playing statistics for all student-athletes being nominated for All-American status must be up-to-date and printed from NJCAA website and included with the All-American nomination form.

B. Selection Process
1. All American selections will be chosen by the DIII Basketball committee.

Section 10. Substance Use/Abuse
The use of all tobacco products by any coach, player, official, or other individual involved in the conducting of any NJCAA sponsored regular season or postseason play is prohibited within the confines of the playing area. Any individual not in compliance shall be disqualified from further participation in that contest.

Section 11. Open Wound Policy
Current NCAA basketball rules and procedures with regard to open wounds and bleeding shall be adhered to.

Section 12. Tournament Lodging
Should the tournament host/NJCAA National Office choose to assign lodging for this event, all participating colleges must honor that assignment or pay for those rooms.
Section 13. Decorum Policy
Game attire for all bench personnel, other than uniformed players, must wear business casual attire. This does not include: jeans, shorts, sweats, t-shirts, or hats. All players must be in uniform and/or team warm-ups. Semi-formal dress is requested for banquet unless otherwise indicated by host.

Section 14. Code of Conduct
All coaches, athletes and support personnel are expected to be familiar with and follow the NJCAA Code of Conduct. This Code may be found under Article XX of the NJCAA bylaws.

Section 15. Championship site bids
Sport Committee Chairs must be present at the Championship Events Committee meeting when bid(s) for the National Tournament site is/are discussed.
Section 1. Meet/Championship Selection
A. Colleges or organizations wishing to host the NJCAA Championship Cross Country Tournament must submit a written request or bid to the National Office by October 1st prior to the subsequent Annual Meeting. Bids shall be for sites three years hence.
B. The NJCAA National Office shall place all bids before the Committee on Championship Events as provided in Article X.

Section 2. Meet/Championship Dates
The date of the NJCAA Championship Cross Country Meet shall be the second Saturday in November.

November 10, 2012, Rend Lake College; Ina, Ill.
November 9, 2013, Iowa Central Community College, Fort Dodge, Iowa

Section 3. Tournament Host Pre-Meet Responsibilities
The NJCAA National Championship Meet course must meet the course standards of the NCAA. The NJCAA Cross Country Chairperson or his/her designee will make a final inspection of the course one day prior to the NJCAA National Championship Meet. NCAA Cross Country Rulebook and any exceptions must be cleared through NJCAA Representative/Designee.

Section 4. Qualification of Teams for Competition
A. All teams will qualify by open invitation, provided they participated in their region championship.
B. No contestants shall be permitted to enter an NJCAA Championship Cross Country Meet unless accompanied by:
   1. A coach or faculty member of the sending institution or
   2. A designated supervisory coach or faculty member from an NJCAA member college.
      a. A designation of a supervisory person in (2) above must be in writing. It shall bear the seal of the college and the signatures of the Athletic Director and President or Dean of the sending institution. It shall be sent by certified mail to the meet director. All contestants must remain under the supervision of their coach or the designated supervisory person throughout the meet and until departure from the site.
C. 1. Pre-meet rosters must be sent to the tournament host by all colleges three weeks prior to the national meet.
   2. All entries (up to 10 runners) must be made by each college by the Tuesday before the national competition. Final entries must be made and fees paid by Friday before the national meet. Final declarations must be made by each college one hour before the first competition held at the national meet.
D. Non-United States citizen student-athletes will be designated as non-United States citizen student athletes on the entry form.
E. Only two of the seven cross-country members can be non-US citizens or permanent residents receiving athletic aid.

Section 5. Cross Country Poll
A. The ranking committee should be composed of the Hill-n-Dale editor and volunteers from the various regions.
B. Colleges must submit meet results electronically by 12:00 Noon CST, Monday, following each meet to the Hill-n-Dale editor to be included in the weekly release and rankings.
C. The Hill-n-Dale editor will submit weekly meet results to committee members by 10:00 a.m. CST, Tuesday. Committee member will cast votes for the top 20 teams (20 points for 1st place, 19 points for 2nd place, 18 points for 3rd place, etc.) to the editor by midnight, Tuesday. The editor will compile the results and submit the top 25 rankings to the Hill-n-Dale website and the NJCAA final poll will be posted in the first week in November.
D. Member colleges must submit times weekly on the Hill-N-Dale website -- the official website for NJCAA cross country -- to be eligible for national rankings in that sport.

Section 6. Meet/Championship Course
A. The men's course for the NJCAA Championship Cross Country meet shall be 8,000 meters. The women's course shall be 5,000 meters. It should be planned with due consideration for the safety and welfare of the contestants. It should not include tricky turns, one that could be followed with minimum orientation. It should be far enough and cover enough varied terrain to challenge competitors. The course shall be measured by approved surveyor's methods.
B. Chute length must be equal to three feet per entry. Chute may be in as many sections as the meet manager deems desirable. Where multiple chutes are used, they must be separated by a 3' by 5' corridor to facilitate supervision.
C. The course must be available for practice on Thursday and Friday prior to the meet.

Section 7. Rules and Officials
A. NCAA Cross Country Rules shall be followed with whatever changes or modifications deemed necessary by the NJCAA Committee on Cross Country.
B. The meet host will be responsible for securing the services of all necessary officials, judges, etc., to satisfactorily conduct the meet as determined by the NJCAA Committee on Cross Country. These officials shall not be drawn from coaches who have teams participating in the meet.
C. There shall be 30 minutes between men's race and women's race.
D. In the event of cold or inclimate weather, meet participants may wear cold weather gear (ie: running tights, team sweats, rain suits) with the approval of the meet director and the NJCAA Rep. If runners choose to wear cold weather gear, it must be of like color(black) and/or matching team colors.
E. Meet results shall be made public as soon as results can be tabulated and printed. One hour after the last race results have been posted, the results become official and final and no protest can be filed.
F. Jury of appeals: Members are the NJCAA Representative/Designee, the championship/meet director, and a person appointed by the other two members, not to be a coach in the meet.
Section 8. Squad Size
Participating teams are defined as and limited to a maximum of seven runners with a minimum of five runners in uniform. There should be no delay of a contest to allow a competing institution to conform to this policy. Any violations shall automatically result in the disqualification of the institution(s) in violation. No member institution may run athletes as individuals if they have also entered as a team.

Section 9. Awards
A. Men
1. Awards shall be given to the first, second and third place teams.
2. Gold, silver, and bronze medals will be awarded the first, second, and third place finishers respectively.
3. Each individual runner on the first place team shall receive an NJCAA gold medal. There shall be seven medals.
4. Each individual runner on the second place team shall receive an NJCAA silver medal. There shall be seven medals.
5. A Coach of the Champion plaque shall be presented.
6. A Champion Runner (1st place) plaque shall be presented.
7. Men finishing 4th through 15th will be awarded medals in recognition of their finish. The top fifteen runners will be designated as the All-Meet Team.

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

Section 10. Finances
A. Each college shall pay its own team expenses.
B. There shall be a maximum entry fee of $200.00 per team.
C. Entry fee must be paid at registration. Participation will not be allowed until entry fee is paid.

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

Section 12. Substance Abuse
The use of all tobacco products by any coach, player, official or other individual involved in the conducting of any NJCAA sponsored regular season or postseason play is prohibited within the confines of the playing area. Any individual not in compliance shall be disqualified from further participation in that contest.

Section 13. Open Wound Policy
Under circumstances when constant or profuse bleeding occurs, the participant shall be immediately removed from that contest by the official and cannot return until the bleeding has been stopped.

Section 14. Meet/Championship Lodging
Should the meet host/NJCAA National Office choose to assign lodging for this event, all participating colleges must honor that assignment or pay for those rooms.

Section 15. Code of Conduct
All coaches, athletes and support personnel are expected to be familiar with and follow the NJCAA Code of Conduct. This Code may be found under Article XX of the NJCAA bylaws.

Section 16. Championship Site Bids
Sport Committee Chairs must be present at the Championship Events Committee meeting when bid(s) for the national meet/championship site is/are discussed.

Section 17. All-American Nomination Guidelines
The following guidelines must be adhered to for consideration of All-American status:
1. A fully executed copy of the NJCAA All-American nomination form filed as per the deadline dates established within each respective sport;
2. Two individual, vertical, formal glossy photographs in color, no smaller than 3X5 and no larger than 5X7;
3. Photos must be head and shoulder shots, in team jersey with number visible (if applicable);
4. Digital pictures must be submitted on a computer disk or CD with a minimum print resolution of 300 dpi. Digital pictures printed on any medium other than glossy photo paper with a print resolution of less than 300 dpi will not be accepted;
5. Digital photos submitted to the National Office via email will not be accepted;
6. Student-athletes name, college, region and position must be included with the digital picture or included on the back of the photograph.
7. Race statistics for all student-athletes that qualify for All-American status must be up-to-date on the Hill-N-Dale website prior to the start of the National Championship race.
K. CROSS COUNTRY – MEN’S & WOMEN’S – DIVISION III

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

Section 2. Meet/Championship Dates
A. The NJCAA Championship Cross Country Meet shall be the second Saturday in November.
   1. November 10, 2013 at SUNY Delhi; Delhi, N.Y.
   2. November 9, 2013 at Holyoke Community College; Holyoke, Mass.

Section 3. Tournament Host Pre-Meet Responsibilities
A. The National Meet Course must meet the course standards of the NCAA.
B. The NJCAA Cross Country Chairperson or his or her designee will make a final inspection of the course one day prior to the national meet. NCAA Cross Country Rule Book and any exceptions must be cleared through the NJCAA Representative/Designee.

Section 4.Qualification of Teams for Competition
A. All teams will qualify by open invitation, provided they participated in their region championship.
B. No contestants shall be permitted to enter an NJCAA Championship Cross Country Meet unless accompanied by (1) coach or faculty member of the sending institution or (2) a designated supervisory coach or faculty member from an NJCAA member college. Designation of a supervisory person in (2) above must be in writing. It shall bear the seal of the college and the signatures of the Athletic Director and President or Dean of the sending institution. It shall be sent by certified mail to the championship/meet director. All contestants must remain under the supervision of their coach or the designated supervisory person throughout the meet and until departure from the site.

C. Entries/Rosters
   1. Pre-meet rosters must be sent to the tournament host by all colleges three weeks prior to the NJCAA National Championship/Meet.
   2. All entries (up to 10 runners) must be made by each college by the Tuesday before the national competition. Final entries must be made and fees paid by Friday before the national meet. Final declarations must be made by each college one hour before the first competition held at the national meet.

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

Section 6. Rules and Officials
A. NCAA Cross Country Rules shall be followed with whatever changes or modifications deemed necessary by the NJCAA Committee on Cross Country.
B. The meet host will be responsible for securing the services of all necessary officials, judges, etc., to satisfactorily conduct the meet as determined by the NJCAA Committee on Cross Country. These officials shall not be drawn from coaches who have teams participating in the meet.
C. The second race shall start 45 minutes after the first race ends.
D. In the event of cold or inclimate weather, meet participants may wear cold weather gear (ie: running tights, team sweats, rain suits) with the approval of the meet director and the NJCAA Rep. If runners choose to wear cold weather gear, it must be of like color (black) and/or matching team colors.
E. Meet results shall be made public as soon as results can be tabulated and printed. One hour after last race results have been posted, the results become official and final and no protests can be filed.
F. Jury of Appeals: Members are the NJCAA Representative/Designee, the meet director, and a person appointed by the other two members, not to be a coach in the meet.

Section 7. Squad Size
Participating teams are defined as and limited to a maximum of seven runners with a minimum of five runners in uniform. There should be no delay of a contest to allow a competing institution to conform to this policy. Any violations shall automatically result in the disqualification of the institution(s) in violation. No member institution may run athletes as individuals if they have also entered as a team.

Section 8. Awards
A. Men
   1. Awards shall be given to the first, second and third place teams.
   2. Gold, silver and bronze medals will be awarded the first, second and third place finishers respectively.
   3. Each individual runner on the first place team shall receive an NJCAA gold medal. There shall be seven medals.
   4. Each individual runner on the second place team shall receive an NJCAA silver medal. There shall be seven medals.
   5. A Coach of the Champion award shall be presented.
   6. A Champion award shall be presented.
   7. Men finishing 4th through 15th will be awarded medals in recognition of their finish. The top 15 runners will be designated as the All-Meet Team.
B. Women
   1. Awards shall be given to the first, second and third place teams.
   2. Gold, silver and bronze medals will be awarded the first, second and third place finishers respectively.
   3. Each individual runner on the first place team shall receive an NJCAA gold medal. There shall be seven medals.
   4. Each individual runner on the second place team shall receive an NJCAA silver medal. There shall be seven medals.
   5. A Coach of the Champion award shall be presented.
   6. A Champion award shall be presented.
   7. Women finishing fourth through 15th will be awarded medals in recognition of their finish. The top 15 runners will be designated as the All-Meet Team.

Section 9. Finances
A. Each college shall pay its own team expenses.
B. There shall be a maximum entry fee of $100.00 per team and a maximum entry fee of $20.00 per individual.
C. Entry fee must be paid at registration. Participation will not be allowed until entry fee is paid.

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

Section 11. Substance Abuse
The use of all tobacco products by any coach, player, official or other individual involved in the conducting of any NJCAA sponsored regular season or postseason play is prohibited within the confines of the playing area. Any individual not in compliance shall be disqualified from further participation in that contest.

Section 12. Open Wound Policy
Under circumstances when constant or profuse bleeding occurs, the participant shall be immediately removed from that contest by the official and cannot return until the bleeding has been stopped.

Section 13. Meet/Championship Lodging
Should the meet host/NJCAA National Office choose to assign lodging for this event, all participating colleges must honor that assignment or pay for those rooms.

Section 14. Code of Conduct
All coaches, athletes and support personnel are expected to be familiar with and follow the NJCAA Code of Conduct. This Code may be found under Article XX of the NJCAA bylaws.

Section 15. Championship Site Bids
Sport Committee Chairs must be present at the Championship Events Committee meeting when bid(s) for the national meet/championship site is/are discussed.

Section 16. National Poll
A. The ranking committee should be composed of the Hill-n-Dale editor and volunteers from the various regions.
B. Colleges must submit meet results electronically by 12:00 Noon CST, Monday, following each meet to the Hill-n-Dale editor to be included in the weekly release and rankings.
C. The Hill-n-Dale editor will submit weekly meet results to committee members by 10:00 a.m. CST, Tuesday. Committee member will cast votes for the top 20 teams (20 points for 1st place, 19 points for 2nd place, 18 points for 3rd place, etc.) to the editor by midnight, Tuesday. The editor will compile the results and submit the top 25 rankings to the Hill-n-Dale website and the NJCAA final poll will be posted in the first week in November.
D. Member colleges must submit times weekly on the Hill-n-Dale website the official website for NJCAA cross country to be eligible for national rankings in that sport.

Section 17. All-American Nomination Guidelines
The following guidelines must be adhered to for consideration of All-American status:
1. A fully executed copy of the NJCAA All-American nomination form filed as per the deadline dates established within each respective sport;
2. Two individual, vertical, formal glossy photographs in color, no smaller than 3X5 and no larger than 5X7;
3. Photos must be head and shoulder shots, in team jersey with number visible (if applicable);
4. Digital pictures must be submitted on a computer disk or CD with a minimum print resolution of 300 dpi. Digital pictures printed on any medium other than glossy photo paper with a print resolution of less than 300 dpi will not be accepted;
5. Digital photos submitted to the National Office via email will not be accepted;
6. Student-athletes name, college, region and position must be included with the digital picture or included on the back of the photograph.
7. Race statistics for all student-athletes that qualify for All-American status must be up-to-date on the Hill-N-Dale website prior to the start of the National Championship race.
L. FOOTBALL

Section 1. Important Dates for 2013
A. August 24 All Bowl Game hosts must fill out the NJCAA Athletic Event Questionnaire and send a certificate of insurance prior to this date. (See Section 4.)
B. August 23 First Game Date, fourth Thursday in August.
C. September 4 The 2012 weekly Football poll releases will begin. (See Section 5.)
D. September 14 Ballots for All-American Football nominations will be sent to all member colleges playing football. (See Section 6.)
E. November 16 (See Section 6.)
F. November 11 All regular season games must be completed. (See Section 5.)
H. November 12 Final Season poll released. (See Section 5.)
I. November 13 12 p.m. - Date for the selection of teams for postseason. (See Section 4.)
J. Monday (December 3rd) following the completion of all bowl games - Championship poll and All-Americans will be released. (See Section 5 and 6.)

Important Dates for 2013
A. First Game Date Fourth Thursday in August - August 24th
B. November 10 All regular season games must be completed. (See Section 5.)
C. November 11 Final Season Poll released. (See Section 5.)
D. November 12 Bowl selection date.
E. February 6, 2013 Signing Date for Football. (See Section 8.)

Section 2. Official Game Ball
A. The Wilson GST 1003 football is the official game ball for the NJCAA and all sanctioned bowl games.
B. It is recommended that all NJCAA colleges playing football adopt the Wilson GST 1003 as their official football.

Section 3. National Championship Game
A. Contact the NJCAA National Office for the policies and procedures involved in conducting such a game.
B. All inquires should be sent to the attention of the Executive Director of the NJCAA.

Section 4. Post Season Bowl Games
A. All Bowl Game hosts must fill out the NJCAA Athletic Event Questionnaire and send a certificate of insurance that would meet the NJCAA insurance policy requirements prior to August 24, 2012. Requirements for the certificate of insurance are as follows:
   1. Name of Bowl Host shall be responsible for procuring and maintaining comprehensive general public liability insurance covering the NJCAA and the Name of Bowl or Host, against claims for bodily injury and property damage with a minimum of $1,000,000.00 LSL. The policy shall name the NJCAA as an additional insured. Host further agrees to indemnify and hold harmless the NJCAA from and against all claims of liability to third parties for injury to or death of persons or loss or damage to property arising out of or in connection with the performance of this contract and Bowl Game.
B. The earliest date for the selection of teams for postseason games and classics shall be 12 Noon CST, November 13, 2012. Bowl games scheduled prior to Thanksgiving shall select teams for participation no earlier than November 6, 2012 at 12:01 pm.
C. Inquiries and contacts may be made to interested colleges by bowl game representatives prior to November 6th or November 13th; however, any attempt to negotiate and finalize agreements prior to these dates shall not be allowed. Violations of this rule will result in a sanction of the offending Bowl Game for the following year.
D. All dates for postseason bowl games must be finalized no later than June 1st of the year in which the game is to be played. Any request for date changes after June 1st shall be directed to the National Office with appropriate rationale.
E. Selection procedures and criteria for determining bowl game participants, financial arrangements, and all special requirements for participating colleges must be on file with the National Office by May 31st of each year.
F. It is recommended that Bowl Committees make an effort to select At-Large Teams from among the top 20 teams listed in the final regular season poll.
G. A Sanction Fee of $1000.00 is assessed the host of any postseason football game (beginning August 1, 2010) and for any all-star football game not sponsored by the NJCAA. Bowl games established prior to August 1, 2010 will be grandfathered in at the rate of $250. Fees are payable to the National Office no later than 20 days prior to the date of the contests.
H. The Wilson GST 1003 leather football shall be the official football for all sanctioned bowl games.

Section 5. Football Poll
A. In order to be ranked in the weekly ratings, the college must have filed a Certification of Eligibility of its squad members with the Office of Eligibility and the Regional Director. Also, the college must have signed the NJCAA Championship Football Bowl Contract in those years a National Championship Game is scheduled.
B. The football voting panel will consist of the seven identified panel directors and two at-large representatives from the four different conferences each year. The four-year at-large voter rotation is: 2012-SWJCFC & WSFL; 2013-MCAC & KJCCC; 2014-Independent & MFC; 2015- MACJC & NFC. Each conference will identify to NJCAA Headquarters, prior to the start of the football season, the individual responsible in their respective conference that will serve on the voting panel.
C. Rating is accomplished as follows: Each member of the voting panel casts one ballot for the top 20 teams in the country each week during the season. Points are awarded for the 20 picks on the basis of 20, 19, 18, 17, 16, 15, 14, 13, 12, 11, 10, 9, 8, 7, 6, 5, 4, 3, 2, and 1. The tabulation of these ballots constitutes the *Top-20* in the weekly Football Poll. This portion of the NJCAA football poll will make up 67% of the rankings. Each week the highest and lowest vote (two total) for each team will be omitted.
D. Beginning with the 2012 season, the NJCAA Football Computer Ranking (FCR) will make up 33% of the poll based on each team’s overall record, strength of opponents record and strength of opponents-opponents record.
E. In the event of a tie for the No. 1 position in the poll, the number of overall first place votes from all members (9) of the voting panel will be used to break the tie. If a tie should still exist, all football panel members shall be immediately polled again by NJCAA Headquarters and asked to rank only the teams that were tied.

F. Football coaches are to input their scores and stats to the NJCAA PrestoSports Stat System website and submit their scores to their District Director on Sundays. The voting panel will then submit their vote of the Top-20 teams in the country to the NJCAA office by Monday afternoons.

G. NJCAA Headquarters will begin weekly football releases on September 4, 2012. The first two ranking will be done exclusively by the voting panel. Beginning September 18, 2012 the FCR component will be included.

H. All regular season games must be completed by November 11, 2012, and the Final Regular Season Poll will be released on November 12, 2012. The Championship Poll and All-Americans shall be released after the final postseason bowl games.

I. Panel Directors: The Regional Directors in multiple regions shall determine each year during the NJCAA Annual Meeting which Regional Directors will become Panel Directors. The seven Panel Directors will do the voting for selection of the top football teams and the weekly poll will be compiled from their votes. The regions for the purpose of football ratings shall be grouped as listed:

<table>
<thead>
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<th>District</th>
<th>Region(s)</th>
<th>Director</th>
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<td>3, 15, 19, 21</td>
<td>John Jackson</td>
<td>Dean College</td>
<td><a href="mailto:jackson@dean.edu">jackson@dean.edu</a></td>
</tr>
<tr>
<td>2</td>
<td>17, 22, 23</td>
<td>Jim Southward</td>
<td>Mississippi Community College Board</td>
<td><a href="mailto:jsouthward@mccb.edu">jsouthward@mccb.edu</a></td>
</tr>
<tr>
<td>3</td>
<td>4, 11, 12, 24</td>
<td>Thom McDonald</td>
<td>Iowa Community College Athletic Conference</td>
<td><a href="mailto:iccac@iaccac.org">iccac@iaccac.org</a></td>
</tr>
<tr>
<td>4</td>
<td>13</td>
<td>Buster Gilliss</td>
<td>Bismarck State College</td>
<td><a href="mailto:Buster.gilliss@bismarckstate.edu">Buster.gilliss@bismarckstate.edu</a></td>
</tr>
<tr>
<td>5</td>
<td>6, 16</td>
<td>Randy Stange</td>
<td>Hutchinson Community College</td>
<td><a href="mailto:stanger@hutchcc.edu">stanger@hutchcc.edu</a></td>
</tr>
<tr>
<td>6</td>
<td>2, 5, 14</td>
<td>Roark Montgomery</td>
<td>Navarro College</td>
<td><a href="mailto:roark.montgomery@navarrocollege.edu">roark.montgomery@navarrocollege.edu</a></td>
</tr>
<tr>
<td>7</td>
<td>1, 18</td>
<td>Greg Silcox</td>
<td>Paradise Valley Community College</td>
<td><a href="mailto:greg.silcox@pvmail.maricopa.edu">greg.silcox@pvmail.maricopa.edu</a></td>
</tr>
</tbody>
</table>

J. The poll will rank only the top 20 football teams in the nation. A Panel Director cannot rank a team within his area number one in ratings until they have played five games. Then a team can be rated number one only if they are undefeated. A Panel Director can rate a team from their district number two at any time during the season.

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

L. Member colleges must enter statistics weekly on the NJCAA PrestoSports Stat System to be eligible for national rankings in that sport. Team and individual statistics will be submitted by the college to the NJCAA PrestoSports Stat System.

Section 6. All-American Selection

A. Ballots for All-American football nominations will be sent to all member colleges that play football on or before September 14, 2012. Also, the forms are available from the NJCAA website, www.njcaa.org.

B. Member colleges must send their nominations to their Conference Director on or before November 16, 2012. Any college who nominates more than one player for All-American must rank all nominees in order of preference before sending them to their Conference Director. NOTE: Players will not be considered for All-American unless the following information is included and the Conference Director signs each nomination form:

1. A vertical 3” x 5” head/shoulders glossy picture (color) in a football jersey.
2. Adequate supporting information and statistics on the nominated athlete.
3. Players must be ranked by their coach in order of preference for All-American consideration.
4. Players from each Conference must be ranked in order of preference of the Conference for All-American in each of the offensive and defensive categories.
5. Players must have been selected to their respective All-Conference Team before nominated for All-American.
6. Please also refer to Section 6. H below for other All-American nomination guidelines.

C. The Conference Director shall rank all nominations submitted from his region on the NJCAA Football Ranking Form. This ranking must be done in each player category (Wide Receiver, 2; Tight End, 1; Quarterback, 1; Running Back, 2; Offensive Line, 5; Defensive Line, 4; Linebacker, 3; Defensive Back, 4; Punter, 1; Kicker, 1; and Return Specialist, 1) in order for a player to receive consideration for the All-American Football Team.

D. In addition, each Conference should select the one player whom they rank as the number one football player from their Conference, either on offense or defense. Also, the Conference should rank each player nominated in descending order, #1 through how many nominated in each Conference. This ranking will be done on the NJCAA Football Ranking Form.

E. The Conference Director shall send all nominations from his Conference to the Football Committee Chairperson, Express Mail, return receipt requested, postmarked no later than December 1, 2012. Nominations postmarked after that date will not be considered, nor will late arrivals not sent Express Mail, return receipt requested.

F. Teams that are not affiliated with a Conference should follow the All-American nomination procedure outlined in Section 6. B. above and then submit their nominations to their Regional Director. The Region Director will then submit the nominations to the Football Committee Chairperson via the process outlined in Section 6. E.

G. The All-American selections will be released the week of December 3, 2012.

H. All-American Nomination Guidelines:

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

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

Section 7. General Rules
A. All play shall be conducted according to the NCAA Rules of Football with exceptions only as noted in this section.
B. All teams must have a minimum of ten practice days prior to a game or scrimmage with another team. The first three days of these ten shall be non-contact. These three days are to be a conditioning period with no contact between players and the players will be allowed to wear only t-shirts/jersey, shorts, shoes, helmets, and shoulder pads. During this three day period, only one three hour practice may be held.
1. Subsequent to the three-day period, institutions may practice in full pads. However, an institution may not conduct multiple on-field practice sessions (e.g., two-a-days or three-a-days) on consecutive days.
2. Student-athletes shall not engage in more than three hours of on-field practice activities on those days during which one practice is permitted
3. Student-athletes shall not engage in more than five hours of on-field practice activities on those days during which more than one practice is permitted.
4. On days that institutions conduct multiple practice sessions, student-athletes must be provided with at least three continuous hours of recovery time between the end of the first and the start of the last practice that day. During this time, student-athletes may not attend any meetings or engage in other athletically related activities (e.g., weight lifting); however, time spent receiving medical treatment and eating meals may be included as part of recovery time.
5. The NJCAA during one-a-day practice period only, on-field walk-throughs are not considered an on-field activity provided protective equipment (e.g., helmets, shoulder pads) is not worn and equipment related to football (e.g., footballs, blocking sleds) is not used and conditioning activities do not occur.
C. All physical exams shall have been completed prior to the first practice of the individual.
D. The visually enhanced football shall be an accepted ball.
E. Games played on high school fields will be allowed to use the wider high school goal posts.
F. Use of the 25-second field clock will be required for all football games during the season and for the National Championship Game if such game is played.
G. Football jersey must be full-length and tucked into the pants as stated in the current NCAA Football Rules and Interpretations.
H. Adhere and follow the NCAA Fight Rule (Rule 2 and 9) and the following addition for players leaving their designated bench area:
   1. No player may leave their designated bench area to participate in any on or off the field altercations and/or fights. If such player or players are involved in this altercation, they will be disqualified for the remainder of the game and will serve a two game suspension to be served during the next two regularly schedule or post season contests. Suspension at the end of a season of play shall carry over to the following season. If a player is disqualified for fighting a second time during that season, he shall be disqualified for that game and suspended for the remainder of the season.
   2. The home team is required to film/video the entire game and the post-game until all players and coaches have left the playing area in order to obtain the specific jersey number(s) of the player or players involved.

Section 8. Football Signing Date – Recruiting Dead Period
The signing date for football each year will be 8:00 a.m. (local time) on the first Wednesday in February. The Dead Period begins Monday 12:01 am (local time) prior to the First Wednesday in February and ends Friday 12:01 am (local time) following the national signing day. The Dead Period is that period of time when it is not permissible to make in person recruiting contacts or evaluations on or off the member institution’s campus or to permit official or unofficial visits by prospects to the institution’s campus.

The provision of complimentary admissions to a prospect during such a dead period is prohibited. During the dead period, a coaching staff member may not serve as a speaker at or attend a meeting or banquet at which prospects are in attendance and may not visit the prospects’ educational institutions. It remains permissible, however, for an institutional staff member to write or telephone prospects during such a dead period.

Section 9. Substance Abuse
The use of all tobacco products by any coach, player, official or other individual involved in the conducting of any NJCAA sanctioned or sponsored regular season or postseason play is prohibited within the confines of the playing area. Any individual not in compliance shall be disqualified from further participation in that contest.

Section 10. Open Wound Policy
Under circumstances when constant or profuse bleeding occurs, the participant shall be immediately removed from that contest by the official and cannot return until the bleeding has been stopped.
A. Health care attendants, known to be infected with the HIV virus, cannot administer to bleeding athletes.
B. Anytime an athlete bleeds during a game, the game officials shall immediately stop the game and a substitute player must enter the game for the bleeding athlete.
C. A bleeding athlete cannot compete further until the bleeding has been stopped.
D. The home game administration shall be responsible to notify all game officials of their responsibilities in enforcing this policy.

Section 11. Championship Lodging
Should the championship host/NJCAA National Office choose to assign lodging for this event, all participating colleges must honor that assignment or pay for those rooms.

Section 12. NJCAA Code of Conduct
All Coaches, Athletes, and support personnel are expected to be familiar with and follow the NJCAA Code of Conduct. This code may be found under Article XX of the NJCAA bylaws.
Section 13. **Dress Decorum**
During the games, coaches will wear business casual attire and all other representatives of the college will wear logo shirts and casual pants or college logo sweat suits. At pre-game banquets, all college representatives will dress in casual business or better. At less formal events, logo shirts and casual pants or college logo sweat suits may be appropriate.

Section 14. **Championship Site Bids**
Sport Committee Chairs must be present at the Championship Events Committee meeting when bid(s) for the national tournament site is/are discussed.
GOLF - MEN (DIVISION I, II, III) & WOMEN

Section 1. Tournament Site Selection - Men (Division I, II, III) & Women
A. Colleges or organizations wishing to host the NJCAA Championship Golf Tournament must submit a written request or bid to the National Office by October 1st prior to the subsequent Annual Meeting. Bids shall be for sites three years hence.
B. The NJCAA National Office shall place all bids before the Committee on Championship Events as provided in Article X.

Section 2. Tournament Dates - Men (Division I)
A. The NJCAA Division I Championship Golf Tournament shall conclude prior to the first full week of June.
   May 12-17, 2013 – The Rawls Course at Texas Tech Univ.; Lubbock, Texas
B. All District qualifying will be completed by the conclusion of the second full week in May.
C. It is the responsibility of the District Directors to send entries to the NJCAA Tournament Director by email, express mail, or certified mail (return receipt required), no later than the Tuesday following the second full week in May.
D. The NJCAA Tournament Director shall send entry blanks to the District Directors and general information on the tournament to all NJCAA golf coaches by April 1.

Tournament Dates - Men (Division II)
A. The NJCAA Division II Championship Golf Tournament shall conclude prior to the first full week of June:
   May 21-24, 2013 – Goose Pond Colony Golf Course (Scottsboro, AL)
   May 20-23, 2014 – Indiana National Golf Club at Swan Lake Resort
   May 19-22, 2015 – Goose Pond Colony Golf Course (Scottsboro, AL)
B. All regional qualifying must be completed by Wednesday of the second full week in May.
C. It is the responsibility of the region directors to send entries to the NJCAA Tournament Director, by email, Express Mail or Certified Mail (return receipt requested), no later than Thursday of the second full week of May.
D. The NJCAA Tournament Director shall send entry blanks to the Regional Directors and general information on the tournament to all NJCAA golf colleges by April 1.

Tournament Dates - Men (Division III)
A. The NJCAA Championship Golf Tournament must be concluded by the end of the second full week of June.
   June 4-8, 2013 at Chautauqua Golf Course, Chautauqua, New York
   June 3-7, 2014 at Chautauqua Golf Course, Chautauqua, New York
   Note: Sunday prior to tournament may be used as an optional practice round.
B. All regional qualifying must be completed by the conclusion of the third full week in May.
C. It is the responsibility of the region directors to send entries to the NJCAA Tournament Director, by email, Express Mail or Certified Mail (return receipt requested), no later than the Tuesday following the second full week of May.
D. The NJCAA Tournament Director shall send entry blanks to the Regional Directors and general information on the tournament to all NJCAA golf colleges by April 1.

Tournament Dates - Women
A. The Women's National Championship Golf Tournament shall be held:
   May 13-16, 2013, Longbow, Mesa AZ
   May 12-15, 2014, LPGA International, Daytona Beach, FL
   May 11-14, 2015 Longbow, Mesa, AZ
   May 16-19, 2016 LPGA International, Daytona FL
   All entries must be received by the tournament director ten days prior to the tournament.
B. It is the responsibility of the Regional Directors to send entries to the NJCAA Tournament Director, postmarked certified mail, or by email no later than ten days before the tournament.
C. The NJCAA Tournament Director shall send entry blanks to the Regional Directors and general information on the tournament to all NJCAA golf colleges by April 1.

Section 3. Tournament Host Pre-Tournament Responsibilities - Men (Division I, II, III) & Women
A. The Director of the Tournament shall send entry blanks to those colleges that have filed eligibility with the National Office and shall notify these teams of the time schedules and program details pertinent to the tournament. The Director of the Tournament shall also advise colleges entering that they should file a Certificate of Responsibility listing the person responsible for the team while at the tournament. Students may not assume this responsibility.
B. No contestant shall be permitted to enter the NJCAA Championship Golf Tournament unless accompanied by:
   1. a coach or faculty member of the sending institution or
   2. a designated supervisor, coach or faculty member from an NJCAA member college.
      a. Designation of a supervisory person in 2 above must be in writing. Written notification shall bear the seal of the college and the signature of the athletic director and the president or dean of the sending institution. Notification shall be sent by certified mail to the tournament director. All contestants must remain under the supervision of their coach or designated supervisor throughout the tournament and until departure from the site.
Section 4. Qualification of Teams and Individuals for Competition - Men (Division I)

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

C.

<table>
<thead>
<tr>
<th>District</th>
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<th>E-Mail</th>
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<td>Greg Silcox</td>
<td>Paradise Valley Community College</td>
<td><a href="mailto:greg.silcox@pvmail.maricopa.edu">greg.silcox@pvmail.maricopa.edu</a></td>
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<td>2</td>
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<td>Navarro College</td>
<td><a href="mailto:Roark.montgomery@navarrocollege.edu">Roark.montgomery@navarrocollege.edu</a></td>
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<td>Randy Stange</td>
<td>Hutchinson Community College</td>
<td><a href="mailto:stanger@hutchcc.edu">stanger@hutchcc.edu</a></td>
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</tbody>
</table>

D. Each District will be required to determine their national qualifiers.
E. If there is a host team/teams (not to exceed 2 by bid) they will receive an automatic bid if such teams fail to qualify.

Section 5. Tournament Rules and Procedures - Men (Division II & III) & Women

A. Each region is allowed a maximum of ten participants in the NJCAA Golf Championships when Golf Eligibility filed with the National Office is six to ten colleges. No more than five individuals may qualify.
B. Each region is allowed a maximum of 15 participants in the NJCAA Golf Championships when golf eligibility filed with the National Office is 11 to 15 colleges. No less than two teams may qualify, additional qualifiers may be individuals.
C. Each region is allowed a maximum of 20 participants in the NJCAA Golf Championship when golf eligibility filed with the national office is 16 or more colleges that region will be allowed the number of participants equal to the number of colleges filing eligibility.
D. No less than two teams may qualify; additional qualifiers may be individuals.
E. If there is a host team/teams (not to exceed 2 by bid) they will receive an automatic bid if such teams fail to qualify.
F. If the region is a NJCAA certified golf course, she would also qualify for the National Tournament.
G. Each region is allowed to qualify the division medalist if she fails to qualify by other means.

Qualification of Teams and Individuals for Competition - Women

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

Improper behavior by tournament participants, as determined by the NJCAA Code of Conduct may result in disqualification.
Appropriate attire will be required as defined by the host course. This applies for everyone representing a college at all official tournament functions.
K. At the discretion of the tournament director and the Golf Chairperson/designee, when tournament course conditions permit, the tournament shall be conducted as a 72 hole "no cut" tournament. If the tournament format or course cannot accommodate a "no cut" format, the following format shall be in effect: After 36 holes, the field will be cut to the top 15 teams and any team within 15 strokes of the leading team, and the top 24 individuals and any player who is within 15 strokes of the individual leader.
L. In the event of a tie for first place with respect to individual competition, there shall be a sudden death playoff. All other ties in the top eighteen shall be decided by The USGA tie-breaking recommendation: compare last nine holes on the scorecard, last six holes, last three holes or last one hole. If a tie still exists: The same formula will be applied to the Front Nine.
M. No team will be permitted to play on the tournament course two days prior to the first official day of practice.
N. No players will be permitted back on the tournament course after completing a round except during playoffs. The penalty for breaking this rule is two strokes added to the score posted that day by that player. There is no penalty for congregating in the immediate vicinity of the 18th green.

O. For initial pairings individuals will be paired together and have first tee times. Teams will be paired together and follow the individuals. On the second day, the pairings shall remain the same with the tee times reversed. On the third and following days, pairings will be based on team standings and teams paired together according to tournament scores. Individuals who make the cut will be paired on the basis of scores in the tournament and paired between teams of equal score (i.e. the number one players, based on tournament scores, from the top three teams will be paired together, and the number two players from those three teams will be paired together, etc.). Pairings will be made in threesomes for all tournament rounds. (Division I – The last coaches poll of the season will be used as a guideline to pair teams for the first two rounds of the NJCAA Championship. Teams would be paired with the 1, 2, 3 place teams together etc.)

Note: The Tournament Director will decide the tournament format for the first two rounds.

P. In the event of a missed tee time, USGA rules will be followed.

Q. Scorecard procedures should follow USGA stroke play rules.

R. (Men I, II, III) There will be no advice exchanged between competitors, or among teammates during their round. Two designated coaches may provide advice. These coaches must be designated prior to the beginning of the event. The penalty for breaking this rule will be a two (2) stroke penalty added to the score for the day. (Women) Two coaches per team may be designated to give advice, but coaches will not be allowed on the greens.

S. No substitution is allowed for a player after that player puts the ball in play for tournament scoring.

T. Players shall not use electronic devices, except range finders (elevation and/or wind device is illegal), on the course during NJCAA tournament play. Violation will be disqualification for that round.

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

The tournament host and the Chair of the NJCAA Golf Committee will be responsible for securing the services of all necessary officials and committee members to satisfactorily conduct the tournament, as determined by the NJCAA Committee on Golf. This includes the use of local citizens and coaches of participants. (Men I, II, III) It will be required for the host site to provide a minimum of two (2) on site USGA trained rules officials. (Women) It is highly recommended that the host site provide a minimum of two USGA trained rules officials.

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

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

B. Gold, silver and bronze medals will be awarded the first, second and third place finishers respectively.

C. Each individual golfer on the first place team shall receive an NJCAA gold medal. There shall be five medals (except for Division II). Division II will be awarding 10 gold medals.

D. Each individual golfer on the second place team shall receive an NJCAA silver medal. There shall be five medals (except for Division II). Division II will be awarding 10 silver medals.

E. A Medalist award shall be presented.

F. A Coach of the Tournament award shall be presented (Women's championship and Division II and III Men's Championship only).

G. The top 18 medalists will be presented medals and site hole flags in recognition of their finish. These golfers will be designated as the All-Tournament team. The USGA collegiate tie-breaking procedure will be used to break all ties within the top 18 finishers.

Section 8. Finances - Men (Division I, II, III) & Women

A. Each college shall pay its own team expenses.

The entry fee shall not exceed $600.00 per team or $120.00 per individual. (This entry fee is for the tournament days only – not practice rounds.)

B. Any additional fees, mandatory or optional, will be identified in the tournament bid.

Section 9. Any USGA Sanctioned Event - Men (Division I, II, III) & Women

A. Student-athletes may compete with professional golfers in any USGA sanctioned event provided the student-athlete does not receive compensation (money) in any form for his/her participation.

B. Compensation must be in the form of personalized merchandise and may not exceed the USGA limitation per event.

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

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

A. Non-motorized pull carts will be allowed in the NJCAA Golf Championships without medical documentation.

B. A player may not use a motorized cart during a tournament round because of an injury. Use of a motorized cart would be permitted only if a player meets the definition of a disability as described in the Americans with Disabilities Act and has presented medical documentation upon filing eligibility.

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

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

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

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

Section 14. Hall of Fame - Men (Division I, II, III) & Women

The Association seeks to recognize the accomplishments of its veteran coaches, outstanding golfers, and contributors by establishing an NJCAA Golf Coaches Hall of Fame. Coaches shall be eligible for considerations upon completion of ten years of community college service and will be considered by the Awards Committee upon completion of the Hall of Fame application. Golfers nominated by coaches on a similar form to be submitted to the Awards Committee. Contributors to community college golf may also be nominated. Applicants who are not selected upon their first nomination will remain on the ballot each year following.
Section 15. Code of Conduct Procedure - Men (Division I, II, III) & Women
A. Participants shall recognize the responsibility for proper conduct at any tournament, contest, or event sponsored by the NJCAA or its member colleges.
B. Coaches shall recognize and resume responsibility for actions of themselves and their team members. Each coach who has participants competing in the event shall be responsible for informing each member of the CODE. (Article XX of the NJCAA bylaws)

Section 16. National Poll Procedures - Men's (Division I Golf Coaches Association)
A. The National Poll will be conducted three times in the Fall and three times in the Spring. The final poll of the year will be conducted after all regional competition has been completed.
B. Voting will be for the top 15 teams in the country as voted upon by a panel of five coaches representing the districts that play Division I golf. Points will be awarded on the basis of 15, 14, 13, 12, 11, 10, 9, 8, 7, 6, 5, 4, 3, 2, 1.
C. The chairperson of the panel will poll the other members by phone or email and then tabulate the votes and release the results to the National Office and to the colleges that play Division I golf.
D. The panel will also recognize the top ten (10) players in the country as selected by the five (5) coaches on the panel.
E. Member colleges must enter statistics weekly on the Golf Stats website to be eligible for national rankings in that sport.
F. The national poll shall honor the submitted rankings within Region.

National Poll Procedures – Men (Division II Golf Coaches Association)
A. The National Poll will be conducted three times in the fall and three times in the spring. The final poll of the year will be conducted after all regional competition has been completed.
B. Member colleges must enter statistics weekly on the NJCAA website to be eligible for the national rankings in golf.
C. The national poll shall honor the submitted rankings within Region.

National Poll Procedures – Men (Division III Golf Coaches Golf Coaches Association)
A. The association seeks to recognize the accomplishments of individuals and teams through the NJCAA coaches poll. This poll will be conducted by the Golf Coaches Association and distributed to the member colleges through the NJCAA National Office. Poll dates will be the second Monday in April, the fourth Monday in April, and the third Monday in May.
B. Member colleges must enter statistics weekly on the NJCAA website to be eligible for national rankings in golf.
C. The national poll shall honor the submitted rankings within Region.

Section 17. Tournament Lodging - Men (Division I, II, III) & Women
Should the tournament host/NJCAA National Office choose to assign lodging for this event, all participating colleges must honor that assignment or pay for those rooms.

Section 18. Championship Site Bids - Men (Division I, II, III) & Women
Sport Committee Chairs must be present at the Championship Events Committee meeting when bid(s) for the national tournament site is/are discussed.

Section 19. All-American Nomination Guidelines
The following guidelines must be adhered to for consideration of All-American status:

1. Golf Division I & III (Men); Women:
   a. How Selected: By finish at NJCAA Championship
   b. Total Finishers receiving AA Status: 15 and ties
      i. First Team: Top five finishers and ties
      ii. Second Team: Next five finishers and ties
      iii. Honorable Mention: Any remaining positions through 15th and ties

2. Golf Division II (Men):
   a. How selected: By finish at NJCAA Championship
   b. Total Finishers receiving AA Status: 26 and ties
      i. First Team: Top eight finishers and ties
      ii. Second Team: Next eight finishers and ties
      iii. Honorable Mention: Any remaining positions through 26th and ties

3. Playing statistics for all student-athletes who earn All-American status at the National Championship must be current and printed from the Golf Stats website (Men Division I & Women). Playing statistics for all student-athletes who earn All-American status at the National Championship must be current and printed from the NJCAA website (Men’s Division II & III). Any non-member of the coaches association will be provided an opportunity to post stats on the NJCAA website.
N. SOCCER – MEN’S – DIVISION I

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

Section 2. Tournament Dates and Sites
The tournament host shall set the exact dates of the tournament in keeping with the recommendations of the NJCAA Committees on Soccer.

November 12-17, 2012 at Darton College, Albany, GA
November 19-24, 2013 at Tyler Junior College, Tyler, TX
November 18-23, 2014 at Yavapai College, Prescott and Prescott Valley, AZ

Section 3. Host Pre-Tournament Responsibilities
A. The tournament host or organization shall be responsible for sending entry blanks to qualifying teams and shall notify them of the time schedule and other information pertinent to the tournament, by October 1st annually.
B. The tournament host shall have jurisdiction over promotions, advertising, and ticket sales. The host shall secure the playing sites and make all necessary arrangements for the proper management or spectators.
C. Practice sessions may be arranged for two days preceding the tournament.
D. The tournament host shall be responsible for securing the services of all necessary officials, judges, etc. to satisfactorily conduct the tournament as determined by the NJCAA Committee on Soccer.
E. Tournament Director has the right to change game times.

Section 4. Qualification of Teams for Competition (Twelve Teams)
A. Districts and District Chairs

<table>
<thead>
<tr>
<th>District</th>
<th>Regions</th>
<th>Director</th>
<th>College</th>
<th>E-Mail</th>
</tr>
</thead>
<tbody>
<tr>
<td>Northeast</td>
<td>3, 15, 19, 21</td>
<td>Jeff Wiley</td>
<td>Jefferson Community College</td>
<td><a href="mailto:jwiley@sunyjefferson.edu">jwiley@sunyjefferson.edu</a></td>
</tr>
<tr>
<td>Central</td>
<td>16, 24</td>
<td>Rod Lovett</td>
<td>Parkland College</td>
<td><a href="mailto:rlovett@parkland.edu">rlovett@parkland.edu</a></td>
</tr>
<tr>
<td>Great Lakes</td>
<td>4, 11, 13</td>
<td>Gary Huber</td>
<td>Black Hawk College</td>
<td><a href="mailto:huberg@bhc.edu">huberg@bhc.edu</a></td>
</tr>
<tr>
<td>North Central</td>
<td>12, 20</td>
<td>Dale Vos</td>
<td>St. Clair County CC</td>
<td><a href="mailto:dvos@sc4.edu">dvos@sc4.edu</a></td>
</tr>
<tr>
<td>Plains</td>
<td>2, 5, 6</td>
<td>Randy Stange</td>
<td>Hutchinson Community College</td>
<td><a href="mailto:stanger@hutchcc.edu">stanger@hutchcc.edu</a></td>
</tr>
<tr>
<td>Southeast</td>
<td>8, 10, 17, 22</td>
<td>David Elder</td>
<td>GCAA</td>
<td><a href="mailto:gcaaorg@gmail.com">gcaaorg@gmail.com</a></td>
</tr>
<tr>
<td>South</td>
<td>14, 23</td>
<td>Roark Montgomery</td>
<td>Navarro College</td>
<td><a href="mailto:Roark.montgomery@navarrocollege.edu">Roark.montgomery@navarrocollege.edu</a></td>
</tr>
<tr>
<td>West</td>
<td>1, 9, 18</td>
<td>Dan Johnson</td>
<td>Southeast Community College</td>
<td><a href="mailto:djohnson@southeast.edu">djohnson@southeast.edu</a></td>
</tr>
</tbody>
</table>

B. The NJCAA Soccer Committee will have the authority to make substitutions for last minute withdrawals from the tournament.
C. Representatives must be determined NO LATER THAN the second Sunday prior to the National Tournament. In 2012, District representatives must be determined by November 3rd. Regions that are involved in District tournaments must have their regional tournaments completed on or by October 28th.
D. All regions that wish to enter a respective district tournament must notify their director by October 15th annually. Failure to comply shall result in forfeiture of the right to compete in a district playoff. Any college, who filed an intent to compete in a district tournament and then withdraws after October 15th, will be responsible for any expenses incurred by the district tournament director.
E. All colleges must qualify in compliance with Article XII of the NJCAA bylaws.
F. Colleges whose players receive red cards during post season play must notify the NJCAA Soccer Chair prior to the next tournament contest.

G. District Playoff Policies and Procedures
1. All Region and District playoff games must be played on a natural or artificial turf that measures at least 110 yards by 70 yards, with a visible clock. Artificial turf fields must be a rubber infill surface, consistent with current FIFA approved fields.
2. The director, or his/her designee, must arrange for officials, three game balls, one official timer, one official scorekeeper and four balls persons.
3. District playoff sites may be rotated among participating regions according to a schedule developed by the director.
4. Districts that choose to rotate the sites must submit a plan to the National Office by April 15th annually.
5. Districts may agree to play at a central site chosen by the District Director.
6. District Champions and/or Representatives must send all card accumulations, signed by the regional director, to the national soccer chair, by the Sunday prior to the national tournament. They must be sent on the official NJCAA Game Roster Form.

H. District Playoffs
1. In alternating years, 2 teams from each of 4 districts will qualify for the national tournament.
2. The 4 districts which qualify 2 teams each shall be determined in a 2 year block, at the NJCAA national meetings, prior to the first year of the block.
3. Each district shall determine its own method for qualification of team(s).
4. When the tournament site rotates, the district which hosts that national tournament shall qualify 2 teams in the host year.
5. Districts that qualify 2 teams;

2012 Central, Great Lakes, Southeast, West National Tournament Host – Darton, GA
2013 Plains, Northeast, North Central, South National Tournament Host – Tyler, TX
I. Seeding – The soccer committee will seed the twelve teams that qualify for the tournament, using the following procedure:
1. The committee will use the most recent poll, as well as game-by-game results, utilizing the NJCAA school site (ww.njcaa.org/schools), which will be a requirement for a team to be seeded.
2. A ranking form will be sent to all committee members, who will rank the teams 1-12, utilizing a 14, 11, 10, 9, 8, 7, 6, 5, 4, 3, 2, 1 ranking system. A district champion must be ranked higher than the 2nd team from that district.
3. The soccer chair will use composite point totals to rank the twelve teams.
4. In case of a tie, the team with the highest number of higher ranked points, will be given the higher seed.

Section 5. Rules and Procedures
A. All regular season, regional, district and national tournament games will be played under the current NCAA Soccer rules with the following exceptions:
1. Unlimited substitutions apply with no stoppage of the game clock in the last five minutes of the game.
2. Any player receiving a yellow card (caution) must leave the game for a substitute, including the goalkeeper. They may return to the game at the next legal substitution point.
3. National Tournament Pool Play Games only
   a. All games tied after regulation time (90 minutes) will follow the POOL PLAY GAMES procedures below.
4. National Tournament Semi-Finals and Finals are single elimination.
B. Teams participating in the NJCAA Soccer Championship are limited to 25 players. These players must be identified in the score book before the start of the first game. These players must be identified on an approved roster, which will contain the name, numbers and accumulated cautions of all squad members. This roster must be submitted to the NJCAA soccer chair or his/her designee prior to the first game of the tournament. No deletions or additions may be made after this time. A player who is part of his team’s roster of 25, whose name is not listed in the score book, will be removed from the game at the point the omission is discovered.
C. Roster numbers and jerseys must be checked and verified prior to the start of the tournament. Players found wearing incorrect numbers will be removed from the game until the problem is corrected. Players not listed on the roster, found to be participating in the game will be removed at that point and will not be allowed to participate in any subsequent games.
D. In the event of darkness, inclement weather or other circumstances beyond the control of the tournament director that prevent games from being completed on a given day, the suspended games will be resumed from the point of suspension on the following day and the game and time schedule will adjust accordingly. If for any reason, a team must play more than 90 minutes after a suspended game is resumed, they will not be required to play again that day.
E. The higher seed will wear light uniforms and have choice of bench.
F. NJCAA rules govern all Regional, District and National competition.
G. Each participating institution must bring one momento to exchange prior to each game of the tournament.
H. Tights and undergarments that extend below game pants must be the same color as game pants.
I. TOURNAMENT FORMAT / STRUCTURE

<table>
<thead>
<tr>
<th>District</th>
<th>Site</th>
<th>Method / Structure</th>
</tr>
</thead>
<tbody>
<tr>
<td>Northeast (3, 15, 19, 21)</td>
<td>2012 (3), 2013 (21), 2014 (19),</td>
<td>Odd years - 15 plays in 21; Even Years - 15 plays in 3</td>
</tr>
<tr>
<td>Central (16, 24)</td>
<td>2012 (24), 2013 (16)</td>
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<tr>
<td>Great Lakes (4, 11, 13)</td>
<td>2012 (4), 2013 (11/13), 2014 (4)</td>
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</tr>
<tr>
<td>North Central (12, 20)</td>
<td>2012 (12), 2013 (20)</td>
<td></td>
</tr>
<tr>
<td>Plains (2,5,6)</td>
<td>2012 (6), 2013 (6)</td>
<td>2012-Region 2 will host Region 5 / 2013-Region 5 will host Region 2</td>
</tr>
<tr>
<td>Southeast (8, 10,17, 22)</td>
<td>2013 (17), 2015 (10)</td>
<td>Even years both regions send their Champion. Region 22 will play in Region 17 State Tournament and Region 8 will play in Region 10 in even year (2012, 2014). Region 22 will play in Region 10 and Region 8 will play in Region 17 in odd years (2013, 2015). State Champions will advance to the NJCAA national tournament.</td>
</tr>
<tr>
<td>South (14, 23)</td>
<td>2012 (14), 2013 (23)</td>
<td>Even years: 14, Odd years: 23</td>
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<tr>
<td>West (1, 9, 18)</td>
<td>2012 (9), 2013 (1), 2014 (1)</td>
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POOL PLAY – Days 1, 2, 3
SEMI-FINALS – Day 5
FINALS – Day 6

<table>
<thead>
<tr>
<th>POOL A</th>
<th>POOL B</th>
<th>POOL C</th>
<th>POOL D</th>
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<tr>
<td>1, 8, 12</td>
<td>2, 7, 11</td>
<td>3, 6, 10</td>
<td>4, 5, 9</td>
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POOL PLAY GAME SCHEDULE (section 3E above may apply)

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<tr>
<th>DAY 1</th>
<th>DAY 2</th>
<th>DAY 3</th>
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<tbody>
<tr>
<td>1 v 12</td>
<td>8 v 12</td>
<td>1 v 8</td>
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<tr>
<td>2 v 11</td>
<td>7 v 11</td>
<td>2 v 7</td>
</tr>
<tr>
<td>3 v 10</td>
<td>6 v 10</td>
<td>3 v 6</td>
</tr>
<tr>
<td>4 v 9</td>
<td>5 v 9</td>
<td>4 v 5</td>
</tr>
</tbody>
</table>

POOL PLAY GAMES

All games in pool play (1-12) will be 90 minutes in length. In pool play games (1-12), overtime will not be played. Pool play games (1-12) which are tied after regulation time (90 minutes) will go straight to penalty kicks (PK’s).
POOL PLAY STANDINGS
Team points will be awarded in each game in pool play in the following manner;
3 Points – Victory in Regulation time (90 minutes)
2 Points – Tie in Regulation time and Victory in PK’s
1 Point – Tie in Regulation time and Loss in PK’s
0 Points – Loss in Regulation time
After pool play, the team in each pool with the most points will advance to the Semi-Finals.

POOL PLAY STANDINGS TEAM TIEBREAKING PROCEDURES
If after pool play, teams are tied for the most points in any pool, the following will apply, in order;
2 TEAM TIES
Head to head competition between tied teams – the winning team advances.
3 TEAM TIES
Goals against in regulation time
Goal differential in regulation time with a maximum of +3 per game
**If at any point in applying either criterion:
A single team gains an advantage over the other 2 teams, it advances
A single team is eliminated and 2 teams remain tied, then immediately revert to the two

team tiebreaking procedure (head to head competition between tied teams).
UNBREAKABLE TIES (3 team)
If all 3 teams remain tied after goals against and goal differential are applied, two “tiebreaking games” will be held on
day 4 of the tournament. Immediately after conclusion of play in any pool, all tied teams will flip coins to determine
which team receives the bye to the second “tiebreaking game.” The odd coin receives the bye. The other two teams will
play a “tiebreaking game” beginning at the start of overtime per NCAA rules. (2 ten minute sudden death overtime
periods, followed by PK’s). Following a 20 minute break, the winning team advances to the 2nd “tie breaking game” to
play the team that received the bye. Any such tiebreaking games are a continuation of pool play and are considered
individual games. Any cards issued will carry the same penalty(ies) as in any other tournament game.

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

FINALS
Game 15 – semi-finals winners

Section 6. Officials
A. Only NISOA approved officials may be used in the tournament.
B. The Tournament Director shall be responsible for securing the field officials. The NJCAA Soccer Committee will communicate
with all officials assigned to the tournament explaining the differences between NCAA Rules and NJCAA playing regulations.
C. Once the game has begun, it is in the hand of the field officials.
D. The three-person system of refereeing shall be used in all post-season tournament play.
E. No referee may officiate a contest in which his/her own region is participating at the National level.

Section 7. Awards
A. Awards shall be given to the first, second and third place (2) teams.
B. Each individual player on the first place team shall receive an NJCAA gold medal. There shall be (25) medals.
C. Each individual on the second place team shall receive an NJCAA silver medal. There shall be (25) medals.
D. A Coach of the Tournament award shall be presented.
E. The Bob Zifchak Most Valuable Player award shall be presented (Division I).
F. An All-Tournament team consisting of 12 players will be presented an appropriate award.
G. Awards given by coaches associations must reflect the places earned.

Section 8. Finances
A. Each college shall pay its own team expenses.
Section 9. Procedures for National Soccer Coaches Association Poll

Member colleges must enter statistics weekly on the NJCAA website to be eligible for national rankings in that sport.

### 2012 NJCAA MEN’S DIVISION ONE SOCCER AREA CHAIRMEN

<table>
<thead>
<tr>
<th>National Chairman</th>
<th>School</th>
<th>Address</th>
<th>Phone</th>
<th>Fax</th>
<th>Email</th>
<th>Region(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Michael Pantalione (16th yr as chair)</td>
<td>Yavapai College</td>
<td>1100 East Sheldon Street, Prescott, AZ 86301</td>
<td>(928) 776-2242</td>
<td>(928) 776-2243</td>
<td><a href="mailto:philly@yc.edu">philly@yc.edu</a></td>
<td>Report Area: Regions 1, 9, 18</td>
</tr>
<tr>
<td>Cam Stoltz (9th year)</td>
<td>Dakota County Technical College</td>
<td>1300 145th St (Co Rd 42), Rosemount, MN 55068</td>
<td>(651) 423-8462</td>
<td>(651) 423-8536</td>
<td><a href="mailto:Cam.Stoltz@dctc.edu">Cam.Stoltz@dctc.edu</a></td>
<td>Report Area: Regions 4, 11, 13, 24</td>
</tr>
<tr>
<td>Marc Zagara (16th year)</td>
<td>Georgia Perimeter College</td>
<td>2101 Womack Road, Dunwoody, GA 30338-4497</td>
<td>(770) 274-5161</td>
<td>(770) 274-5259</td>
<td><a href="mailto:mzagara@gpc.edu">mzagara@gpc.edu</a></td>
<td>Report Area: Regions 8, 10, 17, 22</td>
</tr>
<tr>
<td>Rick Larson (2nd year)</td>
<td>Schoolcraft College</td>
<td>18600 Haggerty Rd, Livonia, MI 48152</td>
<td>(734) 564-3693</td>
<td>(734) 462-4476</td>
<td><a href="mailto:rick.larson4@gmail.com">rick.larson4@gmail.com</a></td>
<td>Report Area: Regions 12, 20</td>
</tr>
</tbody>
</table>

| Fatal Ayoade (9th year) | Johnson County CC | 12345 College Blvd., Overland Park, KS 66210 | (913) 269-5568 | (913) 496-4473 | favoade@jccc.net | Report Area: Regions 2, 5, 6, 16 |
| Steve Clements (16th year) | Tyler Junior College | PO Box 9020, Tyler, TX 75711 | (903) 510-2687 | (903) 934-7967 | scle@tjc.edu | Report Area: Regions 14, 23 |
| Nelson Cupello (16th year) | Monroe Community College | 1000 E Henrietta Road, Rochester, NY 14623-5780 | (585) 292-2847 | (585) 292-3845 | ncupello@monroecc.edu | Report Area: Regions 3, 15, 19, 21 |

| Fatal Ayoade (9th year) | Johnson County CC | 12345 College Blvd., Overland Park, KS 66210 | (913) 269-5568 | (913) 496-4473 | favoade@jccc.net | Report Area: Regions 2, 5, 6, 16 |
| Steve Clements (16th year) | Tyler Junior College | PO Box 9020, Tyler, TX 75711 | (903) 510-2687 | (903) 934-7967 | scle@tjc.edu | Report Area: Regions 14, 23 |
| Nelson Cupello (16th year) | Monroe Community College | 1000 E Henrietta Road, Rochester, NY 14623-5780 | (585) 292-2847 | (585) 292-3845 | ncupello@monroecc.edu | Report Area: Regions 3, 15, 19, 21 |

#### 2012 Reporting Dates

<table>
<thead>
<tr>
<th>Event</th>
<th>Reporting Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 1 (pre-season poll)</td>
<td>October 15</td>
</tr>
<tr>
<td>September 3</td>
<td>October 22</td>
</tr>
<tr>
<td>September 10</td>
<td>October 29</td>
</tr>
<tr>
<td>September 17</td>
<td>November 5</td>
</tr>
<tr>
<td>September 24</td>
<td>(Final Poll)</td>
</tr>
<tr>
<td>October 1</td>
<td>November 19</td>
</tr>
<tr>
<td>October 8</td>
<td>(Post-Tournament Poll)</td>
</tr>
</tbody>
</table>

#### Key Factors in the Selection Process

- * Won/lost record
- * Head-to-head competition
- * Results against common opponents
- * Results against teams outside of the region
- * Results against teams already in the top 20

#### Deadlines to Report

- Coaches to Area Chairman: Sundays 5 p.m. local time or after
- Area Chairmen to National Chairman: Sundays 7 p.m. local time

Section 10. Substance Abuse Policy

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

Section 11. Open Wound Policy

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

Section 12. Tournament Lodging

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

Section 13. Code of Conduct

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

Section 14. Dress Decorum

A. Game attire for all bench personnel, other than uniformed players, must be a college issued warm-up suit, or business casual apparel. In the case of inclement weather, appropriate attire may include non-college apparel. Jeans and non-college issued hats and sweats are prohibited. Teams at the event, but not participating, must be in appropriate attire. This may include college apparel. In the case of inclement weather, appropriate attire may include non-college apparel. Jeans and non-college issued hats and sweats are prohibited.

B. All teams attending the banquet must be in business casual attire, unless other attire is designated appropriate (informal banquet, theme banquet).

Section 15. All American Selection – See All-American Section of this Handbook

All-American Nomination Guidelines

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

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

Section 16. Championship Site Bids

Sport Committee Chairs must be present at the Championship Events Committee meeting when bid(s) for the national tournament site is/are discussed.
Section 16. Championship Site Bids
Sport Committee Chairs must be present at the Championship Events Committee meeting when bid(s) for the national tournament site is/are discussed.
O. SOCCER – MEN’S – DIVISION III

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

Section 2. Tournament Dates
A. The dates for the NJCAA Division III Men’s Soccer Tournament will commence on the 2nd Thursday in November.
B. The dates for the NJCAA Division III Men’s Soccer Tournament are as follows:
   November 8-11, 2012 at Herkimer County Community College, New York

Section 3. Tournament Host Pre-Tournament Responsibilities
A. The Tournament Host shall be responsible for sending entry blanks to qualifying teams and shall notify them of the time schedule and other information pertinent to the tournament, by October 1, annually.
B. The Tournament Host shall have jurisdiction over all promotions, advertising, tickets, schedules, etc. The host shall secure the playing sites and make all necessary arrangements for the proper management of spectators.
C. Practice sessions may be arranged for two days preceding the tournament.
D. The tournament host shall be responsible for securing the services of all necessary officials, judges, etc. to satisfactorily conduct the tournament as determined by the NJCAA Committee on Soccer.
E. The Tournament Director has the right to change game times.

Section 4. Qualification of Teams for Competition
A. Eight teams participate in the national tournament
B. 1. District A - Region 3
2. District B - Region 5
3. District C - Regions 4, 13
4. District D - Region 15
5. District E – Region 19
6. District F – Region 20
7. District G – Region 21
8. District H – Regions 3, 19* (2012 Region 19 will send two teams)
   * Regions 3 and 19 will alternate every other year on sending two teams from their region to the National Tournament.
C. The NJCAA Committee on Soccer will have the authority to make substitutions for last minute withdrawals from the tournament.
D. Division III District Champions must be decided by October 31, 2012, Seven Days, prior to the beginning of the NJCAA Championship.

G. Districts and District Chairs

<table>
<thead>
<tr>
<th>District</th>
<th>Region(s)</th>
<th>Chair</th>
<th>College</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>3</td>
<td>Jeff Wiley</td>
<td>Jefferson Community College</td>
<td><a href="mailto:jwiley@sunyjefferson.edu">jwiley@sunyjefferson.edu</a></td>
</tr>
<tr>
<td>B</td>
<td>5</td>
<td>John Green</td>
<td>Clarendon College</td>
<td><a href="mailto:John.green@clarendoncollege.edu">John.green@clarendoncollege.edu</a></td>
</tr>
<tr>
<td>C</td>
<td>4, 13</td>
<td>Gary Huber</td>
<td>Black Hawk College</td>
<td><a href="mailto:huberg@bhc.edu">huberg@bhc.edu</a></td>
</tr>
<tr>
<td>D</td>
<td>15</td>
<td>Mike Pelliccia</td>
<td>Nassau Community College</td>
<td><a href="mailto:Michael.pelliccia@ncc.edu">Michael.pelliccia@ncc.edu</a></td>
</tr>
<tr>
<td>E</td>
<td>19</td>
<td>John Kuntz</td>
<td>Sussex County Community College</td>
<td><a href="mailto:jkuntz@sussex.edu">jkuntz@sussex.edu</a></td>
</tr>
<tr>
<td>F</td>
<td>20</td>
<td>Bruce Springer</td>
<td>Anne Arundel Community College</td>
<td><a href="mailto:Bdspringer@aacc.edu">Bdspringer@aacc.edu</a></td>
</tr>
<tr>
<td>G</td>
<td>21</td>
<td>John Jackson</td>
<td>Dean College</td>
<td><a href="mailto:jackson@dean.edu">jackson@dean.edu</a></td>
</tr>
<tr>
<td>H</td>
<td>3,19*</td>
<td>2012 – Region 19 will send two teams. Regions 3 &amp; 19 will alternate every other year.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Note 1: All regions that wish to enter a respective district tournament must notify their director by October 15 annually. Failure to comply shall result in forfeiture of the right to compete in a district playoff. Any college, who filed an intent to compete in a district tournament and then withdraws after October 15, will be responsible for any expenses incurred by the district tournament director.

Note 2: All colleges must qualify in compliance with Article XII of the NJCAA bylaws.

Note 3: Colleges whose players receive red cards during postseason play must notify the NJCAA Soccer Chair prior to the next tournament contest.

H. 1. All District and National Tournament games must be played on a natural or artificial turf field that measurers at least 110-yards by 70-yards. Artificial turf fields must be a rubber infill surface, consistent with current FIFA approved fields. This field must also have a visible clock.
2. The director must arrange for officials, three game balls, one official timer, one official scorekeeper and four ball persons.
3. District playoff sites may be rotated among participating regions according to a schedule developed by the director.
4. Districts that choose to rotate the sites must submit a plan to the National Office by April 15, annually.
5. Districts may agree to play at a central site chosen by the District Director.
6. Region Champions must certify their yellow card accumulations with the District and/or National Tournament Director, using the official NJCAA game roster form.
7. All Region Tournament games must have visible game clocks at fields.

Section 5. Rules and Procedures
A. All regular season, regional, district and national tournament games shall be played under current NCAA Soccer rules with the following exceptions:
1. Unlimited substitutions apply with no stoppage of the game clock.
2. No stoppage of game clock in last 5 minutes of a game.
3. Any player receiving a yellow card (caution) must leave the game for a substitute, including the goalkeeper. He may return to the game at the next legal substitution point.

B. Teams participating in the NJCAA Soccer Championship are limited to not more than 25 players. These players must be identified in the scorebook before the start of the first game. These players must be identified on an approved roster which will contain the name, numbers and accumulated cautions of all squad members. This roster must be submitted to the NJCAA soccer chair or his designee prior to the team’s first game. No deletions or additions may be made after this time. A player who is part of his team’s roster of 25, whose name is not listed in the scorebook, will be removed from the game at the point the omission is discovered.

C. Roster numbers and game jerseys must be checked and verified prior to the start of the tournament. Players found wearing incorrect numbers will be removed from the game until the problem is corrected. Players not listed on the roster, found to be participating in the game will be removed at that point and will not be allowed to participate in any subsequent games.

D. In the event of darkness, inclement weather or other circumstances beyond the control of the tournament director that prevent games from being completed on a given day, the suspended games will be resumed from the point of suspension on the following day and the game and time schedule will be adjusted accordingly. If for any reason, a team must play more than 90 minutes after a suspended game is resumed, they shall not be required to play again that day.

E. NJCAA rules govern all Regional, District and National competition.

F. The NJCAA Soccer Committee Chair shall appoint a committee to assist the NJCAA Representative with the operation of the championship.

G. The tournament director shall designate team bench and assign home/away uniform color prior to each game.

H. Tournament format:

Tournament Director will select game times.

- L1, W1, W7, W9
- L2, W2
- L3, W3
- Game 9
- W8
- Game 6
- Game 4
- W4
- Game 5
- Game 2
- Game 1
- Game 3
- Game 8
- Champion
- Second Place

Games 1-4 will be played Thursday
Games 5-8 will be played Friday
Championship game will be played Sunday
Losers of games 7 and 8 will be awarded Participation Awards

A seven year rotation was approved in 2011. The district match ups are as follows through 2017:

<table>
<thead>
<tr>
<th>Year</th>
<th>District H = Region 19 for 2012</th>
</tr>
</thead>
<tbody>
<tr>
<td>2012</td>
<td>G vs. B</td>
</tr>
<tr>
<td>2013</td>
<td>B vs. C</td>
</tr>
<tr>
<td>2014</td>
<td>E vs. F</td>
</tr>
<tr>
<td>2015</td>
<td>E vs. H</td>
</tr>
<tr>
<td>2016</td>
<td>C vs. E</td>
</tr>
<tr>
<td>2017</td>
<td>B vs. E</td>
</tr>
</tbody>
</table>

Section 6. Officials

A. Only NISOA approved officials may be used in the tournament.

B. The NJCAA representative shall be responsible for securing the field officials. The NJCAA Soccer Committee will communicate with all officials assigned to the tournament explaining the differences between NCAA Rules and NJCAA playing regulations.

C. A game once begun is in the hands of the field officials.

D. The three-person system of officiating shall be used during post-season play.

E. No referee may officiate a contest in which his/her own region is participating.
Section 7. Awards
A. Awards shall be given to the first and second place teams; participation awards given to teams that win on day one and lose on day two.
B. Each individual player on the first place team shall receive an NJCAA gold medal. There shall be 25 medals.
C. Each individual on the second place team shall receive an NJCAA silver medal. There shall be 25 medals.
D. A Coach of the Tournament award shall be presented.
E. A Most Valuable Player award shall be presented.
F. An All-Tournament team consisting of 12 players will be presented medals.
G. Awards given by coaches associations must reflect the places earned.

Section 8. Finances
A. Each college shall pay its own team expenses.
B. The entry fee shall be $200.00 and shall be paid by the eight teams involved in national play.

Section 9. Procedure for Division III National Soccer Poll

A. NATIONAL CHAIR
Andrew Davis
Tompkins Cortland Community College
Work: (607) 844-8222 x4491
Cell: (607) 423-4143
Fax: (607) 844-6536
Email: davisa@tc3.edu
Region 3

B. Area Chairmen:

<table>
<thead>
<tr>
<th>District</th>
<th>Chairmen</th>
<th>College</th>
<th>Work</th>
<th>Fax</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Pepe Aragon Jr.</td>
<td>Herkimer County Community College</td>
<td>(315) 866-8388</td>
<td>(315) 866-1789</td>
<td><a href="mailto:vertullof@yahoo.com">vertullof@yahoo.com</a></td>
</tr>
<tr>
<td>2</td>
<td>Sean Worley</td>
<td>Richland College</td>
<td>972-238-6243</td>
<td>972-238-3736</td>
<td><a href="mailto:mcosta@brookdalecc.edu">mcosta@brookdalecc.edu</a></td>
</tr>
<tr>
<td>3</td>
<td>Frank Vertullo</td>
<td>Suffolk County Community College</td>
<td>(631) 275-1000</td>
<td>(631) 451-4604</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Mike Costa</td>
<td>Brookdale Community College</td>
<td>732-224-2377</td>
<td>732-223-2155</td>
<td></td>
</tr>
</tbody>
</table>

C. Coaches who would like their teams considered for ranking each week must call their Area Chair before 10 a.m. EST Monday morning. They must have accurate and up to date scores and team records.
D. The 2012 reporting dates are as follows:
   - August 20 (Pre-season poll)
   - September 3, 10, 17, 24
   - October 1, 8, 15, 22, 29
   - November 5 (Final Poll), 13 (Post-Tournament Poll)
E. Deadlines to Report
   1. Coaches to Area Chairmen: Mondays by 10 a.m. EST
   2. Area Chairmen to National Chairman: Mondays by Noon EST
F. Key Factors in the Selection Process:
   1. Head-to-Head Competition vs. Ranked Opponents (in or out of region)
   2. Head-to-Head Competition vs. Best Opponents/League/Region
   3. Won/Loss Record
G. Member colleges must enter statistics weekly on the NJCAA website to be eligible for national rankings in that sport. Team and individual statistics will be submitted by the college to the NJCAA schools website (www.njcaa.org/schools). The national poll shall honor the submitted rankings within regions.

Section 10. Substance Abuse Policy
The use of tobacco products by any coach, player, official or other individual involved in the conducting of any NJCAA sanctioned or sponsored regular season or postseason play is prohibited within the confines of the playing area. Any individual not in compliance shall be disqualified from further participation in that contest.

Section 11. Open Wound Policy
Under circumstances when constant or profuse bleeding occurs, the participant shall be immediately removed from that contest by the official and cannot return until the bleeding has been stopped. Once ready to return the player may do so at the next stoppage of play.

Section 12. Tournament Lodging
Should the tournament host/NJCAA National Office choose to assign lodging for this event, all participating colleges must honor that assignment or pay for those rooms.
We recommend to the host of Division III Men’s & Women’s Soccer that separate lodging be provided for men’s and women’s teams. Prior approval from the NJCAA National Office is required for any variance of this recommendation.

Section 13. Code of Conduct
All coaches, athletes and support personnel are expected to be familiar with and follow the NJCAA Code of Conduct. This Code may be found under Article XX of the NJCAA bylaws.

Section 14. Dress Decorum
A. Game attire for all bench personnel, other than uniformed players, must be a college issued warm-up suit, or business casual apparel. In the case of inclement weather, appropriate attire may include non-college apparel. Jeans and non-college issued hats and sweats are prohibited. Teams at the event, but not participating, must be in appropriate attire. This may include college issued warm-ups suits, shorts, t-shirts and athletic footwear.
B. All teams attending the banquet must be in business casual attire, unless other attire is designated appropriate (informal banquet, theme banquet).
Section 15. All-American Nomination Guidelines

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

Section 16. Championship Site Bids

Sport Committee Chairs must be present at the Championship Events Committee meeting when bid(s) for the national tournament site is/are discussed.
SOCCER - WOMEN'S - DIVISION I

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

Section 2. Tournament Dates and Sites
The tournament shall be held at the exact dates and sites as determined by the NJCAA Committees on Soccer. November 12-18, 2012 at Viera Regional Park, Melbourne, FL. November 19-24, 2013 at Viera Regional Park, Melbourne, FL.

Section 3. Host Pre-Tournament Responsibilities
A. The tournament host or organization shall be responsible for sending entry blanks to qualifying teams and shall notify them of the time schedule and other information pertinent to the tournament by November 1st annually.
B. The tournament host shall have jurisdiction over promotions, advertising, and ticket sales. The host shall secure the playing sites and make all necessary arrangements for the proper management or spectators.
C. Practice sessions may be arranged for two days preceding the tournament.
D. The tournament host shall be responsible for securing the services of all necessary officials, judges, etc. to satisfactorily conduct the tournament as determined by the NJCAA Committee on Soccer.
E. Tournament Director has the right to change game times.

Section 4. Qualification of Teams for Competition (Twelve Teams)
A. Districts and District Chairs

<table>
<thead>
<tr>
<th>District</th>
<th>Regions</th>
<th>Director</th>
<th>College</th>
<th>E-Mail</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>1</td>
<td>Jerry Smith</td>
<td>Arizona Western College</td>
<td><a href="mailto:Jerry.smith@azwestern.edu">Jerry.smith@azwestern.edu</a></td>
</tr>
<tr>
<td>B</td>
<td>6</td>
<td>Carl Heinrich</td>
<td>Johnson Co. Community College</td>
<td><a href="mailto:heinrich@jccc.edu">heinrich@jccc.edu</a></td>
</tr>
<tr>
<td>C</td>
<td>9, 18</td>
<td>Marci Henry</td>
<td>Northeastern Junior College</td>
<td><a href="mailto:Marci.henry@njc.edu">Marci.henry@njc.edu</a></td>
</tr>
<tr>
<td>D</td>
<td>24, 16</td>
<td>Susan Sinclair</td>
<td>Illinois Central College</td>
<td><a href="mailto:ssinclair@icc.edu">ssinclair@icc.edu</a></td>
</tr>
<tr>
<td>E</td>
<td>3, 15, 19, 21</td>
<td>Julie Mulvey</td>
<td>Massasoit Community College</td>
<td><a href="mailto:jmulvey@massasoit.mass.edu">jmulvey@massasoit.mass.edu</a></td>
</tr>
<tr>
<td>F</td>
<td>4</td>
<td>Berdy Kuiken</td>
<td>South Suburban College</td>
<td><a href="mailto:bkuiken@ssc.edu">bkuiken@ssc.edu</a></td>
</tr>
<tr>
<td>G</td>
<td>12</td>
<td>Scott Barlow</td>
<td>Lakeland Community College</td>
<td><a href="mailto:sbarlow@lakelandcc.edu">sbarlow@lakelandcc.edu</a></td>
</tr>
<tr>
<td>H</td>
<td>7, 8, 23</td>
<td>Laurel Sue Smith</td>
<td>Polk Community College</td>
<td><a href="mailto:laurelsue@polk.edu">laurelsue@polk.edu</a></td>
</tr>
<tr>
<td>I</td>
<td>2, 5, 14</td>
<td>Tim Drain</td>
<td>Tyler Junior College</td>
<td><a href="mailto:tdra@tjc.edu">tdra@tjc.edu</a></td>
</tr>
<tr>
<td>J</td>
<td>17, 22</td>
<td>Donna Campbell</td>
<td>Abraham Baldwin College</td>
<td><a href="mailto:dcampbell@abac.edu">dcampbell@abac.edu</a></td>
</tr>
<tr>
<td>K</td>
<td>11, 13</td>
<td>Brenda Hampton</td>
<td>Iowa Western Community College</td>
<td><a href="mailto:bhampton@iwc.edu">bhampton@iwc.edu</a></td>
</tr>
<tr>
<td>L</td>
<td>10, 20</td>
<td>Lind Hartsell</td>
<td>Craven Community College</td>
<td><a href="mailto:hartsell@cravencc.edu">hartsell@cravencc.edu</a></td>
</tr>
</tbody>
</table>

B. The NJCAA Soccer Committee will have the authority to make substitutions for last minute withdrawals from the tournament.
A. Representatives must be determined NO LATER THAN the second Sunday prior to the National Tournament. Regions that are involved in District tournaments must have their regional tournaments completed on/by October 31st.
B. All regions that wish to enter a respective district tournament must notify their director by October 15th. Failure to comply shall result in forfeiture of the right to compete in a district playoff. Any college, who filed an intent to compete in a district tournament and then withdraws after October 15th, will be responsible for any expenses incurred by the district tournament director.
C. All colleges must qualify in compliance with Article XII of the NJCAA bylaws.
D. Colleges whose players receive red cards during post season play must notify the NJCAA Soccer Chair prior to the next tournament contest.
E. District Playoff Policies and Procedures
1. All Region and District Playoff games must be played on a natural or artificial turf that measures at least 110 yards by 70 yards, with a visible clock. Artificial turf fields must be a rubber infill surface, consistent with current FIFA approved fields.
2. The director, or his/her designee, must arrange for officials, three game balls, one official timer, one official scorekeeper and four balls persons.
3. District playoff sites may be rotated among participating regions according to a schedule developed by the director.
4. Districts that choose to rotate the sites must submit a plan to the National Office by April 15th annually.
5. Districts may agree to play at a central site chosen by the District Director.
H. District Champions and/or Representatives must send all card accumulations, signed by the regional director, to the national soccer chair, by the Sunday prior to the national tournament. They must be sent on the official NJCAA Game Roster Form.

District Playoffs
1. Each district shall determine its own method for qualification of team(s).
2. District Playoffs
Section 5. Rules and Procedures

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

1. Unlimited substitutions apply with no stoppage of the game clock in the last five minutes of the game.
2. Any player receiving a yellow card (caution) must leave the game for a substitute, including the goalkeeper. They may return to the game at the next legal substitution point.
3. National Tournament Pool Play Games only
   a. All games tied after regulation time (90 minutes) will follow the POOL PLAY GAMES procedures below.

   4. National Tournament Semi-Finals and Finals are single elimination.

B. Teams participating in the NJCAA Soccer Championship are limited to 25 players. These players must be identified in the score book before the start of the first game. These players must be identified on an approved roster, which will contain the name, numbers and accumulated cautions of all squad members. This roster must be submitted to the NJCAA soccer chair or his/her designee prior to the first game of the tournament. No deletions or additions may be made after this time. A player who is part of his team’s roster of 25, whose name is not listed in the score book, will be removed from the game at the point the omission is discovered.

C. Roster numbers and jerseys must be checked and verified prior to the start of the tournament. Players found wearing incorrect numbers will be removed from the game until the problem is corrected. Players not listed on the roster, found to be participating in the game will be removed at that point and will not be allowed to participate in any subsequent games.

D. In the event of darkness, inclement weather or other circumstances beyond the control of the tournament director that prevent games from being completed on a given day, the suspended games will be resumed from the point of suspension on the following day and the game and time schedule will adjust accordingly. If for any reason, a team must play more than 90 minutes after a suspended game is resumed, they will not be required to play again that day.

E. The higher seed will wear light uniforms and have choice of bench.

F. NJCAA rules govern all Regional, District and National competition.

G. Each participating institution must bring a memento to exchange prior to the first game of the tournament.

H. Tights and undergarments that extend below game pants must be the same color as game pants.

I. TOURNAMENT FORMAT / STRUCTURE

   POOL PLAY – Days 1, 2, 3
   SEMI-FINALS – Day 5
   FINALS – Day 6

   Seeds 1, 8, 12  2, 7, 11  3, 6, 10  4, 5, 9

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

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

   POOL PLAY GAMES

   All games in pool play (1-12) will be 90 minutes in length. In pool play games(1-12), overtime will not be played. Pool play games (1-12), which are tied after regulation time (90 minutes) will go straight to penalty kicks (PK’s).
POOL PLAY STANDINGS
Team points will be awarded in each game in pool play in the following manner;
- 3 Points – Victory in Regulation time (90 minutes)
- 2 Points – Tie in Regulation time and Victory in PK’s
- 1 Point – Tie in Regulation time and Loss in PK’s
- 0 Points – Loss in Regulation time

After pool play, the team in each pool with the most points will advance to the Semi-Finals.

POOL PLAY STANDINGS TEAM TIEBREAKING PROCEDURES
If after pool play, teams are tied for the most points in any pool, the following will apply, in order;
2 TEAM TIES
Head to head competition between tied teams – the winning team advances.

3 TEAM TIES
Goals against in regulation time
Goal differential in regulation time with a maximum of +3 per game
If at any point a single team is eliminated and 2 teams remain tied, then immediately revert to the two team
tiebreaking procedure (head to head competition between tied teams).

UNBREAKABLE TIES (3 team)
If all 3 teams remain tied after goals against and goal differential are applied, two “tiebreaking games” will be held on
day 4 of the tournament. Immediately after conclusion of play in any pool, all tied teams will flip coins to determine
which team receives the bye to the second “tiebreaking game.” The odd coin receives the bye. The other two teams will
play a “tiebreaking game” beginning at the start of overtime per NCAA rules. (2 ten minute sudden death overtime
periods, followed by PK’s). Following a 20 minute break, the winning team advances to the 2nd “tie breaking game” to
play the team that received the bye. Any such tiebreaking games are a continuation of pool play and are considered
individual games. Any cards issued will carry the same penalty(ies) as in any other tournament game.

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

FINALS
Game 15 – semi-finals winners

Section 6. Officials
A. Only NISOA approved officials may be used in the tournament.
B. The Tournament Director shall be responsible for securing the field officials. The NJCAA Soccer Committee will communicate
with all officials assigned to the tournament explaining the differences between NCAA Rules and NJCAA playing regulations.
C. Once the game has begun, it is in the hand of the field officials.
D. The three-person system of refereeing shall be used in all post-season tournament play.
E. No referee may officiate a contest in which his/her own region is participating at the National level.

Section 7. Awards
A. Awards shall be given to the first, second and third place (2) teams.
B. Each individual player on the first place team shall receive an NJCAA gold medal. There shall be (25) medals.
C. Each individual on the second place team shall receive an NJCAA silver medal. There shall be (25) medals.
D. A Coach of the Tournament award shall be presented.
E. The Most Valuable Player award shall be presented
F. An All-Tournament team consisting of 12 players will be presented an appropriate award.
G. Awards given by coaches associations must reflect the places earned.

Section 8. Finances
A. Each college shall pay its own team expenses.

Section 9. Procedures for National Poll
A. The National Poll shall consist of the top 20 teams. The National poll shall honor the submitted rankings within the regions.
B. Each region is to report his/her weekly top regional teams to the appropriate sectional director on Mondays 9 AM
C. Reports should include teams overall record, division record, and opponents played.
D. Sectional leaders and a representative from the NJCAA Women’s Soccer Coaches Association will form the poll on Tuesday
mornings. The National office will release the poll on Wednesdays. Regions not reporting to their sectional leaders will not be
reflected in the poll. Sectional leaders and a Representation from the NJCAA Women’s Soccer Coaches Association will form
the poll on Tuesday mornings. The National office will release the poll on Wednesdays. Regions not reporting to their sectional
leaders will not be reflected in the poll.
E. Member colleges must enter statistics weekly on the NJCAA website to be eligible for national rankings in that sport. Team and
individual statistics will be submitted by the college to the NJCAA schools website (www.njcaa.org/schools).
<table>
<thead>
<tr>
<th>Name</th>
<th>Regions</th>
<th>College</th>
<th>Email</th>
<th>Phone</th>
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<tr>
<td>Carl Heinrich</td>
<td>1, 6, 9, 18</td>
<td>Johnson Co. Community College</td>
<td><a href="mailto:heinrich@jccc.edu">heinrich@jccc.edu</a></td>
<td>913-469-3820</td>
</tr>
<tr>
<td>Brenda Hampton</td>
<td>4, 24, 16, 11, 12, 13</td>
<td>Iowa Western Community College</td>
<td><a href="mailto:bhampton@iwcc.edu">bhampton@iwcc.edu</a></td>
<td>712-325-3402</td>
</tr>
<tr>
<td>Tim Drain</td>
<td>2, 5, 14, 22, 23</td>
<td>Tyler Junior College</td>
<td><a href="mailto:tdra@tjc.edu">tdra@tjc.edu</a></td>
<td>903-510-2320</td>
</tr>
<tr>
<td>Jo Ann Rogers</td>
<td>3, 7, 8, 10, 15, 17,19, 20, 21</td>
<td>Prince George's Community College</td>
<td><a href="mailto:jtodaro@pgcc.edu">jtodaro@pgcc.edu</a></td>
<td>301-322-0513</td>
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2012 Reporting Dates

<table>
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<tr>
<th>August 1 (pre-season poll)</th>
<th>October 1</th>
<th>November 5 (Final Poll)</th>
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<td>September 3</td>
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<td>September 24</td>
<td>October 29</td>
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Section 10. Substance Abuse Policy
The use of tobacco products by any coach, player, official or other individual involved in the conducting of any NJCAA sanctioned or sponsored regular season or postseason play is prohibited within the confines of the playing area. Any individual not in compliance shall be disqualified from further participation in that contest.

Section 11. Open Wound Policy
Under circumstances when constant or profuse bleeding occurs, the participant shall be immediately removed from the contest by the official and cannot return until the bleeding has been stopped. Once ready to return the player may do so at the next stoppage of play.

Section 12. Tournament Lodging
Should the tournament host/NJCAA National Office choose to assign lodging for this event, all participating colleges must honor that assignment or pay for those rooms.

Section 13. Code of Conduct
All coaches, athletes and support personnel are expected to be familiar with and follow the NJCAA Code of Conduct. This Code may be found under Article XX of the NJCAA bylaws.

Section 14. Dress Decorum
A. Game attire for all bench personnel, other than uniformed players, must be a college issued warm-up suit, or business casual apparel. In the case of inclement weather, appropriate attire may include non-college apparel. Jeans and non-college issued hats and sweats are prohibited. Teams at the event, but not participating, must be in appropriate attire. This may include college issued warm-ups suits, shorts, t-shirts and athletic footwear.
B. All teams attending the banquet must be in business casual attire, unless other attire is designated appropriate (informal banquet, theme banquet).

Section 15. All American Selection – See All-American Section of this Handbook
All-American Nomination Guidelines
A. The following guidelines must be adhered to for consideration of All-American status.
1. A fully executed copy of the NJCAA All-American nomination form filed as per the deadline dates established within each respective sport;
2. Two individual, vertical, formal glossy photographs in color, no smaller than 3X5 and no larger than 5X7;
3. Photos must be head and shoulder shots, in team jersey with number visible (if applicable);
4. Digital pictures must be submitted on a computer disk or CD with a minimum print resolution of 300 dpi. Digital pictures printed on any medium other than glossy photo paper with a print resolution of less than 300 dpi will not be accepted;
5. Digital photos submitted to the National Office via email will not be accepted;
6. Student-athlete’s name, college, region and position must be included with the digital picture or included on the back of the photograph;
7. Playing statistics for all student-athletes, from the entire team the player is being nominated for All-American status must be up-to-date and printed from NJCAA website and included with the All-American nomination form.

Section 16. Championship Site Bids
Sport Committee Chairs must be present at the Championship Events Committee meeting when bid(s) for the national tournament site is/are discussed.
SOCCER - WOMEN'S - DIVISION III

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

Section 2. Tournament Dates
November 8-11, 2012 – Tompkins Cortland Community College, Dryden, NY
November 7-10, 2013 - Tompkins Cortland Community College, Dryden, NY

Section 3. Tournament Host Pre-Tournament Responsibilities
A. The tournament host or organization(s) shall be responsible for sending entry forms to qualifying teams and shall notify them of the time schedule and other information pertinent to the tournament, by October 1, annually.
B. The tournament host shall have jurisdiction over all promotions, advertising, tickets, schedules, etc. The tournament host shall secure the playing sites and make all necessary arrangements for the proper management of spectators.
C. Practice sessions may be arranged for one (1) day preceding the tournament.
D. The tournament host shall be responsible for securing the services of all necessary officials, judges, etc. to satisfactorily conduct the tournament as determined by the NJCAA Committee on Soccer.
E. The Tournament Director has the right to change game times.

Section 4. Qualification of Teams for Competition
A. Eight teams will participate in the National Tournament.
1. Game 1 – District C vs. District D
2. Game 2 - District H vs. District F
3. Game 3 – District A vs. District E
4. Game 4 – District G vs. District B
*For 2013
Districts D&E (Regions 4 & 13) receives one bid to the NJCAA Championship Tournament on odd numbered years and two bids on even numbered years. Granting District C (Region 19) one bid to the NJCAA Championship Tournament on even numbered years and two bids on odd numbered years. In odd numbered years, District C will represent the District Champion and District E will represent the 2nd District C team.
B. The NJCAA Committee on Soccer will have the authority to make substitutions for last minute withdrawals from the tournament.
C. All district representatives must be determined on or before Saturday, October 27, 2012.
D. District Chairs:

<table>
<thead>
<tr>
<th>District</th>
<th>Region(s)</th>
<th>Director</th>
<th>College</th>
<th>E-Mail</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>3A</td>
<td>Gary Broadhurst</td>
<td>Mohawk Valley Comm Clg</td>
<td><a href="mailto:gbroadhurst@mvcc.edu">gbroadhurst@mvcc.edu</a></td>
</tr>
<tr>
<td>B</td>
<td>3B</td>
<td>Gary Broadhurst</td>
<td>Mohawk Valley Comm Clg</td>
<td><a href="mailto:gbroadhurst@mvcc.edu">gbroadhurst@mvcc.edu</a></td>
</tr>
<tr>
<td>C</td>
<td>19</td>
<td>Ron Case</td>
<td>Gloucester County College</td>
<td><a href="mailto:rcase@gcnj.edu">rcase@gcnj.edu</a></td>
</tr>
<tr>
<td>D</td>
<td>4</td>
<td>Berdy Kuiken</td>
<td>South Suburban College</td>
<td><a href="mailto:bkuiken@southsuburbancollege.edu">bkuiken@southsuburbancollege.edu</a></td>
</tr>
<tr>
<td>E</td>
<td>13</td>
<td>Jean Musgjerd</td>
<td>Rochester Comm &amp; Tech Clg.</td>
<td><a href="mailto:jean.musgjerd@roch.edu">jean.musgjerd@roch.edu</a></td>
</tr>
<tr>
<td>F</td>
<td>5</td>
<td>Rex Parcells</td>
<td>Hill College</td>
<td><a href="mailto:Rparcells@hillcollege.edu">Rparcells@hillcollege.edu</a></td>
</tr>
<tr>
<td>G</td>
<td>15 / 21</td>
<td>Kerri-Ann McTiernan</td>
<td>Fashion Institute of Tech.</td>
<td><a href="mailto:Kerriann_mctiernan@fitnyc.edu">Kerriann_mctiernan@fitnyc.edu</a></td>
</tr>
<tr>
<td>H</td>
<td>20 / 17</td>
<td>Jo Ann Rogers</td>
<td>Prince George’s Comm. Clg.</td>
<td><a href="mailto:jtodaro@gpc.edu">jtodaro@gpc.edu</a></td>
</tr>
</tbody>
</table>

Note 1: All regions that wish to enter a respective district tournament must notify their director by October 15, annually. Failure to comply shall result in forfeiture of the right to compete in a district playoff. Any college, who filed an intent to compete in a district tournament and then withdraws after October 15, will be responsible for any expenses incurred by the district tournament director.

Note 2: Regions which have only one (1) college in the division, and are involved in inter-regional competition, must have compiled a record of .500 by November 1st, in order to be eligible for the district/national tournament (any extenuating circumstances, which might suggest an exemption from this rule, will be ruled upon by the Soccer Committee).

Note 3: Colleges whose players receive red cards during postseason play must notify the respective NJCAA Soccer Chair prior to the first tournament contest.

E. 1. All District & National Tournament games must be played on a natural or artificial turf field that measures at least 110 yards by 70 yards. Artificial turf fields must be a rubber infill surface, consistent with current FIFA approved fields.
2. The director must arrange for officials, three game balls, one official timer, one official scorekeeper and four ball persons.
3. District playoff sites may be rotated among participating regions according to a schedule developed by the director.
4. Districts that choose to rotate the sites must submit a plan to the National Office by April 15, annually.
5. Districts may agree to play at a central site chosen by the District Director.
6. Region Champions must certify their yellow card accumulations with the District and/or National Tournament Director.

Section 5. Rules and Procedures
A. All regional, district and national tournament games shall be played under current NCAA Soccer rules with the following exceptions:
1. Unlimited substitutions apply with no stoppage of the game clock.
2. Playing squads are limited to 25 players.
3. Any player receiving a yellow card (including goalkeepers) must leave the game for a substitute. She may return to the game at the next legal substitution point.

B. Teams participating in the NJCAA Soccer Championship are limited to not more than 25 players. These players must be identified in the scorebook before the start of the first game. These players must be identified on an approved roster, which will contain the name, numbers and accumulated cautions of all squad members. This roster must be submitted to the NJCAA soccer
chair or his designee prior to the first game of the tournament. No deletions or additions may be made after this time. A player who is part of his team's roster of 25, whose name is not listed in the scorebook, will be removed from the game at the point the omission is discovered.

C. Roster numbers and game jerseys must be checked and verified prior to the start of the tournament. Players found wearing incorrect numbers will be removed from the game until the problem is corrected. Players not listed on the roster, found to be participating in the game will be removed at that point and will not be allowed to participate in any subsequent games.

D. In the event of darkness, inclement weather or other circumstances beyond the control of the tournament director that prevent games from being completed on a given day, the suspended games will be resumed from the point of suspension on the following day and the game and time schedule will be adjusted accordingly. If for any reason, a team must play more than 90 minutes after a suspended game is resumed, they shall not be required to play again in that day.

E. Players participating in more than three postseason games shall be allowed one additional yellow card before they are suspended. Red card penalties do not change.

F. The tournament will conduct games on Thursday, Friday, and Sunday; the 5th/6th place games and 3rd/4th place games will be played on Sunday prior to the Championship Game. The 3rd place and 5th place games will be 90 minutes in duration, after which, if the game is tied, the teams will take part in a penalty kick shootout to determine a 3rd and 5th place winner.

G. NJCAA rules govern all Regional, District and National competition.

H. The NJCAA Soccer Committee Chair shall appoint a committee to assist the NJCAA Representative with the operation of the championship.

I. The top of the bracket will wear light uniforms and have choice of bench.

---

**2012 Division III Women’s Pairings**

![Diagram of the tournament bracket.]

J. Games 1-4 will be played on Thursday
   Games 5-8 will be played on Friday
   No games on Saturday
   Games 9-11 will be played on Sunday (No overtime in games 9 & 10)

---

**Section 6. Officials**

A. Only NISOA approved officials may be used in the tournament.

B. The NJCAA representative shall be responsible for securing the field officials. The NJCAA Soccer Committee will communicate with all officials assigned to the tournament explaining the differences between NCAA Rules and NJCAA playing regulations.

C. A game once begun is in the hands of the field officials.
D. The three-person system of officiating shall be used during post-season play.

Section 7. Awards
A. Awards shall be given to the first, second and third place teams.
B. Each individual player on the first place team shall receive an NJCAA gold medal. There shall be 25 medals.
C. Each individual player on the second place team shall receive an NJCAA silver medal. There shall be 25 medals.
D. A Coach of the Tournament award shall be presented.
E. A Most Valuable Player award shall be presented.
F. An All-Tournament team consisting of 12 players will be presented medals.
G. Awards given by coaches associations must reflect the places earned.

Section 8. Finances
A. Each college shall pay its own team expenses.
B. The entry fee shall be $200.00 and shall be paid by the eight teams involved in the national tournament.

Section 9. Procedure for Division III National Soccer Poll
A. National Chair: Sal Galvano
   Monroe Community College
   Rochester, New York
   Phone: (585) 292-2835   Email: sgalvano@monroe.edu
B. Coaches/Colleges MUST:
   1. Member colleges must enter statistics weekly on the NJCAA website to be eligible for national rankings in that sport. Team
      and individual statistics will be submitted by the college to the NJCAA schools website (www.njcaa.org/schools).
   2. Fax the NJCAA Weekly ranking and report form Monday before 12:00 Noon EST to:
      Sal Galvano
      Monroe Community College
      Rochester, New York
      Phone: (585) 292-2835   Email: sgalvano@monroe.edu
C. The Soccer President, Vice President, and Secretary/Treasurer will rank the teams.
D. All games played shall be counted in overall record.
E. The 2012 reporting dates are as follows: (Report Monday’s by Noon – Polls released on Tuesdays)
   August 13 (Pre-season poll)
   September 3, 10, 17, 24
   October 1, 8, 15, 22, 29 (Final Poll)
   November 5 (Final Poll), 12 (Post-tournament poll)
F. Key Factors in the Selection Process (not in any ranked order)
   Won/lost record
   Head to head competition
   Results against common opponents
   Results against ranked opponents
   The National poll shall honor the submitted rankings within the regions

Section 10. Substance Abuse Policy
The use of tobacco products by any coach, player, official or other individual involved in the conducting of any NJCAA sanctioned or
sponsored regular season or postseason play is prohibited within the confines of the playing area. Any individual not in compliance
shall be disqualified from further participation in that contest.

Section 11. Open Wound Policy
Under circumstances when constant or profuse bleeding occurs, the participant shall be immediately removed from that contest by the
official and cannot return until the bleeding has been stopped. Once ready to return the player may do so at the next stoppage of play.

Section 12. Tournament Housing
Should the tournament host/NJCAA National Office choose to assign lodging for this event, all participating colleges must honor that
assignment or pay for those rooms.

Section 13. Dress Decorum
Game attire for all bench personnel, other than uniformed players, must be a college issued warm-up suit, or business casual apparel.
In the case of inclement weather, appropriate attire may include non-college apparel. Jeans and non-college issued hats and sweats are
prohibited. Teams at the event, but not participating, must be in appropriate attire. This may include college issued warm-up suits,
shorts, t-shirts and athletic footwear.

Section 14. Code of Conduct
All coaches, athletes and support personnel are expected to be familiar with and follow the NJCAA Code of Conduct. This Code may
be found under Article XX of the NJCAA bylaws.

Section 15. All-American Nomination Guidelines
A. The following guidelines must be adhered to for consideration of All-American status:
   1. A fully executed copy of the NJCAA All-American nomination form filed as per the deadline dates established within each
      respective sport;
   2. Two individual, vertical, formal glossy photographs in color, no smaller than 3X5 and no larger than 5X7;
   3. Photos must be head and shoulder shots, in team jersey with number visible (if applicable);
   4. Digital pictures must be submitted on a computer disk or CD with a minimum print resolution of 300 dpi. Digital pictures
      printed on any medium other than glossy photo paper with a print resolution of less than 300 dpi will not be accepted;
   5. Digital photos submitted to the National Office via email will not be accepted;
   6. Student-athlete’s name, college, region and position must be included with the digital picture or included on the back of the
      photograph;
   7. Playing statistics for all student-athletes being nominated for All-American status must be up-to-date and printed
      from NJCAA website and included with the All-American nomination form.
Section 16. Championship Site Bids
Sport Committee Chairs must be present at the Championship Events Committee meeting when bid(s) for the national tournament site is/are discussed.

NJCAA 75th Anniversary Logo Banners

Vinyl Banners
3.5’ x 8’ - $109.00
7’x 16’ - $369.00

Mesh Vinyl Banners
3.5’ x 8’ - $120.00
7’ x 16’ - $389.00

BANNER PACKAGE #1
Two 3.5’ x 8’ NJCAA Logo Vinyl Banners
3.5’ X 3’ Your School Logo Vinyl Banner
$229.00

BANNER PACKAGE #2
Two 3.5’ x 8’ NJCAA Logo Mesh Vinyl Banners
3.5’ X 3’ Your School Logo Mesh Vinyl Banner
$269.00

BANNER PACKAGE #3
Two 3.5’ x 8’ NJCAA Logo Vinyl Banners
3.5’ X 3’ School Logo Vinyl Banner
Two 3.5’ x 8’ NJCAA Logo Mesh Vinyl Banners
3.5’ X 3’ Your School Logo Mesh Vinyl Banner
$469.00

MEGA BANNER PACKAGE #4
Two 3.5’ x 8’ NJCAA Logo Vinyl Banners
3.5’ X 3’ Your School Logo Vinyl Banner
Two 3.5’ x 8’ NJCAA Logo Mesh Vinyl Banners
3.5’ X 3’ Your School Logo Mesh Vinyl Banner
7’ x 16’ NJCAA Logo Vinyl Banner
7’ x 16’ NJCAA Logo Mesh Vinyl Banner
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R. SOFTBALL – DIVISION I

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

Section 2. Tournament Dates
The NJCAA Women's Tournament will be held during the third week in May.
2013 – May 15-18 at Canyons Complex; St. George, Utah
2014 – May 14-17 at Canyons Complex; St. George, Utah
2015 – May 13-16 at Canyons Complex; St. George, Utah
Note: Beginning in 2013 DI Softball will be a 4 day event.

Section 3. Tournament Host Pre-Tournament Responsibilities
A. Pre-Tournament information shall be sent out by April 12, 2013 by the Tournament Director to each coach.
B. All colleges must qualify in compliance with Article XII of the NJCAA bylaws.
C. The tournament host shall notify the participating teams of time schedules, hotel assignments, confirmed room rates, team host information and other pertinent materials including a coaches and officials’ pre-tournament meeting.
D. The tournament host shall be responsible for the promotion, advertising, and ticket sales of the contest. They shall secure the playing site and make all the arrangements for the handling of the spectators.

Section 4. Qualification of Teams for Competition
A. Qualifying shall take place as follows:
B. At least 25% of the overall schedule for Division I teams must be against Division I opponents.

<table>
<thead>
<tr>
<th>District</th>
<th>Region(s)</th>
<th>Director</th>
<th>College</th>
<th>E-Mail</th>
</tr>
</thead>
<tbody>
<tr>
<td>A 1</td>
<td></td>
<td>Jerry Smith</td>
<td>Arizona Western College</td>
<td><a href="mailto:jerry.smith@azwestern.edu">jerry.smith@azwestern.edu</a></td>
</tr>
<tr>
<td>B 2 &amp; 23</td>
<td></td>
<td>Jason Carmichael</td>
<td>Mid-South Community College</td>
<td><a href="mailto:jdcarmichael@midsouthcc.edu">jdcarmichael@midsouthcc.edu</a></td>
</tr>
<tr>
<td>C 5a</td>
<td></td>
<td>Rex Parcells</td>
<td>Hill College</td>
<td><a href="mailto:rparcells@hillcollege.edu">rparcells@hillcollege.edu</a></td>
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<tr>
<td>D 5b</td>
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<tr>
<td>E 6 &amp; 9</td>
<td></td>
<td>Marci Henry</td>
<td>Northeastern Junior College</td>
<td><a href="mailto:Marci.henry@njc.edu">Marci.henry@njc.edu</a></td>
</tr>
<tr>
<td>F 7</td>
<td></td>
<td>Dan Lumpkin</td>
<td>Cleveland State Community College</td>
<td><a href="mailto:dlumpkin@clevelandstatecc.edu">dlumpkin@clevelandstatecc.edu</a></td>
</tr>
<tr>
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<td></td>
<td>Laurel Sue Smith</td>
<td>Polk State College</td>
<td><a href="mailto:laurelsue.smith@polk.edu">laurelsue.smith@polk.edu</a></td>
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<td></td>
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<td>Craven Community College</td>
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</tr>
<tr>
<td>J 11, 16</td>
<td></td>
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<td>Iowa Western Community College</td>
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</tr>
<tr>
<td>K 14a</td>
<td></td>
<td>Tim Drain</td>
<td>Tyler Junior College</td>
<td><a href="mailto:tdr@tjc.edu">tdr@tjc.edu</a></td>
</tr>
<tr>
<td>L 14b</td>
<td></td>
<td>Tim Drain</td>
<td>Tyler Junior College</td>
<td><a href="mailto:tdr@tjc.edu">tdr@tjc.edu</a></td>
</tr>
<tr>
<td>M 17</td>
<td></td>
<td>Donna Campbell</td>
<td>Abraham Baldwin College</td>
<td><a href="mailto:dcampbell@abac.edu">dcampbell@abac.edu</a></td>
</tr>
<tr>
<td>N 18</td>
<td></td>
<td>Norma Carr</td>
<td>Salt Lake Community College</td>
<td><a href="mailto:norma.carr@slcc.edu">norma.carr@slcc.edu</a></td>
</tr>
<tr>
<td>O 22</td>
<td></td>
<td>Karen Reynolds</td>
<td>Jefferson Davis Community College</td>
<td><a href="mailto:karen.reynolds@jdcc.edu">karen.reynolds@jdcc.edu</a></td>
</tr>
<tr>
<td>P 24</td>
<td></td>
<td>Sue Sinclair</td>
<td>Illinois Central College</td>
<td><a href="mailto:ssinclair@icc.edu">ssinclair@icc.edu</a></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Region 5a</th>
<th>Region 5b</th>
<th>Region 8a</th>
<th>Region 8b</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clarendon College</td>
<td>Grayson County Junior College</td>
<td>Florida State College/Jacksonville</td>
<td>Pensacola State College</td>
</tr>
<tr>
<td>El Paso Community College</td>
<td>Hill College</td>
<td>Lake-Sumter Community College</td>
<td>Northwest Florida State College</td>
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<tr>
<td>Frank Phillips College</td>
<td>McLennan Community College</td>
<td>St John’s River State College</td>
<td>Chipola College</td>
</tr>
<tr>
<td>Howard College</td>
<td>North Central Texas College</td>
<td>Daytona State College</td>
<td>Gulf Coast State College</td>
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<td>Midland College</td>
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<td>Santa Fe College</td>
<td>Tallahassee Community College</td>
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<tr>
<td>Odessa College</td>
<td>Temple College</td>
<td>College of Central Florida</td>
<td>Hillsborough Community College</td>
</tr>
<tr>
<td>Western Texas College</td>
<td>Vernon College</td>
<td>Seminole State College of Florida</td>
<td>St. Petersburg College</td>
</tr>
<tr>
<td></td>
<td>Cisco Junior College</td>
<td>Brevard Community College</td>
<td>State College of Fla. – Manatee/Sarasota</td>
</tr>
<tr>
<td></td>
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<td>Indian River State College</td>
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<td>Navarro College</td>
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<td>San Jacinto College-South</td>
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<tr>
<td>Bossier Parish CC</td>
<td>Lamar State-Port Arthur</td>
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<td>Lox Morris College</td>
<td>Galveston College</td>
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<tr>
<td>Paris Junior College</td>
<td>Alvin Community College</td>
</tr>
<tr>
<td>Texarkana College</td>
<td>Angelina College</td>
</tr>
<tr>
<td>Northeast CC</td>
<td>Coastal Bend College</td>
</tr>
</tbody>
</table>
C. Regional Directors/Coach shall send a roster and formal team photo with player in uniforms and visible number either the size of 5x7 or 8x10 to the National Tournament Director by April 24th.

D. District and Region play must be completed on or before May 11, 2013 prior to the beginning of the National Tournament.

E. District Tournaments must be at least double elimination.

<table>
<thead>
<tr>
<th>District B Format</th>
<th>District E Format</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 9-10, 2013 at Region 2 Tournament Winner</td>
<td>May 9-10 (11th rain date), 2013 at Region 9 winner</td>
</tr>
<tr>
<td>Region 2 will secure and pay for officials and awards</td>
<td>May 8-9 (10th rain date), 2014 at Region 6 winner</td>
</tr>
<tr>
<td>Host will pay for awards and umpires. Umpires will be assigned through the Conference Assigner. Format: 2 out of 3 series with 2 games played on day 1 and game 3 (if necessary) on 2nd date.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>District I Format</th>
<th>District J Format</th>
</tr>
</thead>
<tbody>
<tr>
<td>If Region 15 and 20 reps are both .500, they will playoff to enter the District I Tournament. If there is only one rep from Region 15 and 20 that is .500, they will enter the District I Tournament with no playoff needed. If neither Region 15 or 20 reps are .500, they will not be part of the District I tournament. Region 15 and 20 reps, if part of the tournament, will have to pay a tournament entry fee to participate in the District I Tournament.</td>
<td>Date: May 3 &amp; 4 (5 rain date), 2013</td>
</tr>
<tr>
<td>Note: .500 record means, a .500 record 10 days before the District I Tournament per the NJCAA Handbook, Article XII, Section 3A. Must also adhere to Section 4.B., at Least 25% of the overall schedule for Div. 1 teams must be against Div. 1 opponents.</td>
<td>Host region will pay for awards. Host college will pay for umpires. Best of 3 series with 2 games on day one and 3rd game if needed on day two.</td>
</tr>
</tbody>
</table>

F. District Directors shall be responsible for the following:
   1. Get together with Region Director for all Regions involved in the District Playoff to determine:
      a. Playoffs format, dates, sites and financial responsibilities.
      b. Submit the completed and signed District Playoff Championship Contract to the Division I Softball chair at the Annual NJCAA Meetings.
   2. Notify National Tournament Director and National Office when District results of that tournament are known.
   3. In the event that the District Director cannot obtain a consensus from Regional Directors on the site of the tournament, the Executive Director will make the final decision.

G. Substitution Process
   1. In the event there is not a representative from a district, a runner-up from another district will be selected to fill the vacancy using a substitution order. When a team accepts or declines the opportunity to compete in the NJCAA through the substitution procedure, that district drops to the end of the substitution order and the next district moves up accordingly.
   2. The substitution order is as follows: District K, P, L, J, A, I, B, O, E, C, H, N, M, D, G, F.

H. All post season tournament play shall follow NJCAA rules.
   1. The halted game rule will be in affect for all national tournament play.
   2. The international tie-breaker will not be used in national tournament play.
   3. The eight-run rule will not be in effect for the national championship game.

I. The following is the 2013 National Tournament 1st round pairings. The tournament format will be double elimination:

<table>
<thead>
<tr>
<th>#1 Seed</th>
<th>#3 Seed</th>
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<tbody>
<tr>
<td>Game 1</td>
<td>Game 5</td>
</tr>
<tr>
<td>#16 Seed</td>
<td>#14 Seed</td>
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</table>

<table>
<thead>
<tr>
<th>#9 Seed</th>
<th>#11 Seed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Game 2</td>
<td>Game 6</td>
</tr>
<tr>
<td>#8 Seed</td>
<td>#6 Seed</td>
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</table>

<table>
<thead>
<tr>
<th>#5 Seed</th>
<th>#7 Seed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Game 3</td>
<td>Game 7</td>
</tr>
<tr>
<td>#12 Seed</td>
<td>#10 Seed</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>#13 Seed</th>
<th>#15 Seed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Game 4</td>
<td>Game 8</td>
</tr>
<tr>
<td>#4 Seed</td>
<td>#2 Seed</td>
</tr>
</tbody>
</table>

Section 5. Tournament Seeding
A. The seeding committee will consist of the section directors. The committee will seed all sixteen teams/directors on Sunday, May 12, 2013 on a conference call.

B. Seeding will be on the basis of, in no particular order:
   1. Regional placement in the National Tournament the previous year
Section 6. Rules and Procedures
A. NCAA rules will be used with noted exceptions found in Section 4.H.1-3.
B. The tournament shall be conducted as a double elimination tournament by NJCAA.
C. The maximum allowable number of individuals an institution can have on the field, including the practice field, bull pen, bench and dugout is 30. Each team is limited 24 uniform players (excluding redshirts) and maximum of 6 combined coaches, (includes grad assistant coaches) trainers and managers recognized by their respective institution.
D. All region/district hosts will use and be furnished the official tournament ball in all post season play with the exception of regions within a district, which will receive balls only for a district tournament.
E. The official tournament ball is the Dudley 4N-143 .47 compression ball.
F. Home team will be the higher seeded team in first round. The home team for all other rounds will be determined by a flip of the coin 30 minutes prior to the game. The home team will occupy the third base dugout.
G. Protest Committee will be made up of the National Tournament Director, NJCAA Representative and the Umpire and Chief.
H. Weather /suspended game(s)
   When a game is underway and it starts to rain/snow, only the umpire can suspend the game. Suspended games are continued from the point of when the play was suspended. The official scorebook should have the point of suspension, outs, etc. recorded.
   The official NCAA Rules will be followed regarding weather conditions and suspended play. Specific NCAA Rule references to be used: Page 192, Rule 15.10.1.2 and Page 203 Appendix G
   In the event of unavoidable delays due to either weather or unforeseen causes, the tournament director and NJCAA representative reserves the right to re-schedule game times or make other arrangements as necessary as long as there is no extension to the length of the tournament dates.
I. Game Balls
   For all Region, District and National tournaments (starting 2012), last year’s NCAA Tournament Game Ball Rule will be used. There will need to be 5 game balls per game with at least two balls being new.
J. Opening ceremonies will be part of the banquet the day before or will be eliminated.

Section 7. Officials
The NJCAA Committee on Softball recommends that the host institution secure quality college umpires for the National Tournament.

Section 8. Awards
A. Awards shall be given to the first, second, and third place teams.
B. Each individual player on the first place team shall receive an NJCAA gold medal. There shall be thirty (30) medals.
C. Each individual player on the second place team shall receive an NJCAA silver medal. There shall be thirty (30) medals.
D. Karen L. Sykes Outstanding Coach award shall be presented.
E. A Most Valuable Player award shall be presented.
F. Selection of a Softball All-Tournament Team of 12 players (4 battery, 4 infielders, 3 outfielders, and 1 utility player) shall be made and presented medals.

Section 9. Finances
A. All tournament expenses shall be paid by the tournament host.
B. Each college shall pay its own expenses.

Section 10. National Poll Procedures
A. The National Poll shall consist of the top 20 teams for 2013. The National poll shall honor the submitted rankings within the regions.
B. On Mondays, 9 am-12 pm CST, EST, MST, PST, the Regional Directors shall call their respective Sectional Leaders. For 2012-2013 Sectional Directors will be:

<table>
<thead>
<tr>
<th>Name</th>
<th>Region(s)</th>
<th>College</th>
<th>E-Mail</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tim Drain</td>
<td>2, 14, 22, 23</td>
<td>Tyler Junior College</td>
<td><a href="mailto:tdra@tjc.edu">tdra@tjc.edu</a></td>
<td>(903) 510-2320</td>
</tr>
<tr>
<td>Laurel Sue Smith</td>
<td>7, 8, 10, 17</td>
<td>Polk State College</td>
<td><a href="mailto:laurelsmith@polk.edu">laurelsmith@polk.edu</a></td>
<td>(863) 297-1067</td>
</tr>
<tr>
<td>Brenda Hampton</td>
<td>6, 11, 16, 24</td>
<td>Iowa Western Community College</td>
<td><a href="mailto:bhampton@iwcc.edu">bhampton@iwcc.edu</a></td>
<td>(712) 325-3402</td>
</tr>
<tr>
<td>Norma Carr</td>
<td>1, 5, 9, 18</td>
<td>Salt Lake Community College</td>
<td><a href="mailto:Normacarr@slcc.edu">Normacarr@slcc.edu</a></td>
<td>(801) 957-4083</td>
</tr>
</tbody>
</table>

C. Sectional director will form the poll on Tuesday mornings. The National Office will tally sectional director votes and release the poll on Wednesday.
D. Member colleges must enter statistics weekly on the NJCAA website to be eligible for national rankings in that sport. Team and individual statistics will be submitted by the college to the NJCAA schools website (www.njcaa.org/schools).
E. Only those teams with a minimum of eight games will be considered for ranking on the poll.
F. The National Poll shall be released March 13, 20, 27 April 3, 10, 17, 24, 2013.

Section 11. All-Americans
A. Nomination Procedures: Colleges shall nominate players for All American to the Region.
Regional Director will submit nominees in rank order to Softball Committee Chair; the Region Ranking must be honored when making All American selections. AA will be selected by the Softball Committee.
B. Deadline Date to Committee Chair is no later than Friday prior to the opening day of the National Tournament, May 10, 2013.
C. Deadline date for selection: ASAP following the NJCAA Championship
D. Number AA/Positions Chosen: 39 Total

|   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   | 143
SOFTBALL - DIVISION II

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

Section 2. Tournament Dates
The NJCAA Women's Softball Tournament will be held during the third week in May.
2013: May 15-18 at Traceway Park, Clinton, Mississippi
2014: May 14-17 at Traceway Park, Clinton, Mississippi
2015: May 13-16 at TBA

Section 3. Tournament Host Pre-Tournament Responsibilities
A. Pre-Tournament information shall be sent by March 8, 2013 by the Tournament Director.
B. The tournament host shall notify the participating teams of time schedules and other pertinent tournament information, including a coaches and officials’ pre-tournament meeting.
C. The tournament host shall be responsible for the promotion, advertising, and ticket sales of the contest. They shall secure the playing site and make all the arrangements for the handling of the spectators.

Section 4. Qualification of Teams for Competition
A. Qualifying shall take place as follows:
B. Districts and District Directors

<table>
<thead>
<tr>
<th>District</th>
<th>Region(s)</th>
<th>Director</th>
<th>College</th>
<th>E-Mail</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>1 (5)</td>
<td>Jerry Smith</td>
<td>Arizona Western College</td>
<td><a href="mailto:jerry.smith@azwestern.edu">jerry.smith@azwestern.edu</a></td>
</tr>
<tr>
<td>B</td>
<td>4A</td>
<td>Berdy Kuiken</td>
<td>South Suburban College</td>
<td><a href="mailto:bkuiken@southsuburbancollege.edu">bkuiken@southsuburbancollege.edu</a></td>
</tr>
<tr>
<td>C</td>
<td>4B</td>
<td>Berdy Kuiken</td>
<td>South Suburban College</td>
<td><a href="mailto:bkuiken@southsuburbancollege.edu">bkuiken@southsuburbancollege.edu</a></td>
</tr>
<tr>
<td>D</td>
<td>6A</td>
<td>Carl Heinrich</td>
<td>Johnson County Community College</td>
<td><a href="mailto:heinrich@jccc.edu">heinrich@jccc.edu</a></td>
</tr>
<tr>
<td>E</td>
<td>6B</td>
<td>Carl Heinrich</td>
<td>Johnson County Community College</td>
<td><a href="mailto:heinrich@jccc.edu">heinrich@jccc.edu</a></td>
</tr>
<tr>
<td>F</td>
<td>9,11,13</td>
<td>Brenda Hampton</td>
<td>Iowa Western Community College</td>
<td><a href="mailto:bhampton@iwcc.edu">bhampton@iwcc.edu</a></td>
</tr>
<tr>
<td>G</td>
<td>12A</td>
<td>Scott Barlow</td>
<td>Lakeland Community College</td>
<td><a href="mailto:sbarlow@lakelandcc.edu">sbarlow@lakelandcc.edu</a></td>
</tr>
<tr>
<td>H</td>
<td>12B</td>
<td>Scott Barlow</td>
<td>Lakeland Community College</td>
<td><a href="mailto:sbarlow@lakelandcc.edu">sbarlow@lakelandcc.edu</a></td>
</tr>
<tr>
<td>I</td>
<td>3,15,21</td>
<td>Julie Mulvey</td>
<td>Massasoit Community College</td>
<td><a href="mailto:jmulvey@massasoit.mass.edu">jmulvey@massasoit.mass.edu</a></td>
</tr>
<tr>
<td>J</td>
<td>2,16</td>
<td>Darren Pannier</td>
<td>State Fair Community College</td>
<td><a href="mailto:dpannier@sfcsmo.edu">dpannier@sfcsmo.edu</a></td>
</tr>
<tr>
<td>K</td>
<td>19</td>
<td>Ron Case</td>
<td>Gloucester County College</td>
<td><a href="mailto:rcase@gecnj.edu">rcase@gecnj.edu</a></td>
</tr>
<tr>
<td>L</td>
<td>20</td>
<td>JoAnn Rogers</td>
<td>Prince George’s Community College</td>
<td><a href="mailto:jtodaro@pgcc.edu">jtodaro@pgcc.edu</a></td>
</tr>
<tr>
<td>M</td>
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<tr>
<td>N</td>
<td>23B</td>
<td>TBA</td>
<td>TBA</td>
<td>TBA</td>
</tr>
<tr>
<td>O</td>
<td>24A</td>
<td>Sue Sinclair</td>
<td>Illinois Central College</td>
<td><a href="mailto:ssinclair@icc.edu">ssinclair@icc.edu</a></td>
</tr>
<tr>
<td>P</td>
<td>24B, 10, 8</td>
<td>Sue Sinclair</td>
<td>Illinois Central College</td>
<td><a href="mailto:ssinclair@icc.edu">ssinclair@icc.edu</a></td>
</tr>
</tbody>
</table>

A District E West - Ancilla, Clark State Grand Rapids, Glen Oaks Kalamazoo Valley, Kellogg, Lake Michigan, Lansing, Muskegon, Owens, Sinclair College

b District F East - Alpena, Cuyahoga, Delta, Henry Ford, Lakeland, Macomb, Mott, Oakland, St. Clair County

B. The coach shall send a roster and team picture to the National Tournament Director by April 18, 2013. The picture must have individuals in a team uniform in a formal pose with visible numbers.
C. Teams must notify district directors by April 1, 2013 of their intent to participate in a District playoff.
D. District and Region play must be completed on or before Saturday, May 11, 2013 prior to the beginning of the National Tournament.
E. All colleges must qualify in compliance with Article XII of the NJCAA bylaws.
F. District Tournaments must be double elimination.

1. District Formats:
   a. 2013: Region 11 Host
   b. 2014: Region 9 Host
   c. 2013 Dates are May 8-9. Rain out date is May 10.
   d. Host will provide district awards and umpires (3 umpires). (Paid by host College).
   e. Best of 3 games. Two games played on day one. If third game needed played on day 2.
   f. Times designated by Host

2. District I Format
   a. 2013: Region 3 host
   b. 2014: Region 15 host
   c. 2015: Region 15 host
   d. Format: A double elimination tournament. On the first day every team plays the other 2 teams. If all teams are even on their first day, the host team receives a bye. Blind Draw for the game schedule on day 1.
   e. Host team responsible for securing officials and awards.
2. **District J Format**  
   a. 2013 - Region 2 Host.  
   b. 2014 – Region 16 Host (The acknowledged rotation is 2 to 1 with R16 being favored.)  
   c. 2013 dates are May 3, 4 & 5 if necessary. Rain out dates will be May 11, 12 & 13.  
   d. Host College secures umpires and awards.  

3. **District P Format**  
   b. 2013 – May 10-11, May 12 Rain date.  
   c. 2014 – May 9-10, May 11 Rain date.  
   d. Costs for umpires, facility will be split by participating Colleges.  
   e. District plaque paid for by Region 10 in 2013, District plaque paid for by Region 24 in 2014.  

H. District Directors shall be responsible for the following:  
1. Determining date of their respective district tournaments and notifying the National Tournament Director in writing by January 1, 2013.  
2. Determining the playoff format, dates, sites and financial responsibility.  
3. Complete and submit district playoff contract to the Division II softball chair at the Annual meeting.  
4. Notify the NJCAA National Office when the results of that tournament are known.  

I. **Substitution Process**  
1. In the event there is not representative from a district, a runner-up from another district will be selected to fill the vacancy using a substitution order. When a team accepts or declines the opportunity to compete in the NJCAA through the substitution procedure, that district drops to the end of the substitution order and the next district moves up accordingly.  
2. The substitution order is as follows: O,I,K,H,E,P,N,M,L,A,D,B,C,F,G,J  

J. All postseason tournament play shall follow the NCAA rules.  
1. The halted game rule will be in effect for all national tournament play.  
2. The international tiebreaker will not be used in national tournament play.  
3. The eight-run rule will not be in effect for the national championship game.  

K. The following is the 2013 National Tournament 1st round pairings. The tournament will be double elimination. (Change if four day tournament).  

```
<table>
<thead>
<tr>
<th>#1 Seed</th>
<th>#3 Seed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Game 1</td>
<td>Game 5</td>
</tr>
<tr>
<td>#16 Seed</td>
<td>#14 Seed</td>
</tr>
<tr>
<td>#8 Seed</td>
<td>#6 Seed</td>
</tr>
<tr>
<td>Game 2</td>
<td>Game 6</td>
</tr>
<tr>
<td>#9 Seed</td>
<td>#11 Seed</td>
</tr>
<tr>
<td>#5 Seed</td>
<td>#7 Seed</td>
</tr>
<tr>
<td>Game 3</td>
<td>Game 7</td>
</tr>
<tr>
<td>#12 Seed</td>
<td>#10 Seed</td>
</tr>
<tr>
<td>#13 Seed</td>
<td>#15 Seed</td>
</tr>
<tr>
<td>Game 4</td>
<td>Game 8</td>
</tr>
<tr>
<td>#4 Seed</td>
<td>#2 Seed</td>
</tr>
</tbody>
</table>
```

Section 5. **Tournament Seeding**  
A. The seeding committee will consist of the section directors. The committee will seed all sixteen teams/directors on Monday, May 13, 2013 on a conference call.  
B. Seeding will be on the basis of, in no particular order:  
1. Regional placement in the National Tournament the previous year  
2. Strength of Region/Districts  
3. National Poll  
4. Overall and Division II JUCO record  
   Should a member of the seeding committee coach a team that participates in the tournament, that individual should be excluded from the seeding process. (Note: Teams participating in the tournament should fax their schedules in with scores to all Sectional Directors prior to the seeding conference call.)  

Section 6. **Rules and Procedures**  
A. NCAA rules will be used with noted exceptions found in Section 4.I.1-3.  
B. The tournament shall be conducted as a double elimination softball tournament by NJCAA.  
C. All region/district hosts will use and be furnished the official tournament ball in all post season play with the exception of regions within a district, which will receive balls only for a district tournament.
D. The official tournament ball is the Dudley 4N-143 .47 compression ball.
E. Home team will be the higher seeded team in first round. The home team for all other rounds will be determined by a flip of the coin 30 minutes prior to the game. The home team will occupy the third base dugout.
F. Protest Committee will be made up of the National Tournament Director, NJCAA Representative and the Umpire and Chief.
G. Weather /suspended game(s)

When a game is underway and it starts to rain/snow, only the umpire can suspend the game. Suspended games are continued from the point of when the play was suspended. The official scorebook should have the point of suspension, outs, etc. recorded. The official NCAA Rules will be followed regarding weather conditions and suspended play. Specific NCAA Rule references to be used: Page 192, Rule 15.10.1.2 and Page 203 Appendix G
H. In the event of unavoidable delays due to either weather or unforeseen causes, the tournament director and NJCAA representative reserves the right to re-schedule game times or make other arrangements as necessary as long as there is no extension to the length of the tournament dates

**Section 7. Officials**
The NJCAA Committee on Softball recommends that if entry fees are mandated the tournament host may secure qualified college rated officials.

**Section 8. Awards**
A. Awards shall be given to the first, second, and third place teams.
B. Each individual player on the first place team shall receive an NJCAA gold medal. There shall be 30 medals.
C. Each individual on the second place team shall receive a NJCAA silver medal. There shall be 30 medals.
D. An Outstanding Coach award shall be presented.
E. A Most Valuable Player award shall be presented.
F. Selection of a Softball All-Tournament Team of 13 players (4 battery, 4 infielders, 3 outfielders, 1 DP, 1 utility) shall be made and presented medals.

**Section 9. Finances**
A. All tournament expenses shall be paid by the tournament host.
B. Each college shall pay its own expenses.

**Section 10. National Poll Procedures**
A. The National Poll shall consist of the top 20 teams for 2013.
B. On Mondays, 9 a.m. – 12 p.m. CST, EST, MST, PST, the Regional Directors shall contact their respective Sectional Leaders.

For 2013 Sectional Leaders will be:

<table>
<thead>
<tr>
<th>Name</th>
<th>Regions</th>
<th>College</th>
<th>E-mail</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Berdy Kuiken</td>
<td>4A,4B, 11,12A,12B,13</td>
<td>South Suburban College</td>
<td><a href="mailto:bkuiken@southsuburbancollege.edu">bkuiken@southsuburbancollege.edu</a></td>
<td>708-596-2000 X2334</td>
</tr>
<tr>
<td>Lind Hartsell</td>
<td>1, 2, 8, 9, 10,23</td>
<td>Craven Community College</td>
<td><a href="mailto:hartsell@cravencc.edu">hartsell@cravencc.edu</a></td>
<td>252-638-7278</td>
</tr>
<tr>
<td>Darren Panner</td>
<td>6A,6B,16,24A,24B</td>
<td>State Fair Community College</td>
<td><a href="mailto:dpanner@sfccmo.edu">dpanner@sfccmo.edu</a></td>
<td>660-530-5828</td>
</tr>
<tr>
<td>JoAnn Rogers</td>
<td>3,15,19,20,21</td>
<td>Prince George’s Community College</td>
<td><a href="mailto:jtodaro@pgcc.edu">jtodaro@pgcc.edu</a></td>
<td>301-322-0513</td>
</tr>
</tbody>
</table>

C. Sectional leaders will form the poll on Tuesday mornings. The National Office will tally sectional leader votes and release the poll on Wednesday.
D. Member colleges must enter statistics weekly on the NJCAA website to be eligible for national rankings in that sport. Team and individual statistics will be submitted by the college to the NJCAA schools website (www.njcaa.org/schools).
E. Only those teams with a minimum of four games will be considered for ranking on the poll.
F. The National Poll shall commence on March 26, 2013 and run a total of five weeks.
G. All game and individual college statistics must be entered on the NJCAA Website by the membership colleges.
H. Region rankings shall be followed.

**Section 11. Substance Abuse**
The use of all tobacco products by any coach, player, official or other individual involved in the conducting of any NJCAA sanctioned or sponsored regular season or postseason play is prohibited within the confines of the playing area. Any individual not in compliance shall be disqualified from further participation in that contest.

**Section 12. All-American Nomination Guidelines**
A. The following guidelines must be adhered to for consideration of All-American status:
1. A fully executed copy of the NJCAA All-American nomination form filed as per the deadline dates established within each respective sport;
2. Two individual, vertical, formal glossy photographs in color, no smaller than 3X5 and no larger than 5X7;
3. Photos must be head and shoulder shots, in team jersey with number visible (if applicable);
4. Digital pictures must be submitted on a computer disk or CD with a minimum print resolution of 300 dpi. Digital pictures printed on any medium other than glossy photo paper with a print resolution of less than 300 dpi will not be accepted;
5. Digital photos submitted to the National Office via email will not be accepted;
6. Student-athlete’s name, college, region and position must be included with the digital picture or included on the back of the photograph;
7. Playing statistics for all student-athletes being nominated for All-American status must be up-to-date and printed from NJCAA website and included with the All-American nomination form.
8. The Region Directors will send their region All-American forms and pictures to the national office and submit the All-American composite form to the softball chair by e-mail or fax prior to the Friday prior to the start of the national tournament.
Section 13. **Open Wound Policy**
Current NCAA softball rules and procedures with regard to open wounds and bleeding shall be adhered to.

Section 14. **Tournament Lodging**
Should the tournament host/NJCAA National Office choose to assign lodging for this event, all participating colleges must honor that assignment or pay for those rooms.

Section 15. **Dress Decorum**
At the national tournament venue, anyone on the playing field, in the dugout or warm up area must comply with the dress decorum policy:
A. Player’s attire as addressed in the NCAA Softball Rulebook
B. Coaches must wear official institutional matching apparel (color and logo) to include matching collared shirts, shorts and/or slacks (no denim/jeans), and shoes and socks (no sandals, flip-flops). Head gear must be worn in an appropriate manner.
C. All other team personnel must wear appropriate institutional collared shirts, shorts and/or slacks (no denim/jeans), shoes and socks (no sandals, flip-flops). Head gear must be worn in an appropriate manner.
D. Participating team members and college personnel returning to the tournament venue as spectators shall be appropriately attired.
E. Banquet attire, unless otherwise designated by the tournament host, will be casual business attire (t-shirts, denim, pants, hats, shorts, sandals, flip-flops will not be permitted).

Section 16. **Code of Conduct**
All coaches, athletes and support personnel are expected to be familiar with and follow the NJCAA Code of Conduct. This Code may be found under Article XX of the NJCAA bylaws.

Section 17. **Championship Site Bids**
Sport Committee Chairs must be present at the Championship Events Committee meeting when bid(s) for the national tournament site is/are discussed.
T. SOFTBALL - DIVISION III

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

Section 2. Tournament Dates
The NJCAA Women's Softball Tournament will be held during the third week in May.
2013: May 16-18 Rochester, Minnesota
2014: May 15-17 Rochester, Minnesota
2015: May 14-16 Rochester, Minnesota

Section 3. Tournament Host Pre-Tournament Responsibilities
A. Pre-Tournament information shall be sent by April 1 by the tournament director.
B. The tournament host shall notify the participating teams of time schedules and other pertinent tournament information, including coaches and officials’ pre-tournament meeting.
C. The tournament host shall be responsible for the promotion, advertising, and ticket sales of the contest. They shall secure the playing site and make all the arrangements for the handling of the spectators.

Section 4. Qualification of Teams for Competition
A. Qualifying shall take place as follows:

<table>
<thead>
<tr>
<th>District</th>
<th>Region(s)</th>
<th>Director</th>
<th>College</th>
<th>E-Mail</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>3A</td>
<td>Gary Broadhurst</td>
<td>Mohawk Valley Community College</td>
<td><a href="mailto:gbroadhurst@mvcc.edu">gbroadhurst@mvcc.edu</a></td>
</tr>
<tr>
<td>B</td>
<td>3B</td>
<td>Gary Broadhurst</td>
<td>Mohawk Valley Community College</td>
<td><a href="mailto:gbroadhurst@mvcc.edu">gbroadhurst@mvcc.edu</a></td>
</tr>
<tr>
<td>C</td>
<td>13A</td>
<td>Jean Musgjerd</td>
<td>Rochester Comm. &amp; Technical College</td>
<td><a href="mailto:jeanmar.musgjerd@roch.edu">jeanmar.musgjerd@roch.edu</a></td>
</tr>
<tr>
<td>D</td>
<td>13B</td>
<td>Jean Musgjerd</td>
<td>Rochester Comm. &amp; Technical College</td>
<td><a href="mailto:jeanmar.musgjerd@roch.edu">jeanmar.musgjerd@roch.edu</a></td>
</tr>
<tr>
<td>E</td>
<td>15</td>
<td>Donna Genova</td>
<td>Bronx Community College</td>
<td><a href="mailto:DTGenova@optonline.net">DTGenova@optonline.net</a></td>
</tr>
<tr>
<td>F</td>
<td>19</td>
<td>Ron Case</td>
<td>Gloucester County College</td>
<td><a href="mailto:rcase@gecj.edu">rcase@gecj.edu</a></td>
</tr>
<tr>
<td>G</td>
<td>2, 4, 12</td>
<td>Berdy Kuiken</td>
<td>South Suburban Community College</td>
<td><a href="mailto:bkkuiken@southsuburbancollege.edu">bkkuiken@southsuburbancollege.edu</a></td>
</tr>
<tr>
<td>H</td>
<td>20, 21</td>
<td>JoAnn Rogers</td>
<td>Prince George’s Community College</td>
<td><a href="mailto:jtodaro@pgcc.edu">jtodaro@pgcc.edu</a></td>
</tr>
</tbody>
</table>

a 3A Champion will be winner of the #1 seeded bracket tournament 1,4,5,8
b 3B Champion will be winner of the #2 seeded bracket tournament 2,3,6,7
c 13A Champion will be winner of double elimination tournament
d 13B Champion will be winner of double elimination tournament
B. Colleges shall send a roster and team picture to the National Tournament Director by April 25. Team photos must have individual in team uniform in a formal pose with visible numbers.
C. Teams must notify district directors by April 12 of their intent to participate in a district playoff.
D. District and Region play must be completed five (5) days prior to the beginning of the National Tournament.
E. District Tournaments must be double elimination tournaments. All colleges must qualify in compliance with Article XII of the NJCAA bylaws.
1. **District G Format – Berdy Kuiken – District Director**
   Region XII team will be seeded 6th and play the #3 seed from Region IV at their home site on April 29. Winner will play in the Region IV tournament on May 3-4 as the #3 seed.
2. **District H Format – Michelle Ruble – District Director**
   a. If Region XVII/Region XXI only has one team, they will play in the Region XX tournament. They must have a .500 record per Article XII Section 2A of the NJCAA Handbook.
   b. If Region XXI and Region XVII both has teams, they will play each other and the winner will play the Region XX champion at site of region XX winner.
   c. May 4-5, 2013
F. District Directors shall be responsible for the following:
1. Determining date of their respective district tournaments and notifying the National Tournament Director in writing by January 1.
2. Developing a financial plan for handling the District Tournament subject to approval by Regional Directors involved.
3. Notify National Tournament Director and National Office when District site has been determined and again when the results of that tournament are known.
4. In the event that the District Director cannot obtain a consensus from Regional Directors on the site of the tournament, the Executive Director will make the final decision.

G. Substitution Process
1. In the event there is not representative from a district, a runner-up from another district will be selected to fill the vacancy using a substitution order. When a team accepts or declines the opportunity to compete in the NJCAA through the substitution procedure, that district drops to the end of the substitution order and the next district moves up accordingly.
2. The substitution order is as follows: District F, A, H, B, D, G, E.
All post season tournament play shall follow the NCAA rules.

1. The halted game rule will be in effect for all national tournament play.
2. The international tie-breaker will not be used in national tournament play.
3. The eight-run rule will not be in effect for the national championship game.

I. National Tournament Pairings. The tournament will be a double elimination tournament:

   Game 1 – #1 Seed vs. #8 Seed
   Game 2 – #4 Seed vs. #5 Seed
   Game 3 – #3 Seed vs. #6 Seed
   Game 4 – #2 Seed vs. #7 Seed

Section 5. A. The seeding committee will consist of the section directors. The committee will seed all eight teams by Monday, May 13, 2013. Seeding will be on the basis of, in no particular order:

   1. Regional placement in the National Tournament the previous year.
   2. Strength of Region/District
   3. National Poll
   4. Overall and Division III JUCO Record

   Should a member of the seeding committee coach a team that participates in the tournament, that individual should be excluded from the seeding process. (Notes prior to the: Teams participating in the tournament should fax their schedules in with scores to all section directors to the seeding conference call.)

Section 6. Rules and Procedures

A. Current NCAA Rules will be used with noted exceptions found in Section 4.H.
B. The tournament shall be conducted as a double elimination Softball tournament.
C. All region/district hosts will use and be furnished the official tournament ball in all postseason play with the exception of regions within a district, which will receive balls only for a district tournament.
D. The official tournament ball is the Dudley 4N-143 .47 compression ball.
E. Weather /suspended game(s)

   When a game is underway and it starts to rain/snow, only the umpire can suspend the game. Suspended games are continued from the point of when the play was suspended. The official scorebook should have the point of suspension, outs, etc. recorded.

   The official NCAA Rules will be followed regarding weather conditions and suspended play. Specific NCAA Rule references to be used: Page 192, Rule 15.10.1.2 and Page 203 Appendix G
F. In the event of unavoidable delays due to either weather or unforeseen causes, the tournament director and NJCAA representative reserves the right to re-schedule game times or make other arrangements as necessary as long as there is no extension to the length of the tournament dates.

Section 7. Officials

The NJCAA Committee on Softball recommends that the tournament host secure qualified college rated officials.

Section 8. Awards

A. Awards shall be given to the first, second, and third place teams.
B. Each individual player on the first place team shall receive an NJCAA gold medal. There shall be thirty (30) medals.
C. Each individual player on the second place team shall receive an NJCAA silver medal. There shall be thirty (30) medals.
D. An Outstanding Coach award shall be presented.
E. A Most Valuable Player award shall be presented.
F. Selection of a Softball All-Tournament Team of twelve (12) players (4 battery, 4 infielders, 3 outfielders, and 1 DP) shall be made and presented medals.

Section 9. Finances

A. All tournament expenses shall be paid by the tournament host.
B. Each college shall pay its own expenses.

Section 10. National Poll Procedure

A. The National Poll shall consist of the top 10 teams for 2013.
B. On Tuesdays, 9 a.m. - 12 p.m. CST, EST, MST, PST, the Regional Directors shall call their respective Sectional Leaders. For 2012 Sectional Leaders will be:

   Gary Broadhurst: Regions 3,21
   Mohawk Valley Comm. Clg.
   (315) 792-5695
   gbroadhurst@mvcc.edu

   Donna Genova, Regions 15, 19, 20
   Bronx Community College
   (718) 289-5274
   DTGenova@optonline.net

   Jean Musgjerd, 4, 12, 13
   Rochester Community & Technical College
   507-285-7561
   jean.musgjerd@roch.edu

C. Sectional leaders will form the poll on Tuesday mornings. The National Office will tally sectional leader votes and release the poll on Wednesday.
D. Member colleges must enter statistics weekly on the NJCAA website to be eligible for national rankings in that sport. Team and individual statistics will be submitted by the college to the NJCAA schools website (www.njcaa.org/schools).
E. Only those teams with a minimum of four games will be considered for ranking on the poll. Member colleges must enter individual player’s statistics on the NJCAA website.
F. The National Poll shall commence on April 1 and run a total of five weeks. The National Poll shall honor the submitted rankings within the regions.

Section 11. Substance Abuse

The use of all tobacco products by any coach, player, official or other individual involved in the conducting of any NJCAA sponsored regular season or postseason play is prohibited within the confines of the playing area. Any individual not in compliance shall be disqualified from further participation in that contest.
Section 12. All-American Nomination Guidelines
   A. The following guidelines must be adhered to for consideration of All-American status:
      1. A fully executed copy of the NJCAA All-American nomination form filed as per the deadline dates established within each respective sport;
      2. Two individual, vertical, formal glossy photographs in color, no smaller than 3x5 no larger than 5x7;
      3. Photos must be head and shoulder shots, in team jersey with number visible (if applicable);
      4. Digital pictures must be submitted on a computer disk or CD with a minimum print resolution of 300 dpi. Digital pictures printed on any medium other than glossy photo paper with a print resolution of less than 300 dpi will not be accepted;
      5. Digital photos submitted to the National Office via email will not be accepted;
      6. Student-athlete’s name, college, region and position must be included with the digital picture or included on the back of the photograph;
      7. Playing statistics for all student-athletes being nominated for All-American status must be up-to-date and printed from NJCAA website and included with the All-American nomination form.
      8. Region Director will send to the NJCAA Softball Chair, the Regions All Americans on the “Region All American Form”. Players must be listed in rank order under the positions of Outfielder, infielder, battery and DP/utility. All Stats must be completed for each player in each position. The individual All American forms, appropriate photos and copy of the players NCJAA stats will be sent directly to the NJCAA Office.

Section 13. Open Wound Policy
   Current NCAA softball rules and procedures with regard to open wounds and bleeding shall be adhered to.

Section 14. Tournament Lodging
   Should the tournament host/NJCAA National Office choose to assign lodging for this event, all participating colleges must honor that assignment or pay for those rooms.

Section 15. Dress Decorum
   At the national tournament venue, anyone on the playing field, in the dugout or warm up area must comply with the dress decorum policy:
   A. Player’s attire as addressed in the NCAA Softball Rulebook
   B. Coaches must wear official institutional matching apparel (color and logo) to include matching collared shirts, shorts and/or slacks (no denim/jeans), and shoes and socks (no sandals, flip-flops). Head gear must be worn in an appropriate manner.
   C. All other team personnel must wear appropriate institutional collared shirts, shorts and/or slacks (no denim/jeans), shoes and socks (no sandals, flip-flops). Head gear must be worn in an appropriate manner.
   D. Participating team members and college personnel returning to the tournament venue as spectators shall be appropriately attired.
   E. Banquet attire, unless otherwise designated by the tournament host, will be casual business attire (t-shirts, denim, pants, hats, shorts, sandals, flip-flops will not be permitted).

Section 16. Code of Conduct
   All coaches, athletes and support personnel are expected to be familiar with and follow the NJCAA Code of Conduct. This Code may be found under Article XX of the NJCAA bylaws.

Section 17. Championship Site Bids
   Sport Committee Chairs must be present at the Championship Events Committee meeting when bid(s) for the national tournament site is/are discussed.
U. SWIMMING AND DIVING – MEN’S & WOMEN’S

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

Section 2. Meet/Championship Dates
The NJCAA Championship Swimming and Diving Meet shall begin the first Wednesday in March and shall be concluded the consecutive Thursday, Friday and Saturday.
March 6-9, 2013 Erie Community College; Buffalo, N.Y.

Section 3. Tournament Host Pre-Meet Responsibilities
The Meet Director will send official entry blanks and declaration forms (Scholarship/Non-scholarship) to the interested teams and will notify them by November 1, of the events, their order, the time schedules, limitation of competitions, the deadline for entries, and other pertinent meet information.

Section 4. Participation Requirements
A. Entries, “Meet Verification Forms” and signed diving sheets must be postmarked by FedEx overnight or single night carrier to the tournament host by Tuesday of the week before the NJCAA National Championship meet. Colleges are also required to submit entries via Team Manager “HyTek” electronic file in addition to the hard copy forms.
B. Colleges will be financially responsible for all entries on their official entry blank.
C. No contestant shall be permitted to enter an NJCAA Championship Swimming and Diving Meet unless accompanied by (1) a coach or faculty member of the sending institution or (2) a designated supervisory coach or faculty member from an NJCAA member college. Designation of a supervisory person in (2) above must be in writing. It shall bear the seal of the college and signature of the Athletic Director and President or Dean of the sending institution. It shall be sent by certified mail to the meet director. All contestants must remain under the supervision of their coach or the designated supervisory person throughout the meet and until departure from the site.
D. Meet results must be forwarded to the coach’s representative. Failure to do so can result in an appropriate fine as per the Coaches Association bylaws.

Section 5. Meet/Championship Events and Standards
A. All National entries must be accompanied by the corresponding "Meet Verification Form" for each individual team, to verify those times and/or scores were done in sanction meets. In addition, all national diving entries must be accompanied with matching diving sheets, with meet official’s signature, to verify that dives were done in a sanctioned meet.
1. All times must be in yards.
2. Official “Best Times” as compiled by the Database must be used as seed times. Aggregate times for relays are permitted. Changes in entry times will not be accepted.
3. All national entries must be submitted electronically to the designated database coordinator within seven calendar days upon completion of the final day/session of meet. Results submitted past the seventh calendar day mark will not be accepted/recognized.

Section 6. Rules governing NJCAA National Swimming and Diving Championship
A. The NJCAA Championship shall be conducted in accordance with the current NCAA guidelines in the following sections: Pool Dimensions & Equipment, Description of Events and Procedures, Officials and their Duties, Lanes, Seeding and Diving Competition.
B. A competitor is permitted to enter in a maximum of seven events, of which no more than three may be individual events.
C. An unlimited number of individuals may be entered; however, no team shall be allowed more than 18 female competitors and 18 male competitors as described in the following: An entrant who swims and dives shall be counted as one competitor; an entrant who only dives shall be counted as one-third a competitor in the total team limit.
D. The NJCAA National Championship Order & Schedule of Events is outlined at the end of the Swimming and Diving Sport Section.

1. 2012-2013 National Meet Qualifying Times

<table>
<thead>
<tr>
<th>EVENT</th>
<th>Men's Cut Time</th>
<th>Women's Cut Time</th>
<th>EVENT</th>
<th>Men's Cut Time</th>
<th>Women's Cut Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>50 Freestyle</td>
<td>26.99</td>
<td>30.29</td>
<td>100 Butterfly</td>
<td>1:05.79</td>
<td>1:23.99</td>
</tr>
<tr>
<td>100 Freestyle</td>
<td>58.99</td>
<td>1:12.49</td>
<td>200 Butterfly</td>
<td>2:31.79</td>
<td>3:09.39</td>
</tr>
<tr>
<td>200 Freestyle</td>
<td>2:11.99</td>
<td>2:47.29</td>
<td>200 IM</td>
<td>2:22.09</td>
<td>3:00.09</td>
</tr>
<tr>
<td>100 Backstroke</td>
<td>1:09.69</td>
<td>1:16.99</td>
<td>400 Free Relay</td>
<td>4:10.49</td>
<td>4:46.99</td>
</tr>
<tr>
<td>100 Breaststroke</td>
<td>1:20.99</td>
<td>1:30.79</td>
<td>200 Medley Relay</td>
<td>2:07.49</td>
<td>2:19.09</td>
</tr>
<tr>
<td>200 Breaststroke</td>
<td>2:51.89</td>
<td>3:35.49</td>
<td>400 Medley Relay</td>
<td>4:42.99</td>
<td>5:14.19</td>
</tr>
</tbody>
</table>
E. The top 24 places will be scored in the championship meet using the following scoring format:
1. Relays: 64-56-54-52-50-48-46-44-34-32-28-26-24-22-18-14-12-10-8-6-4-2
2. Individual Events: 32-28-27-26-25-24-23-22-20-17-16-15-14-13-12-11-9-7-6-5-4-3-2-1

F. In the prelims of the 1650, the heats will be swum fastest to slowest.

G. Diving

1. One meter prelim optional dives for women will begin at 1:00 p.m. on Wednesday and three meter prelim optional dives for men 30 minutes after completion of women's one meter trials. One meter prelim voluntary dives for women will begin at 6:30 p.m. on Wednesday and three meter prelim voluntary dives for men 10 minutes after completion of women’s one meter trials. Thursday, Friday and Saturday events will begin between 1:00-2:00 p.m.
2. The diving order of events will be:

<table>
<thead>
<tr>
<th>Day 1</th>
<th>Wednesday</th>
<th>Women's 1-Meter Prelim 6 Optional dives</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>30-minute warm-up period after for men.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Men's 3-Meter Prelim 6 Optional dives</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Wednesday Evening</th>
<th>Women’s 1-Meter Prelim 5 Voluntary dives</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>10-minute warm-up period after for men.</td>
</tr>
<tr>
<td></td>
<td>Men’s 3-Meter Prelim 5 Voluntary dives</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Day 2</th>
<th>Thursday</th>
<th>Women's 1-Meter Finals: Top 8 divers from the trials will do their 6 Optional dives.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>30-minute warm-up period after for men.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Men's 3-Meter Finals: Top 8 divers from the trials will do their 6 Optional dives.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Day 3</th>
<th>Friday</th>
<th>Women's 3-Meter Prelims: All divers will do their entire 6 Optional dives followed by their 5 Voluntary dives.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>30-minute warm-up period after for men.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Men’s 1-Meter Prelims: All divers will do their 6 Optional dives followed by their 5 Voluntary dives.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Day 4</th>
<th>Saturday</th>
<th>Women's 3-Meter Finals: Top 8 divers from the trials will do their entire 6 Optional dives.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>30-minute warm-up period after for men.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Men's 1-Meter Finals: Top 8 divers from the trials will do their 6 Optional dives.</td>
</tr>
</tbody>
</table>

3. Divers will perform their five voluntary dives, including one in each of the five groups, in any order with a total degree of difficulty not to exceed 9.0 for one meter and 9.5 for 3 meter. The six optional dives shall consist of one dive from each of the five groups, in any order without limit on degree of difficulty. All divers must perform their list as listed in the NJCAA book. NOTE: The top 8 divers in the prelims event will advance to the finals. Scores from prelim voluntary dives will be added to the scores from prelim optional dives to determine the top eight divers. The top 8 divers for both men and women will complete their 6 optional dives in the finals. The diving order in finals shall be determined by reverse order of the preliminary finish. The diver obtaining the highest score in finals will be declared the winner of the event and only the scores in the finals shall be used to determine the final placing. The divers score in the finals ONLY, will be used for determination of All-American.

4. Sheets may be changed up to one hour before the event. After the allotted hour all dive changes need to be made on the board during the event.

5. New sheets must be submitted for finals on Thursday and Saturday. Dives may be changed for finals (from those performed in prelims) provided the minimum degree of difficulty requirement is met.

6. Points for places 9-16 will be determined by the order of finish from the prelim scores.

7. Points for places 1-8 will be determined by the order of finish from the finals score.

8. As to new NJCAA diving records, there will only be individual records established. Existing combination records will still be honored.

9. Diving Score Qualifying

<table>
<thead>
<tr>
<th></th>
<th>1 Meter</th>
<th>3 Meter</th>
</tr>
</thead>
<tbody>
<tr>
<td>Men’s</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6 dive score</td>
<td>185</td>
<td>195</td>
</tr>
<tr>
<td>11 dive score</td>
<td>285</td>
<td>295</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>1 Meter</th>
<th>3 Meter</th>
</tr>
</thead>
<tbody>
<tr>
<td>Women’s</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6 dive score</td>
<td>145</td>
<td>155</td>
</tr>
<tr>
<td>11 dive score</td>
<td>245</td>
<td>255</td>
</tr>
</tbody>
</table>
H. Diving Deadlines

Preliminaries Wednesday
Sheets due at 11:00 a.m. Dive list will consist of six optional dives, one from each group, followed by five voluntary dives, one from each group not exceeding a degree of difficulty of 9.0 on one meter and 9.5 on three meter. Top eight finishers will advance to the finals on Thursday. SHEETS FOR FINALS ARE DUE AT 6:00 P.M. WEDNESDAY. Any qualifier not turning in a sheet by this deadline will be disqualified and no team points awarded.

Finals Thursday
Top eight divers return and carry their score from the five voluntary dives into finals and then perform six optional dives. The two scores will be added together to decide finish. SHEETS FOR FRIDAY’S PRELIMINARIES ARE DUE AT 6:00 P.M. THURSDAY.

Preliminaries Friday
Dive list will consist of six optional dives, one from each group, followed by five voluntary dives, one from each group not exceeding a degree of difficulty of 9.0 on one meter and 9.5 on three meter. The top eight finishers will advance to the finals on Saturday. SHEETS FOR FINALS ARE DUE AT 6:00 P.M. FRIDAY. Any qualifier not turning in a sheet by this deadline will be disqualified and no team points awarded.

Finals Saturday
Top eight divers return and carry their score from the five voluntary dives into finals and then perform six optional dives. The two scores will be added together to decide finish.

I. The tournament host shall attempt to have professional judges other than NJCAA diving coaches for the diving competition. However, the Diving Referee may not be an NJCAA diving coach.

J. All athletes and coaches must wear official college purchased warm-ups and shirts during the championship meet.

Section 7. Rules governing NJCAA Dual Meet Competition
A. Follow the current NCAA Swimming and Diving Rules & Regulations.

Section 8. Awards
A. National Championship awards will be given to the first and second place teams. A team award will be given to the first place team among Non-Scholarship team participants for each men and women.
   1. The Men's Non-Scholarship Award will be called the Al Zamsky Non-Scholarship Award.
   2. The Women's Non-Scholarship Award will be called the Spyke Johnson Non-Scholarship Award.
B. Individual medals shall be awarded for the first four places in all events, including relays.
C. A Swimmer of the Year Award shall be given for men and women. A men's/women's swimmer of the year will be selected based on performance using points awarded for place finishes, one point for tying a national record and two points for breaking a national record in all individual events.
   1. A Non-Scholarship Athlete of the Year Award shall be given to a male and female participant from a non-scholarship team using the same selection process as above.
   Note: if a non-scholarship athlete is the highest scorer in the meet they will be awarded both awards.
   All non-scholarship awards are presented by the NJCAA Coaches Association.
D. A diver of the year award shall be given for men and women. A men’s/women’s diver of the year will be selected based on performance using points awarded for place finish in one meter and three meter diving only. One point awarded for tying a National Record and two points awarded for breaking a National Record.

Section 9. Finances
A. Each competing college shall pay its own expenses.
B. All championship expenses shall be paid by the tournament host.
C. The tournament host will assess a $100.00 entry fee per team (Men and Women).

Section 10. Criteria for National Records
A. Must be set during a NJCAA, USA, Dual, Regional, State or National meet that appears on the published schedule.
B. Must be officiated by a certified NCAA or USS referee (signature must appear on results).
C. Must be timed by automatic timing device with backup button and 1 watch time. Times must be read out to the one-hundredth of a second.
D. No conversion times will be accepted.
E. Lead-off swim on relays will be accepted provided the coach makes arrangements in advance with the meet referee.
F. Must fill out and complete "Application for NJCAA National Record" and submit within two weeks of the date of performance to the Coaches Association Records Chairperson.
G. Athletes must be NJCAA eligible and be representing an NJCAA institution.
H. Championship meet records will be kept for the NJCAA Swimming & Diving Meet. These records can only be set at the NJCAA Swimming & Diving Meet.

Section 11. Substance Abuse
The use of all tobacco products by any coach, player, official or other individual involved in the conducting of any NJCAA sponsored regular season or post season play is prohibited within the confines of the playing area. An individual not in compliance shall be disqualified from further participation in that contest.

Section 12. Open Wound Policy
Under circumstances when constant or profuse bleeding occurs, the participant shall be immediately removed from that contest by the official and cannot return until the bleeding has been stopped.
### 2013 Swimming & Diving Championship Format

<table>
<thead>
<tr>
<th>Day 1 - Events</th>
<th>1-2</th>
<th>400-yard Medley Relay (Time Final event)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>3-4</td>
<td>1-Meter Women and 3 Meter Men Diving Preliminaries</td>
</tr>
<tr>
<td></td>
<td>5-6</td>
<td>800-yard Freestyle Relay (Time Final event)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Day 2 - Events</th>
<th>7-8</th>
<th>200-yard Freestyle Relay (Time Final event)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>9-10</td>
<td>500-yard Freestyle</td>
</tr>
<tr>
<td></td>
<td>11-12</td>
<td>200-yard Individual Medley</td>
</tr>
<tr>
<td></td>
<td>13-14</td>
<td>50-yard Freestyle</td>
</tr>
<tr>
<td></td>
<td>3-4</td>
<td>1-Meter Women and 3 Meter Men Diving Finals</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Day 3 - Events</th>
<th>17-18</th>
<th>200-yard Medley Relay (Timed Final event)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>15-16</td>
<td>3-Meter Women and 1 Meter Men Diving Preliminaries</td>
</tr>
<tr>
<td></td>
<td>19-20</td>
<td>400-yard Individual Medley</td>
</tr>
<tr>
<td></td>
<td>21-22</td>
<td>100-yard Butterfly</td>
</tr>
<tr>
<td></td>
<td>23-24</td>
<td>200-yard Freestyle</td>
</tr>
<tr>
<td></td>
<td>25-26</td>
<td>100-yard Breaststroke</td>
</tr>
<tr>
<td></td>
<td>27-28</td>
<td>100-yard Backstroke</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Day 4 - Events</th>
<th>15-16</th>
<th>1 Meter Women and 3 Meter Men Diving Finals</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>29-30</td>
<td>1650-yard Freestyle *</td>
</tr>
<tr>
<td></td>
<td>31-32</td>
<td>200-yard Backstroke</td>
</tr>
<tr>
<td></td>
<td>33-34</td>
<td>100-yard Freestyle</td>
</tr>
<tr>
<td></td>
<td>35-36</td>
<td>200-yard Breaststroke</td>
</tr>
<tr>
<td></td>
<td>37-38</td>
<td>200-yard Butterfly</td>
</tr>
</tbody>
</table>

* The 1650-yard Freestyle is a time final event. The fastest 6 women and the fastest 6 men will swim during the evening final’s session on Saturday. All other heats of the event will be swum following event 38 fastest to slowest, alternation one female heat and one male heat.

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**Section 13. Tournament Lodging**

Should the tournament host/national office choose to assign lodging for this event, all participating colleges must honor that assignment or pay for those rooms.

**Section 14. Code of Conduct**

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

**Section 15. Dress Decorum**

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

At pre-meet banquets, all college representatives will dress in casual business or better (jeans and shorts are not acceptable). At less formal events, logo shirts and casual pants or college logo sweat suits may be appropriate.

**Section 15. Championship Site Bids**

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

**Section 16. All-American Nomination Guidelines**

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

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

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

Section 2. Tournament Dates
The tournament shall be held (Monday-Friday) in May of each year.

The Division I and III tournament will be held on:
- May 12-17, 2013 at Collin County Community College; Plano, Texas
- May 11-16, 2014 at Collin County Community College; Plano, Texas

Section 3. Tournament Host Pre-Tournament Responsibilities
A. The host will send official entry blanks to the qualifying teams and will notify them of the events, their order, the time schedule, the deadline for entries, and other pertinent tournament information, including eligibility certification by college or Regional Director, information, records, and pictures.
B. The tournament director will conduct a pre-tournament orientation to introduce officials, discuss sportsmanship and anything else pertinent to the operation of the tournament. This will take place on the morning competition begins.

Section 4. Participation Requirements
A. No contestant shall be permitted to enter an NJCAA Championship Tennis Tournament unless accompanied by (1) a coach or faculty member of the sending institution or (2) a designated supervisory coach or faculty member from an NJCAA member college. Designation of a supervisory person in (2) above must be in writing. It shall bear the seal of the college and signatures of the Athletic Director and President or Dean of the sending institution. It shall be sent by certified mail to the tournament director.

B. All the contestants must remain under the supervision of their coach or the designated supervisory person throughout the tournament and until departure from the site.
C. The official college tennis uniform or official NJCAA shirt must be worn during the matches.

Section 5. Declaration of Status
The National Office shall turn over all the records of Tournament qualifiers to the President of the Tennis Coaches Association. These records will be used during the seeding meeting.

Section 6. Division III Championship (flighted tournament)
A. Qualification of Teams
1. Qualifiers for the NJCAA Tennis Tournament would be as follows:
   a. Top three teams per region.
   b. If the tournament host for the NJCAA Tennis Tournament does not qualify through participation in their Regional Tournament, they will automatically be given a berth in the NJCAA Tournament in addition to the authorized qualifiers.
   c. Upon completion of regional play, the Regional Director must phone the National Tournament Director and inform him/her of the name of the teams that have qualified from his region and their roster by flights and the names of individual winners whose team did not qualify. Example: #1 singles champions or #1 doubles champion. Line-ups from the Regional Tournament to the National Tournament remain the same. Extenuating circumstances must be presented to the tournament committee upon arrival at the tournament.
   d. All regional play must be completed one week prior to the start of national play. If a problem exists, such as a rainout, the Tournament Director should be notified.
   e. The Regional Directors will send all records pertaining to the qualified individuals and/or teams to the National Tournament Director via registered mail.
   f. The National Tournament Director will turn over all the records of Tournament qualifiers to the President of the Tennis Coaches Association. These records will be used during the seeding meeting.
   g. Teams entering the NJCAA Tournament must qualify through the appropriate Regional Tournament.
   h. Deadline for participants to enter the NJCAA Tournament will be the Coaches Association Breakfast at 8:00 a.m. on the Sunday of the tournament. Coaches not having reported in will not be allowed to participate in the tournament. Play will commence on Monday morning.
   i. It is strongly recommended that Regional qualifying competition follow the National Championship format of six singles and three doubles.
B. Rules and Procedures for Division III
1. The Intercollegiate Tennis Association (ITA) Rules shall be followed in all tournament games with the following exceptions:
   a. Coaches are allowed to coach during the tournament.
   b. The ITA point-penalty rule will be in effect. A three-person committee consisting of the NJCAA representative, the president of the NJCAA Tennis Coaches Association, and the tournament director shall handle any unusual circumstances. In a situation involving the player from a college of a committee member, he/she shall be replaced by the tournament referee.
2. No player will play another player from its own region in the first round.
3. Division III draw seeding
   a. The draw seeding committee will be composed of all participating coaches in the tournament. A pre-seeding meeting will take place following the coaches association breakfast on Sunday morning. Coaches or their proxy must be physically present to the seeding to have their players/team considered for seeding and participation in the tournament.
In the event of extenuating circumstances a ruling will be made by the NJCAA Tournament Committee. The seeding committee will then convene to do the seeding for the tournament. USTA seeding rules will be followed.

b. At the conclusion of the draw, the Tournament Director will assign court sites for each flight.

c. It is the responsibility of the coach to make sure his players are at the court sites on time.

d. A strict 15 minute default time will be observed.

e. In the event of an injury an alternate player in doubles may be substituted prior to start the start of that team’s double match.

f. In singles play, the coach of a player incapable of participating in the National Tournament after qualifying in the Region Tournament has the option of substituting for that player at the highest position with everyone else remaining in their respective positions or substituting at the bottom of the ladder with everyone else moving up the ladder to fill all open positions.

g. If a doubles team qualifies for participation in the tournament, the individuals may compete in the #1 and #2 singles flight only if the doubles team is officially entered and present. The highest ranked player on the doubles teams must play in the #1 flight in singles and the other player plays in the #2 flight in singles.

h. At the conclusion of the tournament, the Tournament Director will send a copy of the complete draw sheet and point total to each participating college.

i. The morning tournament starts, the Tournament Director will distribute typed draw sheets with the names and colleges of all contestants listed.

j. If nine or more teams from any division participate in the NJCAA National Tennis Tournament, a flighted tournament with a backdraw will be used. All matches will be two out of three sets. At the discretion of the NJCAA National Tennis Tournament Committee (as outlined in the NJCAA Handbook), the backdraw can be changed to pro sets or amended sets to accommodate the host facility or weather conditions. Tournament scoring will be by points. The first round of the “main draw” will be worth two points. A “bye” followed by a win is three points. One point will be awarded for each additional win in the “main draw” in singles and doubles. In the backdraw, a win following a bye will be awarded one point and one-half point will be awarded thereafter.

C. Officials

1. The Tournament Director will be responsible for securing the services of all necessary officials, judges, etc., to satisfactorily conduct the meet as determined by the NJCAA Committee on Tennis.

D. Awards - Division III

1. Awards shall be given to the first and second place teams.

2. Gold and silver medals will be awarded the first and second place finishers respectively in each event.

3. Each individual player on the first place team shall receive a NJCAA gold medal. There shall be nine (9) medals.

4. Each individual player on the second place team shall receive a NJCAA silver medal. There shall be nine (9) medals.

E. Finances

1. Each college shall pay its team expenses.

Section 7. Division I Championship (flighted tournament)

A. Qualification of Teams

1. Qualifiers for the NJCAA Tennis Tournament would be as follows:

   a. Top three (3) teams per region.

   b. If the host college for the NJCAA Tennis Tournament does not qualify through participation in their Regional Tournament, they will automatically be given a berth in the NJCAA Tennis Tournament in addition to the authorized qualifiers.

   c. Upon completion of regional play, the Regional Director must phone the National Tournament Director and inform him of the name of the teams that have qualified from his region and their roster by flights and the names of individual winners whose team did not qualify. Example: #1 singles champions or #1 doubles champion. Line-ups from the Regional Tournament to the National Tournament remain the same. Extenuating circumstances must be presented to the tournament committee upon arrival at the tournament.

   d. All regional play must be completed one week prior to the start of national play. If a problem exists, such as a rainout, the Tournament Director should be notified.

   e. The Regional Directors will send all records pertaining to the qualified individuals and/or teams to the National Tournament Director via registered mail.

   f. The National Tournament Director will turn over all the records of Tournament qualifiers to the President of the Tennis Coaches Association. These records will be used during the seeding meeting.

   g. Teams entering the NJCAA Tournament must qualify through the appropriate Regional Tournament.

   h. Deadline for participants to enter the NJCAA Tournament will be the Coaches Association Breakfast at 8:00 a.m. on the Sunday of the tournament. Coaches not having reported in will not be allowed to participate in the tournament. Play will commence on Monday morning.

   i. It is strongly recommended that Regional qualifying competition follow the National Championship format of six singles and three doubles.

B. Rules and Procedures for Division I

1. The Intercollegiate Tennis Association (ITA) Rules shall be followed in all tournament games with the following exceptions:

   a. Coaches are allowed to coach during the tournament.

   b. The ITA point-penalty rule will be in effect. A three-person committee consisting of the NJCAA representative, the president of the NJCAA Tennis Coaches Association, and the tournament director shall handle any unusual circumstances. In a situation involving the player from a college of a committee member, he/she shall be replaced by the tournament referee.

2. No player will play another player from its own region in the first round.

3. Division I Draw Seeding
Section 16.

Team All-American. Playing statistics will use the ITA statistical records shown on the ITA and NJCAA statistical sites. Statistic collection tools. NJCAA dual match results must be up-to-date 14 days prior to the start of the NJCAA National Tournament. The NJCAA will use ITAtennis.com for statistics collection. Member colleges should contact the ITA for their free access code to the statistic collection tools. Each flight champion (singles and doubles) is First Team All-American and each flight runner-up (singles and doubles) is Second Team All-American. Honors for each individual shall be determined by the drawing for the national poll. Honor the submitted rankings within regions.

Section 15.

The NJCAA will use ITAtennis.com for statistics collection. The following individuals can be found under Article XX of the NJCAA bylaws.

Section 14.

The draw seeding committee will be composed of coaches from geographic regions of the country to seed each geographic region. One representative from each geographic region will then meet to seed the tournament. A pre-seeding meeting will take place following the coaches association breakfast on Sunday morning. Coaches or their proxy must be physically present to the seeding to have their players/team considered for seeding and participation in the tournament. In the event of extenuating circumstances a ruling will be made by the NJCAA Tournament Committee. The seeding committee will then convene to do the seeding for the tournament. USTA seeding rules will be followed.

Section 13.

At the conclusion of the draw, the Tournament Director will assign court sites for each flight.

Section 12.

It is the responsibility of the coach to make sure his players are at the court sites on time.

Section 11.

A strict 15 minute default time will be observed.

Section 10.

In the event of an injury an alternate player in doubles may be substituted prior to start of that team’s double match.

Section 9.

In singles play, the coach of a player incapable of participating in the National Tournament after qualifying in the Region Tournament has the option of substituting for that player at the highest position with everyone else remaining in their respective positions or substituting at the bottom of the ladder with everyone else moving up the ladder to fill all open positions.

Section 8.

If a doubles team qualifies for participation in the Tournament, the individuals may compete in the #1 and #2 singles flight only if the doubles team is officially entered and present. The highest ranked player on the doubles teams must play in the #1 flight in singles and the other player plays in the #2 flight in singles.

Section 7.

At the conclusion of the tournament, the Tournament Director will send a copy of the complete draw sheet and point total to each participating college.

Section 6.

The morning the tournament starts, the Tournament Director will distribute typed draw sheets with the names and colleges of all contestants listed.

Section 5.

If nine or more teams from any division participate in the NJCAA National Tennis Tournament, a flighted tournament with a backdraw will be used. All matches will be two out of three sets. At the discretion of the NJCAA National Tennis Tournament Committee (as outlined in the NJCAA Handbook), the backdraw can be changed to pro sets or amended sets to accommodate the host facility or weather conditions. Tournament scoring will be by points. The first round of the “main draw” will be worth two points. A “bye” followed by a win is three points. One point will be awarded for each additional win in the “main draw” in singles and doubles. In the backdraw, a win following a bye will be awarded one point and a half point will be awarded thereafter.

Section 4.

A. The Tournament Director will be responsible for securing the services of all necessary officials, judges, etc., to satisfactorily conduct the meet as determined by the NJCAA Committee on Tennis.

Section 3.

1. Awards - Division I
   1.1 Awards shall be given to the first, second and third place teams.
   1.2 Gold and silver medals will be awarded to the first and second place finishers respectively in each event.
   1.3 Each individual player on the first place team shall receive a NJCAA gold medal. There shall be nine medals.
   1.4 Each individual player on the second place team shall receive a NJCAA silver medal. There shall be nine medals.

Section 2.

E. Finances
   1. Each college shall pay its team expenses.

Section 1.

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

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

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

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

Dress Decorum
Appropriate tennis attire must be worn by all team personnel during the tournament. This attire should abide by the dress code of the host facility and/or the NJCAA Tournament.

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

National Poll
Member colleges must enter statistics weekly on the NJCAA website to be eligible for national rankings in that sport. Team and individual statistics will be submitted by the college to the NJCAA schools website (www.njcaa.org/schools). The national poll shall honor the submitted rankings within regions.

All-American Nomination Guidelines
Each flight champion (singles and doubles) is First Team All-American and each flight runner-up (singles and doubles) is Second Team All-American. Playing statistics will use the ITA statistical records shown on the ITA and NJCAA statistical sites.

The NJCAA will use ITAtennis.com for statistics collection. Member colleges should contact the ITA for their free access code to the statistic collection tools. NJCAA dual match results must be up-to-date 14 days prior to the start of the NJCAA National Tournament.
TENNIS - WOMEN’S

W. TENNIS – WOMEN

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

Section 2. Tournament Date
The National Tournament will be conducted:
Division III
October 24-26, 2012 at Billie Jean King National Tennis Center Flushing Meadows, New York

Division I
May 4-10, 2013 at Randolph Tennis Center; Tucson, Ariz.
May 3-9, 2014 at Tyler Junior College; Tyler Texas.

Section 3. Tournament Host Pre-Tournament Responsibilities
A. The tournament host shall notify the qualifying teams of the events, their order, the time, schedule, and other pertinent tournament information.
B. The tournament host shall be responsible for the promotion and advertising of tournament play.
C. It is recommended that the tournament host be responsible for securing the services of a computer for the tournament draw and scoring procedures.
D. The tournament host shall provide score cards for all tournament matches.

Section 4. Participation Requirements
A. No contestant shall be permitted to enter a NJCAA Championship Tennis Tournament unless accompanied by (1) a coach or faculty member of the sending institution or (2) a designated supervisory coach or faculty member from a NJCAA member college. Designation of a supervisory person in (2) above must be in writing. It shall bear the seal of the college and signatures of the Athletic Director and President or Dean of the sending institution. It shall be sent by certified mail to the meet director. All contestants must remain under the supervision of their coach or the designated supervisory person throughout the meet and until departure from the site.
B. A consolation back draw will be played for singles and doubles. Scoring in the back draw will be a half point for each round. To accommodate the host facility and/or weather conditions, the playing format will be determined by the NJCAA Tournament Committee.
C. Appropriate tennis attire must be worn by all team personnel during the tournament. This attire should abide by the dress code of the host facility and/or the NJCAA tournament.

Section 5. Declaration of Status
Men’s and women’s tennis is limited to nine scholarships. Foreign athlete scholarships are limited to two. A maximum of three full scholarships to include tuition and books, room and board, course related books, transportation costs one time per academic year to and from the college by direct route, and six partial scholarships limited to tuition, course related books and fees.

Section 6. Qualifications of Teams - Divisions I & III
A. Region may send three certified teams per division to the NJCAA National Tournament.
B. All ties shall be resolved at the regional level. Should the first, second or third place teams be unable to attend, the fourth place team may take their place.
C. The number one singles and number one doubles players from each region qualify regardless of their team's standing.
D. A full team shall consist of six singles players and three doubles teams. A maximum of 12 players shall be designated at the regional tournament. Only those 12 players are eligible to participate in the National Tournament except as allowed by substitution in Section 7.C.4.
E. Regional play shall be completed seven days prior to the beginning of the National Tournament (Division I). Regional play shall be completed no later than October 19, 2012 (Division III).
F. Subsequent to the completion of regional play, Regional Directors shall phone the National Tournament with tournament results.
G. Within a 48-hour period following the Fall/Spring Regional Tournament, regional directors shall send to the National Tournament Director and National Office by certified mail, the teams that have qualified from each region and their rosters by flights. The names of individual winners, whose teams did not qualify, shall also be sent.
H. If the host college for the NJCAA Tennis Tournament does not qualify through participation in their Regional Tournament, they will automatically be given a berth in the NJCAA Tennis Tournament in addition to the authorized qualifiers.
I. Deadline for participants to enter the NJCAA Tournament will be 8:00 a.m. the day of the draw.
Section 7. Rules and Procedures
A. The Intercollegiate Tennis Association (ITA) Rules shall be followed in the tournament. A three-person committee at the NJCAA Tournament, consisting of the NJCAA Representative, the President of the NJCAA Tennis Coaches Association, and an appointed member shall handle any unusual circumstances. In case a committee member's own player is involved, the coaches in attendance, by vote, shall substitute a committee person.

B. Seeding Meetings
1. The Host will schedule the seeding meeting on the day prior to the start of the National Tournament for Divisions I & III.

C. Tournament draw and seeding structure.
1. Seeding will be on the basis of merit alone. Regional winners will not get an automatic seed in this tournament.
2. The NJCAA Representative will appoint a group of four coaches to serve as the seeding committee. The NJCAA Representative will vote only in case of a tie.
3. At the conclusion of the draw the Tournament Director will assign court sites for each flight.
4. A player, for any reason, not qualifying through the regional tournament may be allowed to enter the NJCAA Tournament only at the position where she played the majority of her matches during the regular season. When such a situation occurs, the coach will contact the NJCAA National Office who in turn will contact the chair of the Tennis Committee and the President of the NJCAA Tennis Coaches Association prior to the NJCAA Tennis Tournament. A final decision will be made regarding the eligibility of such player.
5. Substitutes shall be permitted prior to the draw conducted at the coaches meeting. All players’ names, including substitutes, must be listed on the official entry form and must be drawn from the 12 players designated in Section 6.D. Should a college enter an incomplete team and/or a substitute be required, a lower player may be substituted for that vacant position or forfeit that position. All other players must maintain their qualified position.
6. In the event of an injury, a lower player in doubles may be substituted prior to their first doubles match.
7. No team will play another from its own region in the first round, regardless of whether or not the respective teams or players have competed against each other.
8. At the conclusion of the tournament, the Tournament Director will send a copy of the complete draw sheet and point total to each participating college.
9. The evening before the tournament starts, the Tournament Director will distribute typed draw sheets with the names and colleges of all contestants listed.
10. No entry shall play more than three matches per day (2 singles/1 doubles or 2 doubles/1 singles).
11. A strict 15 minute default time will be observed. It is the responsibility of each coach to make sure their players are at the court sites on time.
12. Each college may enter six singles and three doubles teams. The same six players may compete in both singles and doubles.
13. If a doubles team qualifies for participation in the tournament, the individuals may compete for the #1 and #2 singles flight competition. If a #1 singles player qualifies for participation in the tournament, her doubles partner can compete with her at the #1 doubles flight and the #2 singles flight.
14. A flighted tournament with a backdraw will be played for singles and doubles. The tournament format will consist of two-out-of-three sets. A first round match is worth two points and all following rounds are worth one point. A win followed by a bye is worth three points. Scoring in the backdraw will be worth one half point for each round. A win following a bye will be awarded one point. Regardless of the draw size each flight will have equal total points. Backdraw total points should not exceed the number of points available in the first round of the main draw. The backdraw at DI will be an eight game pro set with regular scoring. The backdraw at DIII will be an eight game pro set with no ad scoring.
15. To accommodate the host facility and/or weather conditions the playing format will be determined by the NJCAA Tournament Committee.

D. The Tournament Director shall be responsible for securing the services of all necessary officials, judges, etc., to satisfactorily conduct the meet as determined by the NJCAA Committee on Tennis. There should be one official per six courts at the National Tournament.

E. Awards
1. Awards shall be given to the first, second and third place teams in Division I and for the first and second place teams in Division III.
2. Gold and silver medals will be awarded to the first and second place finishers respectively in each event.
3. Each individual player on the first place team shall receive a NJCAA gold medal. There shall be nine medals.
4. Each individual player on the second place team shall receive a NJCAA silver medal. There shall be nine medals.
5. A Coach of the Tournament award shall be presented for Division I and Division III.
6. Each flight champion in singles and doubles at the NJCAA National Tournament is First Team All-American and each flight runner-up in singles and doubles is Second-Team All-American.

F. Finances
1. Each college shall pay its teams expenses.
2. The entry fee shall be $20.00 per player in each event for DI and $60.00 per player in each event for DIII and must accompany the official entry form.

Section 8. Substance Abuse
The use of all tobacco products by any coach, player, official or other individual involved in the conducting of any NJCAA sponsored regular season or post season play is prohibited within the confines of the playing area. Any individual not in compliance shall be disqualified from further participation in that contest.

Section 9. Open Wound Policy
Under circumstances when constant or profuse bleeding occurs, the participant shall be immediately removed from that contest by the official and cannot return until the bleeding has been stopped.
Section 10. Tournament Lodging
Should the tournament host/NJCAA National Office choose to assign lodging for this event, all participating colleges must honor that assignment or pay for those rooms.

Section 11. Dress Decorum
Appropriate tennis attire must be worn by all team personnel during the tournament. This attire should abide by the dress code of the host facility and/or the NJCAA Tournament.

Section 12. Code of Conduct
All coaches, athletes and support personnel are expected to be familiar with and follow the NJCAA Code of Conduct. This Code may be found under Article XX of the NJCAA bylaws.

Section 13. Championship Site Bids
Sport Committee Chairs must be present at the Championship Events Committee meeting when bid(s) for the national tournament site is/are discussed.

Section 14. National Poll
Member colleges must enter statistics weekly on the NJCAA website to be eligible for national rankings in that sport. Team and individual statistics will be submitted by the college to the NJCAA schools website (www.njcaa.org/schools).

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

Section 15. All-American Nomination Guidelines
Each flight champion in singles and doubles at the NJCAA National Tournament is First Team All-American, and each flight runner-up in singles and doubles is Second Team All-American.

Section 16. The NJCAA will use www.itatennis.com for statistical collection. Member colleges should contact the ITA office for their statistical collection tools.
X. TRACK AND FIELD – MEN'S & WOMEN'S – DIVISION I & III

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

Section 2. Tournament Dates
A. The tournament host shall set the exact date for the meet with the approval of the NJCAA Committee on Track and Field.
B. The NJCAA Indoor Track and Field season officially ends with the NJCAA Indoor Track and Field Championship Meet. All competition in track and field after that meet will be considered a part of the outdoor season schedule.
C. The indoor championship will be a two-day event. The outdoor championship will be a three-day event.
D. **Outdoor Track & Field - Division I**
   - May 16-18, 2013 at Hutchinson Community College; Hutchinson, Kan.
   - May 15-17, 2014 at Mesa Community College, Mesa, Ariz.
   - May 14-16, 2015 at Hutchinson Community College; Hutchinson, Kan.
   - May 19-21, 2016 at South Plains College; Levelland, Texas

D. **Outdoor Track & Field - Division III**
   - May 9-11, 2013 at Howard Community College; Columbia, Md.

**Indoor Track & Field**
   - March 8-9, 2013 at Texas Tech.; Lubbock, Texas

Section 3. Entries, Eligibility
A. Institutions may enter a team or individuals in a NJCAA Track & Field Championship. Individuals entered in a NJCAA Track & Field Championship Meet must be qualified for entry by:
   1. meeting the performance standard for all events entered; or,
   2. be a Regional Champion in all events entered; or,
   3. be a white card entry for a single event. (See Section 5 and Section 9 for details); or
   4. be a Blue card entry for a single event (see Section 5 for details).
B. All teams and individuals must be entered before the entry deadline and be declared for entry according to the NJCAA Handbook.
C. Performance standards used for entry to a NJCAA Track & Field Championship must be made at a scheduled legal meet during the current season.
D. To be entered into the NJCAA National Championship Meet, the athlete and their mark must be entered into TFRRS (www.tfrrs.org). (see Procedures in Section 5)
E. Attending a scheduled meet (two or more teams and ten or more events completed) after the Region Championship is allowed but must count as one of the teams 20 combined events (Indoor/Outdoor).
F. For an athlete to be a Region Champion, a Region or Multi-Region Meet two or more teams and ten or more events completed must be conducted with the winner of each event declared the Region Champion and therefore an automatic entry into the National Championship.

Section 4. Responsibilities for Meet Organization
A. Tournament Host Responsibilities are:
   1. The National Meet order of events, established by the meet host, should be sent to the co-chairs of the NJCAA Track & Field Committee for their approval. After approval from the committee co-chairs, this will be the order of events that will be followed at the National meet. This order of events will follow the established time schedule and will not roll forward.
   2. Providing entry forms and information to member institutions four weeks prior to competition. Approach distances for all field events and the distance from long jump and triple jump board to pit will be listed.
   3. Mailing to coaches and the NJCAA Track & Field Committee members the meet information, including a form for the coach to sign and return which indicates that the coach has read and understands all conditions which must be satisfied for final entry in the Championship.
   4. Providing a list of entrants in each event arranged in descending order by degree of excellence of performance. This list is to be available at the time of declaration.
   5. Implementing the mechanics of the meet manual.
   6. Providing heat sheets and meet results at prearranged location before and after each day of the competition (one copy per institution).

B. Coaches are Responsible for:
   1. Submitting all possible competitors on the alphabetical roster whether they have met the qualifying standards or not, to be received no later than the entry deadline.
   2. Making final declarations in the manner determined by the NJCAA Committee on Track & Field and on the date stipulated. Final declarations must include final corrected performance for each athlete in each event entered. Relay-timed individual efforts will not be accepted. Declared times or distances must be the best effort of the current season by each athlete.
   3. Entering teams and/or individuals. It is the responsibility of the coach to submit correct performances. Submission of incorrect performance standards may be cause for disqualification of athletes. The coach is responsible for being able to verify each entry by showing complete meet results from the hosting institution or by complete results published in a newspaper.
   4. Being present at the meeting at which the heat sheets are provided to the coaches. The coach is responsible at this time for checking each of his/her entries.
C. Participation Requirements
1. Current NJCAA Eligibility Rules shall apply.
2. No contestant shall be permitted to enter a NJCAA Championship Track & Field Meet unless accompanied by (1) a coach or faculty member of the sending institution or (2) a designated supervisory coach or faculty member from a NJCAA member college. Designation of a supervisory person in (2) above must be in writing. It shall bear the seal of the college and signatures of the Athletic Director and President or Dean of the sending institution. It shall be sent by certified mail to the Meet Director. All contestants must remain under the supervision of their coach or the designated supervisory person throughout the meet and until departure from the site.

Section 5. Rules and Procedures
A. Qualifications for Competition
1. Regional champions in all events except the pentathlon, decathlon and heptathlon automatically qualify for NJCAA Championship Track & Field meets. See Section 9.b. for information concerning the multiple events. There will be no additional entries after the Monday deadline.
   a. Indoor qualifying marks set at indoor or outdoor events will qualify for Indoor.
   b. Outdoor qualifying marks set at indoor or outdoor events will qualify for Outdoor.
2. Each institution will be permitted one event (individual or relay) "white card" entry from each division, male and/or female, in the Indoor and/or Outdoor Track and Field Championship. A white card may be used for a multi-event participant (Division III only).
3. Each institution will be permitted two "Blue Card" entries from each division, male and female, in the indoor and outdoor track and field championship. A blue card entry can be made if a participant has qualified for the national championship in an individual event. The participant must participate in the event for which they qualified in order to participate in a blue card event.
4. Contestants may compete in any event for which they have qualified except that no college may declare more than three contestants in any event other than relays. No college may enter more than one relay team in any relay event.
5. a. The events contested, their order, and the time schedule shall follow the NCAA National Collegiate Championship Handbook with whatever changes or modifications deemed necessary by the NJCAA Committee on Track and Field.
   b. A meeting of all coaches of teams and individuals competing in the Championship Meet shall be held to distribute event and heat sheets (Regional Champ & Card entrants marked). The time will be announced by the Meet Director.
   c. If possible, a visual recording shall be made of the finish of all races and of those portions of races where violations or fouls are most likely to occur.
   d. A protest concerning entries shall be referred to the Ethics Committee of the Track & Field Coaches Association at the site of the meet.
   e. Appeals and Protests
      (1) Only coaches may make protests or appeals.
      (2) A $20.00 sincerity fee will be charged for all appeals and protests. The sincerity fee will be returned to the coach if the appeal or protest is upheld. In the event the appeal or protest is disapproved, the fee will be included in the receipts of the meet.
      (3) The appeal or protest shall be presented in writing, on an official form, to the Jury of Appeals who will render a final decision. The jury may hear oral comments from the coach and/or meet officials to assist in arriving at its decision.
B. Performance and Entry Procedures
1. NJCAA Performance List – Hosted by TFRRS
   a. All performances that will be used for entry into the NJCAA Indoor and Outdoor National Championships (DI and DIII) must appear on the NJCAA Performance List within 14 calendar days of date of the performance.
   b. Each listed performance mark with place and date established will be time stamped to verify time of posting.
2. Championship Declaration Process – Hosted by Direct Athletics
3. On Monday by 6:00 p.m. prior to the first day of competition the coach must pull from the on-line Performance List those athletes that are to be entered into the Championship.
   a. The on-line declaration form will not allow coaches to enter or change time/marks.
   b. The entry time, location and date will be displayed.
   c. All the coach can do is declare qualified performances, if performance needs to be added before the deadline, it must first be added to the Performance List and then declared.
   d. At this time all entries are final and declared. Any qualified performance not declared will be scratched. There will be no late entries.
   e. The entry fee will be $20.00.
   f. The seed list will be posted on Tuesday, following declarations, on the meet host’s website and on the NJCAA website.
C. Regional Champions, Blue Card, and White Card Entries
1. These entries will be declared at the same time as performance declarations on a customized NJCAA interface.
2. All Region Champions, Blue Card, or White Card entries will have times/marks listed and would be transferred with the proof of performance data to the entry list.
3. A team using too many white cards or blue cards will cause all athletes entered from that team on white cards or blue cards to be disqualified.
D. To be entered into the NJCAA National Championship Meet, the athlete and their mark must be entered into TFRRS (www.tfrrs.org) and obtain a TFRR registration number.
1. Entries for the multi events are due no later than 7 days (one week) prior to the start of the Championship meet.

Section 6. Officials
A. The tournament host shall be responsible for securing the services of all necessary officials, judges, etc. to satisfactorily conduct the meet as determined by the NJCAA Committee on Track & Field.
B. The NJCAA Committee on Track & Field recommends that all officials assigned to the championship meet be certified by USA Track and Field.


Section 7. Awards

A. Indoor Championship - Men
1. Awards shall be given to the first, second and third place teams.
2. Gold medals shall be awarded to the first place winners in all events including relays.
3. Silver medals shall be awarded to the second place winners in all events including relays.
4. Bronze medals shall be awarded to all third, fourth, fifth and sixth place winners including relays.
5. Seventh and eighth place winners will be awarded certificates denoting placement.
6. There shall be a Coach of the Meet award given.

B. Outdoor Championship - Women
1. Awards shall be given to the first, second and third place teams.
2. Gold medals shall be awarded to the first place winners in all events including relays.
3. Silver medals shall be awarded to the second place winners in all events including relays.
4. Bronze medals shall be awarded to all third, fourth, fifth and sixth place winners including relays.
5. Seventh and eighth place winners will be awarded certificates denoting placement.
6. There shall be a Coach of the Meet award given.

C. Outdoor Championship - Division I - Men
1. Awards shall be given to the first, second and third place teams.
2. Gold medals shall be awarded to the first place winners in all events including relays.
3. Silver medals shall be awarded to the second place winners in all events including relays.
4. Bronze medals shall be awarded to all third, fourth, fifth and sixth place winners including relays.
5. Seventh and eighth place winners will be awarded certificates denoting placement.
6. There shall be a Coach of the Meet award given.

D. Outdoor Championship - Division I - Women
1. Awards shall be given to the first, second and third place teams.
2. Gold medals shall be awarded to the first place winners in all events including relays.
3. Silver medals shall be awarded to the second place winners in all events including relays.
4. Bronze medals shall be awarded to all third, fourth, fifth and sixth place winners including relays.
5. Seventh and eighth place winners will be awarded certificates denoting placement.
6. There shall be a Coach of the Meet award given.

E. Outdoor Championship - Division III - Men
1. Awards shall be given to the first and second place teams.
2. Gold medals shall be awarded to the first place winners in all events including relays.
3. Silver medals shall be awarded to the second place winners in all events including relays.
4. Bronze medals shall be awarded to all third, fourth, fifth and sixth place winners including relays.
5. Seventh and eighth place winners will be awarded certificates denoting placement.
6. There shall be a Coach of the Meet award given.

F. Outdoor Championship - Division III - Women
1. Awards shall be given to the first and second place teams.
2. Gold medals shall be awarded to the first place winners in all events including relays.
3. Silver medals shall be awarded to the second place winners in all events including relays.
4. Bronze medals shall be awarded to all third, fourth, fifth and sixth place winners including relays.
5. Seventh and eighth place winners will be awarded certificates denoting placement.
6. There shall be a Coach of the Meet award given.

Section 8. Finances

A. The maximum entry fee shall be $20.00 for each contestant.
B. Each college shall pay its own team expenses.

Section 9. Qualifying Standards – 2013

The formula for replacing qualifying standards is three times the old standard plus the mark of the last scoring place of the previous National Meet divided by four. The NJCAA National Track and Field Committee may stabilize a standard which is felt to be adequate. (Standards will be listed based on 2012 eighth place results at the National Indoor and Outdoor Meets)

A. Indoor Track & Field Standards
   1. All Divisions: 
      - Hand times will be entered as HT into Direct Athletics which will convert to FAT.
      - Women DMR not composite - Men DMR not composite
      - Pentathlon cannot be contested over the two days (must be a one day competition).

B. Entries for the multi events will be entered into the NJCAA National Championship Meet, with the athlete and their mark entered into TFRRS (www.tfrrs.org) and obtain a TFRR registration number. The top 16 will be entered into the championship.
Hand times will be entered as HT into Direct Athletics which will convert to FAT and to be more accurate.

For proper use of the allowance when adjusting the 2013 NJCAA Standards, this procedure allows us to use 2013 adjustments provided by the NCAA. To more accurately determine the altitude adjustments for the 2013 NJCAA standards for both Indoor and Outdoor Divisions I & III, refer to the NCAA Track & Field Rulebook, Division I.

The time allowance for altitude (in seconds) is in parentheses for the selected sites, events, and divisions. Please use the NCAA Rulebook as to the standard may be met at indoor or outdoor events.

**2013 NJCAA ALTITUDE ADJUSTMENT POLICY**

To more accurately determine the altitude adjustments for the 2013 NJCAA standards for both Indoor and Outdoor Divisions I & III, refer to the NCAA Track & Field Rulebook, Division I.

The time allowance for altitude (in seconds) is in parentheses for the selected sites, events, and divisions. Please use the NCAA Rulebook as to the proper use of the allowance when adjusting the 2013 NJCAA Standards. This procedure allows us to use 2013 adjustments provided by the NCAA and to be more accurate.

**B. Outdoor Track & Field Standards**

Hand times will be entered as HT into Direct Athletics which will convert to FAT.

**Division I men and women and division III men and women pole vault progression 15 cm for the first 3 heights and 10 cm for the remainder.**

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<th>Event Meters</th>
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<td>55-Meter Hurdles</td>
<td>7.78</td>
<td>*4x880-Yard Relay</td>
<td>8:02.15</td>
</tr>
<tr>
<td>60-Meter Hurdles</td>
<td>9.17</td>
<td>Distance Medley Relay-Meters:13:29.17</td>
<td>60-Meter Hurdles</td>
<td>8.31</td>
<td>Distance Medley Relay-Meters:10:37.77</td>
<td></td>
<td></td>
</tr>
<tr>
<td>200-Meter Dash</td>
<td>25.56</td>
<td>Distance Medley Relay-Yards: 13:34.34</td>
<td>200-Meter Dash</td>
<td>22.33</td>
<td>Distance Medley Relay-Yards: 10:39.71</td>
<td></td>
<td></td>
</tr>
<tr>
<td>400-Meter Dash</td>
<td>59.61</td>
<td><strong>Event</strong></td>
<td><strong>Metric</strong></td>
<td>400-Meter Dash</td>
<td>50.00</td>
<td><strong>Event</strong></td>
<td><strong>Metric</strong></td>
</tr>
<tr>
<td>500-Meter Run</td>
<td>1:19.47</td>
<td>Shot Put</td>
<td>12.31</td>
<td>500-Meter Run</td>
<td>1:07.22</td>
<td>Shot Put</td>
<td>14.93</td>
</tr>
<tr>
<td>600-Yard Run</td>
<td>1:29.40</td>
<td>Triple Jump</td>
<td>11.10</td>
<td>600-Yard Run</td>
<td>1:15.63</td>
<td>Triple Jump</td>
<td>14.34</td>
</tr>
<tr>
<td>600-Meter Run</td>
<td>1:40.13</td>
<td>Long Jump</td>
<td>5.40</td>
<td>600-Meter Run</td>
<td>1:24.70</td>
<td>Long Jump</td>
<td>7.08</td>
</tr>
<tr>
<td>800-Meter Run</td>
<td>2:25.79</td>
<td>High Jump</td>
<td>1.56</td>
<td>800-Meter Run</td>
<td>1:59.66</td>
<td>High Jump</td>
<td>2.00</td>
</tr>
<tr>
<td>1,000-Meter Run</td>
<td>3:13.14</td>
<td>SH</td>
<td>1.51</td>
<td>1,000-Meter Run</td>
<td>2:40.49</td>
<td>SH</td>
<td>1.95</td>
</tr>
<tr>
<td>1,500-Meter Run</td>
<td>5:01.49</td>
<td>Weight Throw</td>
<td>14.43</td>
<td>1,500-Meter Run</td>
<td>4:03.43</td>
<td>Weight Throw</td>
<td>15.25</td>
</tr>
<tr>
<td>Mile Run</td>
<td>5:25.61</td>
<td>Pole Vault</td>
<td>3.05</td>
<td>Mile Run</td>
<td>4:22.91</td>
<td>Pole Vault</td>
<td>4.35</td>
</tr>
<tr>
<td>3,000-Meter Run</td>
<td>11:22.24</td>
<td>SH</td>
<td>2.90</td>
<td>3,000-Meter Run</td>
<td>8:54.17</td>
<td>SH</td>
<td>4.20</td>
</tr>
<tr>
<td>5,000-Meter Run</td>
<td>19:20.24</td>
<td><em>Standards men and women pole vault progression 15 cm for the first 3 heights and 10 cm for the remainder</em></td>
<td>5,000-Meter Run</td>
<td>15:33.94</td>
<td><em>Standards men and women pole vault progression 15 cm for the first 3 heights and 10 cm for the remainder</em></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4x400-Meter Relay</td>
<td>4:04.57</td>
<td><strong>Event</strong></td>
<td><strong>Metric</strong></td>
<td>4x400-Meter Relay</td>
<td>3:21.84</td>
<td><strong>Event</strong></td>
<td><strong>Metric</strong></td>
</tr>
</tbody>
</table>

Nine contestants will qualify for the finals in each field event. *composite times for 800 m and 880 yard relay can be used to compute total time. (no splits, actual timed event)

**NOTE:** THE 100, 200, 400 & 600 RACES WILL QUALIFY TO THE FINALS BY THE EIGHT FASTEST TIMES, IF FACILITIES ALLOW, THE GAMES COMMITTEE WILL TAKE THE NINE (9) FASTEST TIMES TO THE FINALS.

**NOTE:** STANDARD MAY BE MET AT INDOOR OR OUTDOOR EVENTS.

The competitive field in the Pentathlon (Women) and Heptathlon (Men) will be fixed at 16 individuals. The top 16 entries listed on Direct Athletics (www.directathletics.com) will be submitted for consideration by the deadline date. Should any invited athlete choose not to compete, the next highest entered individual will be invited. This process will continue until the field of 16 is complete.
<table>
<thead>
<tr>
<th>Event</th>
<th>FAT</th>
<th>Metric</th>
</tr>
</thead>
<tbody>
<tr>
<td>100-Meter Dash</td>
<td>13.81</td>
<td>9.40</td>
</tr>
<tr>
<td>200-Meter Dash</td>
<td>27.78</td>
<td>27.86</td>
</tr>
<tr>
<td>400-Meter Dash</td>
<td>1:07.85</td>
<td>1.39</td>
</tr>
<tr>
<td>800-Meter Run</td>
<td>2:42.49</td>
<td>1.34</td>
</tr>
<tr>
<td>1,500-Meter Run</td>
<td>5:38.51</td>
<td>4.65</td>
</tr>
<tr>
<td>3,000-Meter Steeplechase</td>
<td>15:18.41</td>
<td>9.58</td>
</tr>
<tr>
<td>5,000-Meter Run</td>
<td>21:44.98</td>
<td>27.92</td>
</tr>
<tr>
<td>10,000-Meter Run</td>
<td>50:11.13</td>
<td>1.86</td>
</tr>
<tr>
<td>100-Meter Hurdles</td>
<td>18.91</td>
<td>1.71</td>
</tr>
<tr>
<td>400-Meter Hurdles</td>
<td>1:20.77</td>
<td>1.71</td>
</tr>
<tr>
<td>4x100-Meter Relay</td>
<td>56.12</td>
<td>11.00.83</td>
</tr>
<tr>
<td>4x400-Meter Relay</td>
<td>4:51.03</td>
<td>3.30.84</td>
</tr>
<tr>
<td>*4x800-Meter Relay</td>
<td>12:27.09</td>
<td>8:33.39</td>
</tr>
</tbody>
</table>

Nine contestants will qualify for the finals in each field event. *=composite times for 800 m and 880 yard relay can be used to compute total time. (no splits, actual timed event) **NOTE:** THE 100, 200, 400, 100H, 110H, 400H, and 400 RELAY WILL QUALIFY TO FINALS BY THE EIGHT FASTEST TIMES. **NOTE:** An athlete may be entered as a white card entry heptathlon and decathlon with a score of zero providing the list does not exceed 16 total entries. The meet director will notify the head coaches of entries prior to final declaration. If the number of entries exceed 16 then all white card entries will be void. Manually operated electronic time devices which record to the hundredth of a second must be rounded to the next tenth. For example: 41.57 becomes 41.6 and 52.91 becomes 53.0. The competitive field in the Heptathlon (Women) and Decathlon (Men) will be fixed at 16 individuals. The top 16 entries listed on Direct Athletics (www.directathletics.com) will be submitted for consideration by the deadline date. Should any invited athlete choose not to compete, the next highest entered individual will be invited. This process will continue until the field of 16 is complete.
Section 18. All-American Nomination Guidelines

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

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

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

Section 2. Tournament Dates
a. 2012 - November 15-17 at Missouri State University at West Plains
   2013 - November 21-23 at Casper Events Center, Casper WY
   2014 - November 20-22 at Casper Events Center, Casper WY
   2015 - November 19-21 at Casper Events Center, Casper WY

Section 3. Tournament Host Pre-Tournament Responsibilities
A. All entry forms shall be sent from the Tournament Director prior to October 1st.
B. The Tournament Director will also send a time schedule, deadlines, video taping procedures, and other pertinent information.

Section 4. Team Qualification
A. The qualifying teams shall come from the following 16 districts:

<table>
<thead>
<tr>
<th>DIRECTOR</th>
<th>DISTRICT</th>
<th>REGION</th>
<th>DIRECTOR</th>
<th>DISTRICT</th>
<th>REGION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Norma Carr</td>
<td>A</td>
<td>18a</td>
<td>Marci Henry</td>
<td>I</td>
<td>9a</td>
</tr>
<tr>
<td>Norma Carr</td>
<td>B</td>
<td>18b</td>
<td>Marci Henry</td>
<td>J</td>
<td>9b</td>
</tr>
<tr>
<td>Jason Carmichael</td>
<td>C</td>
<td>1, 2</td>
<td>Shawn Silman</td>
<td>K</td>
<td>14a</td>
</tr>
<tr>
<td>Brenda Hampton</td>
<td>D</td>
<td>4, 11, 24</td>
<td>Shawn Silman</td>
<td>L</td>
<td>14b</td>
</tr>
<tr>
<td>Rex Parcells</td>
<td>E</td>
<td>5a</td>
<td>Carl Heinrich</td>
<td>M</td>
<td>6</td>
</tr>
<tr>
<td>Rex Parcells</td>
<td>F</td>
<td>5b</td>
<td>Darren Pannier</td>
<td>N</td>
<td>15, 16, 20</td>
</tr>
<tr>
<td>George Sanders</td>
<td>G</td>
<td>8a</td>
<td>Michelle Ivey</td>
<td>O</td>
<td>10, 17, 22</td>
</tr>
<tr>
<td>George Sanders</td>
<td>H</td>
<td>8b</td>
<td>Michelle Ivey</td>
<td>P</td>
<td>10, 17, 22</td>
</tr>
</tbody>
</table>

B. In the event that there is an open berth, the standing volleyball committee shall fill the open berth using the following criteria:
1. District runner-up of the district whose champion is unable to attend.
2. Host College.

C. In the event that volleyball is added within a region or a new region is established, that region would be included in the closest district.

D. In a district comprised of only two regions where one of those regions has but one single participating college that college must participate in the other region's regional tournament. The winner of this tournament will be declared the district champion. The highest finishing team of each region will be declared that region's champion.

E. All region winners must submit a complete roster, a formal team picture (formal pose with numbers visible) in college uniform, 5x7 color and entry form to the Tournament Director by November 2, 2012.
   1. The official roster submitted must reflect the same number and name for each player regardless of uniform color throughout tournament play.

F. All regions that wish to enter a respective district tournament must notify their director by October 15, annually. Failure to comply shall result in forfeiture of right to compete in a district playoff. Any college, who filed intent to compete in a district playoff, has a .500 record, and then withdraws after October 15, will be responsible for any expenses incurred by the district tournament host.

G. District Play-offs throughout tournament play.
   1. District directors shall file procedures and dates in the National Office by October 1.
   2. District directors shall submit a financial plan for handling the District Tournament subject to approval by Regional Directors involved.
   3. All District play-offs shall be completed no later than November 6, 2012.
   4. Certified PAVO or USAV rated officials are recommended for all regional and district play-offs.

Section 5. Individual Qualification
Volleyball colleges are limited to 14 athletic scholarships with no less than three quarters of these to be offered to U.S. Citizens and *permanent resident athletes, [Maximum # non-U.S./permanent resident is three.]
* Defined as the holder of a Green Card.

Section 6. Tournament Rules and Procedures
A. Crowd Control
   1. The responsibility for crowd control rests with the director of the tournament. The NCAA rule regarding noise makers will be used. Bands, or any component thereof, are not allowed to play while the competition is in progress. This rule applies to all postseason NJCAA Tournament volleyball games.
B. Player Dress Code
   1. Removing or changing into or out of any part of the official team competition uniform while in the area of competition shall lead to a warning, and if repeated, disqualification of the individual(s) for the next Game. A warning stays in place for the entire tournament.
C. NCAA rules will be used with the following exceptions:
   1. The attack line extension may be temporary.
   2. Only one coach is allowed to stand at any one time during play.
D. District and National Tournaments.
1. The official ball must be the Tachikara SV5W 18 panel NJCAA Color Ball.
2. Ball pressure shall range from 4.3 to 4.6 lbs.
3. One visible scoreboard for each court shall be used.
4. The championship shall determine places 1-10 in order of finish.
5. Warm-Up times:
   a. 2 minutes shared stretching & coin toss
   b. 4 minutes visiting team
   c. 4 minutes home team
   d. 5 minutes visiting team
   e. 5 minutes home team

Championship Bracket – The 2012 National Tournament bracket shall be a 16-team consolation – elimination.

1. All games shall be three-of-five.
2. Game time and court as listed below:

<table>
<thead>
<tr>
<th>Court #1</th>
<th>Day 1</th>
<th>Court #2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Game 1</td>
<td>9 a.m.</td>
<td>Game 2</td>
</tr>
<tr>
<td>Game 3</td>
<td>11:00 a.m.</td>
<td>Game 4</td>
</tr>
<tr>
<td>Game 5</td>
<td>1 p.m.</td>
<td>Game 6</td>
</tr>
<tr>
<td>Game 7</td>
<td>3 p.m.</td>
<td>Game 8 (end of first round)</td>
</tr>
<tr>
<td>Game 9</td>
<td>5:30 p.m.</td>
<td>Game 10 (Winner #1/#2 &amp; Winner #3/#4)</td>
</tr>
<tr>
<td>Game 11</td>
<td>7:30 p.m.</td>
<td>Game 12 (Winner #5/#6 &amp; Winner #7/#8)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Court #1</th>
<th>Day 2</th>
<th>Court #2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Game 13</td>
<td>10 a.m.</td>
<td>Game 14 (Loser #1/#2 &amp; Loser #3/#4)</td>
</tr>
<tr>
<td>Game 15</td>
<td>Noon</td>
<td>Game 16 (Loser #5/#6 &amp; Loser #7/#8) (end of second round)</td>
</tr>
<tr>
<td>Game 17</td>
<td>2:30 p.m.</td>
<td>Game 18 (Loser #9/#10 &amp; Loser #11/#12)</td>
</tr>
<tr>
<td>Game 19</td>
<td>4:30 p.m.</td>
<td>Game 20 (Winner #13/#14 &amp; Winner #15/#16)</td>
</tr>
<tr>
<td>Game 21</td>
<td>6:30 p.m.</td>
<td>Game 22 (Winner #9/#10 &amp; Winner #11/#12)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Court #1</th>
<th>Day 3</th>
<th>Court #2</th>
</tr>
</thead>
<tbody>
<tr>
<td>9th Place Game 23</td>
<td>Noon</td>
<td>Game 24 7th Place (Winner #19/#20 &amp; Loser 17/18)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>One Court</th>
</tr>
</thead>
<tbody>
<tr>
<td>5th Place</td>
</tr>
<tr>
<td>3rd Place</td>
</tr>
<tr>
<td>Championship</td>
</tr>
</tbody>
</table>

3. The Coaches Association Representative from Division I Volleyball will participate in the seeding conference call for informational purposes only as a non-voting member and will be excused from the call prior to the actual seeding process. If the Coaches Association Representative’s team qualifies for the national tournament, the Coaches Association Representative will not participate on the call.

4. Seeding will be on the basis of, in no particular order, national poll, overall and JUCO record, and regional placement in the National tournament the previous year. Should a sectional director coach a team that participates in the tournament, that individual shall be excused from the seeding.

5. Order of seeding shall be as follows:

<table>
<thead>
<tr>
<th>#3 Seed</th>
<th>#1 Seed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Game 1</td>
<td>Game 5</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>#14 Seed</th>
<th>#16 Seed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Game 2</td>
<td>Game 6</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>#6 Seed</th>
<th>#8 Seed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Game 3</td>
<td>Game 7</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>#7 Seed</th>
<th>#5 Seed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Game 4</td>
<td>Game 8</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>#10 Seed</th>
<th>#12 Seed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Game 5</td>
<td>Game 9</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>#2 Seed</th>
<th>#4 Seed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Game 6</td>
<td>Game 10</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>#15 Seed</th>
<th>#13 Seed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Game 7</td>
<td>Game 11</td>
</tr>
</tbody>
</table>
Section 7. **Officials**
A. Rated officials as line judges and scorers will be used for the bracket play.

Section 8. **Awards**
A. Awards shall be given to the first, second, and third place teams.
B. Each individual player on the first place team shall receive a NJCAA gold medal. There shall be 14 medals.
C. Each individual player on the second place team shall receive a NJCAA silver medal. There shall be 14 medals.
D. A Coach of the Tournament award shall be presented.
E. The Dorothy L. Brown MVP Award shall be presented.
F. An All-Tournament Team consisting of 12 players will be presented.

Section 9. **Finances**
A. All tournament expenses shall be paid by the tournament host.
B. Each college shall pay their own expenses.

Section 10. **National Poll**
A. The National Poll shall begin on September 5, 2012 and consist of the top 20 teams. The National poll shall honor the submitted rankings within the regions.
B. Each region is to report his/her weekly top regional teams. All statistics shall conform to standard procedures. All contests played shall be reported to the NJCAA website by Tuesday, 12:00 Noon, Mountain Time. Regions not reporting to their sectional director will not be reflected in the poll. Forfeits are not to be included in records or in compiling statistics.
C. Member colleges must enter statistics weekly on the NJCAA website to be eligible for national rankings in that sport. Team and individual statistics will be submitted by the college to the NJCAA schools website (www.njcaa.org/schools).

<table>
<thead>
<tr>
<th>Director</th>
<th>Phone</th>
<th>Email</th>
<th>Regions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Marci Henry, Northeastern Junior College</td>
<td>970-521-6617</td>
<td><a href="mailto:marci.henry@njc.edu">marci.henry@njc.edu</a></td>
<td>4, 6, 9, 11, 12, 13, 24</td>
</tr>
<tr>
<td>Shawn Silman, San Jacinto College/North</td>
<td>281-459-7673</td>
<td><a href="mailto:shawn.silman@sjcd.edu">shawn.silman@sjcd.edu</a></td>
<td>1, 2, 5, 14, 18</td>
</tr>
<tr>
<td>George Sanders, Florida State College at Jacksonville</td>
<td>904-646-2205</td>
<td><a href="mailto:gsanders@fscj.edu">gsanders@fscj.edu</a></td>
<td>8, 10, 16, 22</td>
</tr>
</tbody>
</table>

D. Sectional directors will participate on a conference call on Tuesday to select the top 20 teams for the national poll which are released the following day.

Section 11. **Substance Abuse**
The use of all tobacco products by any coach, player, official or other individual involved in the conducting of any NJCAA sponsored regular season or post season play is prohibited within the confines of the playing area. Any individual not in compliance shall be disqualified from further participation in that contest.

Section 12. **Open Wound Policy**
Current NAGWS volleyball rules and procedures with regard to open wounds and bleeding shall be adhered to.

Section 13. **Tournament Lodging**
Should the tournament host/national office choose to assign lodging for this event, all participating colleges must honor that assignment or pay for those rooms.

Section 14. **Dress Decorum**
Game attire for all bench personnel other than uniformed players is business casual. This does not include: jeans, shorts, cotton or fleece sweats, t-shirts, tank tops, hats and flip-flops. All players must be in uniform and/or team warm-ups. Venue attire as a spectator: The recommendation for participating teams is appropriate attire. Coaches must dress professionally. Unless otherwise specified by the tournament host, while attending the banquet or other non-game related functions, all members of the team travel party must dress in business casual attire. T-shirts, jeans, hats, shorts or flip-flops will not be permitted at these functions.

Section 15. **Code of Conduct**
All coaches, athletes and support personnel are expected to be familiar with and follow the NJCAA Code of Conduct. This Code can be found under Article XX of the NJCAA bylaws.

Section 16. **Regular Season**
A. NCAA Rules will be used. When a two out of three game is played, the 3rd game shall be to 15 points. All two out of three games will be included in team records and statistical reports.
B. Games that are played on a timed basis will not be included in a team’s record or statistical reports.
C. Only one coach is allowed to stand any time during play.

Section 17. **All-American Nomination Guidelines**
A. The following guidelines must be adhered to for consideration of All-American status:
1. A fully executed copy of the NJCAA All-American nomination form filed as per the deadline dates established within each respective sport;
2. Two individual, vertical, formal glossy photographs in color, no smaller than 3X5 and no larger than 5X7;
3. Photos must be head and shoulder shots, in team jersey with number visible (if applicable);
4. Digital pictures must be submitted on a computer disk or CD with a minimum print resolution of 300 dpi. Digital pictures printed on any medium other than glossy photo paper with a print resolution of less than 300 dpi will not be accepted;
5. Digital photos submitted to the National Office via email will not be accepted;
6. Student-athlete’s name, college, region and position must be included with the digital picture or included on the back of the photograph;
7. Playing statistics for all student-athletes being nominated for All-American status must be up-to-date and printed from NJCAA website and included with the All-American nomination form.
Section 18. Championship Site Bids
Sport Committee Chairs must be present at the Championship Events Committee meeting when bid(s) for the national tournament site is/are discussed.
Z. VOLLEYBALL – WOMEN – DIVISION II

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

Section 2. Tournament Dates - Division II:
- November 15-17, 2012 – Owens Community College, Toledo, Ohio
- November 21-23, 2013 – Owens Community College, Toledo, Ohio

Section 3. Tournament Host Pre-Tournament Responsibilities
A. All entry forms shall be sent from the Tournament Director prior to October 1st.
B. The Tournament Director will also send a time schedule, deadlines, video taping procedures, and other pertinent information.

Section 4. Team Qualification

<table>
<thead>
<tr>
<th>Director</th>
<th>Districts</th>
<th>Director</th>
<th>Districts</th>
</tr>
</thead>
<tbody>
<tr>
<td>Berdy Kuiken</td>
<td>District A (Region 4a)</td>
<td>Jerry Smith</td>
<td>District I (1)</td>
</tr>
<tr>
<td>Berdy Kuiken</td>
<td>District B (Region 4b)</td>
<td>Sue Sinclair</td>
<td>District J (24a)</td>
</tr>
<tr>
<td>Brenda Hampton</td>
<td>District C (Region 11a)</td>
<td>Sue Sinclair</td>
<td>District K (24b)</td>
</tr>
<tr>
<td>Brenda Hampton</td>
<td>District D (Region 11b)</td>
<td>Donna Genova</td>
<td>District L (Regions 3,15,19,21)</td>
</tr>
<tr>
<td>Scott Barlow</td>
<td>District E (Region 12a)</td>
<td>Carl Heinrich</td>
<td>District M (Region 6) Seeds</td>
</tr>
<tr>
<td>Scott Barlow</td>
<td>District F (Region 12b)</td>
<td></td>
<td>1,4,5,8 will play a single</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>elimination tournament</td>
</tr>
<tr>
<td>Marci Henry</td>
<td>District G (Region 9,13)</td>
<td>Darren Pannier</td>
<td>District O (Region 2,16)</td>
</tr>
<tr>
<td>Michelle Ruble</td>
<td>District H (Region 20)</td>
<td>Lind Hartsell</td>
<td>District P (Regions 8,10,22)</td>
</tr>
</tbody>
</table>

A. The qualifying teams shall come from the following 16 districts:
B. In the event that there is an open berth, the standing volleyball committee shall fill the open berth using the following criteria:
   1. District runner-up of the district whose champion is unable to attend.
   2. Host College
C. In the event that volleyball is added within a region or a new region is established, that region would be included in the closest district.
D. All region winners must submit roster, 5x7 team picture and entry form to the Tournament Director by November 1. Team photos must have individuals in team uniform in a formal pose with numbers visible.
E. District Play-offs
   1. District directors shall file procedures and dates in the National Office by October 1st.
   2. District directors shall submit a financial plan for handling the District Tournament subject for approval by Regional Directors involved.
   3. Any region that is involved in district play must have their region tournament completed by October 28, 2012. All District Play-offs shall be completed by November 4, 2012.
   4. Certified PAVO or USA Volleyball rated officials are recommended for all regional and district play-offs.
   5. All colleges must qualify in compliance with Article XII of the NJCAA bylaws.

Section 5. Individual Qualification
Division II Volleyball schools are limited to 2 athletic scholarships for non-US citizens. (Effective August 1, 2007.)

Section 6. Tournament Seeding
A. The seeding committee will consist of the sectional directors. The committee will seed all 16 teams in the tournament on November 6, 2012.
B. Seeding will be on the basis of, in no particular order:
   1. Regional placement in the national tournament the previous year.
   2. Strength of region and/or strength of schedule
   3. National Poll
   4. Overall and JUCO Record. Should a member of the seeding committee coach a team that participates in the tournament, that individual shall be excused from the seeding process.
   5. The Coaches Association Representative from Division II Volleyball will participate in the seeding conference call for informational purposes only as a non-voting member and will be excused from the call prior to the actual seeding process. If the Coaches Association Representative’s team qualifies for the national tournament, the Coaches Association Representative will not participate on the call.
Section 7. Rules and Procedures
A. Player Dress Code
   1. Removing or changing into or out of any part of the official team competition uniform while in the area of
      competition shall lead to a warning, and if repeated disqualification of the individual(s) for the next match. A
      warning stays in place for the entire tournament.
B. The official roster submitted must reflect the same number and name for each player regardless of uniform color throughout the
   tournament.
C. NCAA rules will be used.
   Exceptions:
   1. The attack line extension may be temporary.
   2. Only one coach is allowed to stand at any time during play.
   3. District and National tournaments.
      a. The official ball must be the Tachikara SV5W 18 panel NJCAA Color Ball.
      b. Ball pressure shall range from 4.3 to 4.6 lbs.
      c. One visible scoreboard for each court shall be used.
      d. The championship shall determine places 1-10 in order of finish.
      e. 2 minutes shared stretching & coin toss
   4 minutes visiting team
   4 minutes home team
   5 minutes visiting team
   5 minutes home team
C. Championship Bracket – The Division II Volleyball National Tournament bracket shall be a 16 team consolation – elimination.
   1. All matches shall be 3 of 5. Opening ceremonies will take place on Friday evening.
2. Match time and court:

<table>
<thead>
<tr>
<th>Court #1</th>
<th>Day</th>
<th>Court #2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Match #1</td>
<td>9 a.m.</td>
<td>Match #2</td>
</tr>
<tr>
<td>Match #3</td>
<td>11:00 a.m.</td>
<td>Match #4</td>
</tr>
<tr>
<td>Match #5</td>
<td>1 p.m.</td>
<td>Match #6</td>
</tr>
<tr>
<td>Match #7</td>
<td>3 p.m.</td>
<td>Match #8 (end of first round)</td>
</tr>
<tr>
<td>Match #9</td>
<td>5:30 p.m.</td>
<td>Match #10 (Winner #1/#2 &amp; Winner #3/#4)</td>
</tr>
<tr>
<td>Match #11</td>
<td>7:30 p.m.</td>
<td>Match #12 (Winner #5/#6 &amp; Winner #7/#8)</td>
</tr>
<tr>
<td>Court #1</td>
<td>Day 2</td>
<td>Court #2</td>
</tr>
<tr>
<td>Match #13</td>
<td>10 a.m.</td>
<td>Match #14 (Loser #1/#2 &amp; Loser #3/#4)</td>
</tr>
<tr>
<td>Match #15</td>
<td>Noon</td>
<td>Match #16 (Loser #5/#6 &amp; Loser #7/#8) (end of second round)</td>
</tr>
<tr>
<td>Match #17</td>
<td>2:30 p.m.</td>
<td>Match #18 (Loser #9/#10 &amp; Loser #11/#12)</td>
</tr>
<tr>
<td>Match #19</td>
<td>4:30 p.m.</td>
<td>Match #20 (Winner #13/#14 &amp; Winner #15/#16)</td>
</tr>
<tr>
<td>Match #21</td>
<td>6:30 p.m.</td>
<td>Match #22 (Winner #9/#10 &amp; Winner #11/#12)</td>
</tr>
<tr>
<td>Court #1</td>
<td>Day 3</td>
<td>Court #2</td>
</tr>
<tr>
<td>9th Place Match 23</td>
<td>Noon</td>
<td>Match #24 7th Place (Winner #19/#20 &amp; Loser 17/#18)</td>
</tr>
<tr>
<td>One Court</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5th Place</td>
<td>2:30 p.m.</td>
<td>Match #25 (Winner #17/#18)</td>
</tr>
<tr>
<td>3rd Place</td>
<td>4:30 p.m.</td>
<td>Match #26 (Loser #21/#22)</td>
</tr>
<tr>
<td>Championship</td>
<td>6:30 p.m.</td>
<td>Match #27 (Winner #21/#22)</td>
</tr>
</tbody>
</table>

Section 8. Officials
A. Rated officials as line judges and scorers will be used for the bracket play.

Section 9. Awards
A. Awards shall be given to first, second, third place teams.
B. Each individual player on the first place team shall receive an NJCAA gold medal. There shall be fourteen (14) medals.
C. Each individual player on the second place team shall receive an NJCAA silver medal. There shall be fourteen (14) medals.
D. A Coach of the Tournament award shall be presented.
E. A Most Valuable Player award shall be presented.
F. An All-Tournament team consisting of twelve (12) players will be presented medals.

Section 10. Finances
A. All tournament expenses shall be paid by the tournament host.
B. Each college shall pay their own expenses.

Section 11. National Poll
A. The National Poll shall begin on September 5, 2012 and consist of the top 20 teams. The National poll shall honor the submitted
   rankings within the regions.
B. Each region is to report his/her weekly top regional teams to the appropriate sectional director by Monday, 9:00 a.m.
C. Reports should include teams overall record, division record, and opponents played.
D. Regions not reporting to their sectional director will not be reflected in the poll.
E. Forfeits are not to be included in records.
F. Member colleges must enter statistics weekly on the NJCAA website to be eligible for national rankings in that sport. Team and
   individual statistics will be submitted by the college to the NJCAA schools website (www.njcaa.org/schools).
### Section Directors

<table>
<thead>
<tr>
<th>Region(s)</th>
<th>Director</th>
<th>College</th>
<th>E-Mail</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>3, 15, 19, 20, 21</td>
<td>Julie Mulvey</td>
<td>Massasoit Community College</td>
<td><a href="mailto:jmulvey@massasoit.mass.edu">jmulvey@massasoit.mass.edu</a></td>
<td>508-588-9100</td>
</tr>
<tr>
<td>4, 12, 10</td>
<td>Scott Barlow</td>
<td>Lakeland Community College</td>
<td><a href="mailto:sbarlow@lakelandcc.edu">sbarlow@lakelandcc.edu</a></td>
<td>440-525-7350</td>
</tr>
<tr>
<td>6, 8, 16</td>
<td>Carl Heinrich</td>
<td>Johnson County Community College</td>
<td><a href="mailto:heinrich@jccc.edu">heinrich@jccc.edu</a></td>
<td>913-469-3820</td>
</tr>
<tr>
<td>1, 2,</td>
<td>Jerry Smith</td>
<td>Arizona Western College</td>
<td><a href="mailto:Jerry.smith@azwestern.edu">Jerry.smith@azwestern.edu</a></td>
<td>928-344-7535</td>
</tr>
<tr>
<td>9, 11</td>
<td>Mary Young</td>
<td>Central Community College-Columbus</td>
<td><a href="mailto:myoung@cccneb.edu">myoung@cccneb.edu</a></td>
<td>402-562-1296</td>
</tr>
<tr>
<td>13, 24</td>
<td>Sue Sinclair</td>
<td>Illinois Central College</td>
<td><a href="mailto:ssinclair@icc.edu">ssinclair@icc.edu</a></td>
<td>309-694-5429</td>
</tr>
</tbody>
</table>

### Section 12. Substance Abuse

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

### Section 13. Open Wound Policy

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

### Section 14. Tournament Lodging

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

### Section 15. Dress Decorum

Game attire for all bench personnel other than uniformed players is business casual. This does not include: jeans, shorts, cotton or fleece sweats, t-shirts, tank tops, hats and flip-flops. All players must be in uniform and/or team warm-ups.

Venue attire as a spectator: The recommendation for participating teams is appropriate attire. Coaches must dress professionally.

Unless otherwise specified by the tournament host: While attending the banquet or other non-game related functions, all members of the team travel party must be dressed in business casual attire. T-shirts, jeans, hats, shorts or flip-flops will not be permitted at these functions.

### Section 16. Code of Conduct

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

### Section 17. Regular Season

A. NCAA rules will be used with the exceptions as listed in Section 7. B.
B. When a two out of three match is played, the third game shall be to 15 points.
C. All two out of three matches will be included in team records and statistical reports.
D. Matches that are played on a timed basis will not be included in a team’s record or statistical reports.

### Section 18. All-American Nomination Guidelines

A. The following guidelines must be adhered to for consideration of All-American status:
   1. A fully executed copy of the NJCAA All-American nomination form filed as per the deadline dates established within each respective sport;
   2. Two individual, vertical, formal glossy photographs in color, no smaller than 3x5 and no larger than 5x7;
   3. Photos must be head and shoulder shots, in team jersey with number visible (if applicable);
   4. Digital pictures must be submitted on a computer disk or CD with a minimum print resolution of 300 dpi. Digital pictures printed on any medium other than glossy photo paper with a print resolution of less than 300 dpi will not be accepted;
   5. Digital photos submitted to the National Office via email will not be accepted;
   6. Student-athletes name, college, region and position must be included with the digital picture or included on the back of the photograph;
   7. Playing statistics for all student-athletes being nominated for All-American status must be up-to-date and printed from NJCAA website and included with the All-American nomination form.

### Section 19. Championship Site Bids

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

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

Section 2. Tournament Dates - Division III:
November 9-10, 2012 at UCR Regional Sports Center; Rochester, Minnesota
November 15-16, 2013 at UCR Regional Sports Center; Rochester, Minnesota
November 14-15, 2014 at UCR Regional Sports Center; Rochester, Minnesota
November 13-14, 2015 at UCR Regional Sports Center; Rochester, Minnesota

Section 3. Tournament Host Pre-Tournament Responsibilities
A. All entry forms shall be sent from the Tournament Director prior to October 1st.
B. The Tournament Director will also send a time schedule, deadlines, video recording procedures, and other pertinent information.

Section 4. Team Qualification
A. The qualifying teams shall come from the following eight districts:

<table>
<thead>
<tr>
<th>Director</th>
<th>District (Region(s))</th>
<th>Director</th>
<th>District (Region(s))</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gary Broadhurst</td>
<td>District A (Region 3)</td>
<td>Jean Musgjerd</td>
<td>District E (Region 13a)</td>
</tr>
<tr>
<td>Berdy Kuiken</td>
<td>District B (Region 4)</td>
<td>Donna Genova</td>
<td>District F (Region 15)</td>
</tr>
<tr>
<td>Lynne Levesque</td>
<td>District C (Region 5)</td>
<td>Scott Barlow</td>
<td>District G (Region 12, 20)</td>
</tr>
<tr>
<td>Jean Musgjerd</td>
<td>District D (Region 13b)</td>
<td>Lind Hartsell</td>
<td>District H (Region 10, 19, 21)</td>
</tr>
</tbody>
</table>

B. In the event that there is an open berth, the NJCAA Volleyball Committee shall fill the open berth using the following criteria:
1. District runner-up of the district whose champion is unable to attend.
2. Host College.

C. In the event that volleyball is added within a region or a new region is established, that region would be included in the closest district.
1. All colleges must qualify in compliance with Article XII of the NJCAA bylaws.
2. In the event that one or more regions in District H fail to certify more than one team, all three regions will participate in a joint district/regional tournament hosted by Region 19 and completed by November 3. The winner will be declared the district champion. The highest finishing team from each region will be declared regional champion.
3. In the event that a region in District H fails to certify a single team the district playoff will follow the district playoff championship contract.

D. All region winners must submit roster, 5x7 team picture and entry form to the Tournament Director by October 30. Team photos must have individuals in team uniform in a formal pose with visible number.
1. The official roster submitted must reflect the same number and name for each player regardless of uniform color throughout tournament play.

E. District Play-offs
1. District directors shall file procedures and dates in the National Office by October 1.
2. District directors shall submit a financial plan for handling the District Tournament subject to approval by Regional Directors involved.
3. All District play-offs shall be completed by November 3. Regions that are involved in district tournaments must have their regional tournaments completed by October 27.
4. Certified PAVO or USA Volleyball rated officials are recommended for all regional and district play-offs.

Section 5. Tournament Seeding
A. The Committee will seed the tournament by Monday, November 5. All teams that qualify for the tournament need to EMAIL or FAX their season results to the three seeding committee members/sectional directors by 9:00 a.m. ET Monday, November 5.
B. Seeding will be on the basis of, in no particular order:
1. Regional placement in the national tournament the previous year.
2. Strength of region.
4. Overall and NJCAA Record.
5. Head-to-head competition.

NOTES: Should a member of the seeding committee coach a team that participates in the tournament, that individual shall be excused from the seeding process. Matches that end in a tie will not be included in a team’s record.
Section 6. Tournament Rules and Procedures

A. Crowd Control – The responsibility for crowd control rests with the director of the tournament.
B. Teams in the tournament may only video games in which they are playing.
C. NCAA rules will be used in the NJCAA Championships.

Exceptions:
1. The attack line extension may be temporary.
2. Only one coach is allowed to stand at any one time during play.
3. During the regular season 2 out of 3 matches will be recognized in a team's record.

D. The following is the National Tournament bracket with placements and match numbers.

E. Matches 1-8 will be played on Day 1, matches 9-12 will be played on Day 2.
F. All matches will be 3 out of 5.
G. Tournament Ball - District and National Tournaments.
   1. The official ball must be the Tachikara SV5W NJCAA 18 panel ball.
   2. Ball pressure shall range from 4.3 to 4.6 lbs.
H. One visible scoreboard for each court shall be used.
I. Warm-up procedure:
   1. 2 minutes shared stretch and coin toss.
   2. 4 minutes visiting team
   3. 4 minutes home
   4. 5 minutes visiting team
   5. 5 minutes home team
J. Removing or changing into or out of any part of the official team competition uniform while in the area of competition shall lead to a warning, and if repeated, disqualification of the individual(s) for the next match. A warning stays in place for the entire tournament.
Section 7. Officials
A. Rated officials as line judges and scorers will be used for the bracket play.
B. Officials will be allowed to work the National Tournament for a maximum of three (3) consecutive years.

Section 8. Awards
A. Awards shall be given to first, second, third place teams.
B. Each individual player on the first place team shall receive an NJCAA gold medal. There shall be 14 medals.
C. Each individual player on the second place team shall receive an NJCAA silver medal. There shall be 14 medals.
D. Heidi Hutchinson Coach of the Tournament award shall be presented.
E. A Most Valuable Player award shall be presented.
F. An All-Tournament team consisting of 12 players will be presented medals.

Section 9. Finances
A. All tournament expenses shall be paid by the tournament host.
B. Each college shall pay their own expenses.

Section 10. National Poll
A. The National Poll shall begin on September 5 and consist of the top 10 teams. The National poll shall honor the submitted rankings within the regions.
B. Each regional director is to report his/her weekly top regional teams and records to the appropriate sectional director by Monday, 8 a.m.
C. Regions not reporting to their sectional director will not be reflected in the poll.
D. Forfeits are not to be included in records or in compiling statistics.
E. Member colleges must enter statistics weekly on the NJCAA website to be eligible for national rankings in that sport. Team and individual statistics will be submitted by the college to the NJCAA schools website (www.njcaa.org/schools).
F. Sectional Directors will participate in a conference call on Tuesday mornings and submit their own rankings of teams by 12:00 Noon to the National Office. The National Office will tally Sectional Director's votes and release the poll on Wednesday.

NOTE: Matches that end in a tie will not be included in a team’s record.

<table>
<thead>
<tr>
<th>Regions</th>
<th>Sectional Director</th>
<th>College</th>
<th>E-Mail</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>4, 12</td>
<td>LuAnn Zimmick</td>
<td>College of DuPage, Ill.</td>
<td><a href="mailto:zimmick@cod.edu">zimmick@cod.edu</a></td>
<td>630-942-2362</td>
</tr>
<tr>
<td>3, 10, 15, 19, 20, 21</td>
<td>Donna Genova</td>
<td>Bronx Community College, N.Y.</td>
<td><a href="mailto:DTGenova@optonline.com">DTGenova@optonline.com</a></td>
<td>718-289-5274</td>
</tr>
<tr>
<td>5, 13</td>
<td>Jean Musgjerd</td>
<td>Rochester Community &amp; Technical College, Minn.</td>
<td><a href="mailto:Jean.musgjerd@roch.edu">Jean.musgjerd@roch.edu</a></td>
<td>507-285-7561</td>
</tr>
</tbody>
</table>

Section 11. Substance Abuse
The use of all tobacco products by any coach, player, official or other individual involved in the conducting of any NJCAA sponsored regular season or post season play is prohibited within the confines of the playing area. Any individual not in compliance shall be disqualified from further participation in that contest.

Section 12. Open Wound Policy
Current NCAA volleyball rules and procedures with regard to open wounds and bleeding shall be adhered to.

Section 13. Tournament Lodging
Should the tournament host/NJCAA National Office choose to assign lodging for this event, all participating colleges must honor that assignment or pay for those rooms.

Section 14. Dress Decorum
Game attire for all bench personnel other than uniformed players is business casual. This does not include: jeans, shorts, cotton or fleece sweats, t-shirts, tank tops, hats and flip-flops. All players must be in uniform and/or team warm-ups.
Venue attire as a spectator: The recommendation for participating teams is appropriate attire. Coaches must dress professionally. Unless otherwise specified by the tournament host: While attending the banquet or other non-game related functions, all members of the team travel party must be dressed in business casual attire. T-shirts, jeans, hats, shorts or flip-flops will not be permitted at these functions.

Section 15. Code of Conduct
All coaches, athletes and support personnel are expected to be familiar with and follow the NJCAA Code of Conduct. This Code may be found under Article XX of the NJCAA bylaws.

Section 16. Regular Season
A. NCAA Rules will be used.
   Exceptions:
   1. The attack line extension may be temporary.
   2. Only one coach is allowed to stand at any one time during play.
   3. When a 2 out of 3 set match is played the 3rd set shall be to 15 points.
   4. All 2 out of 3 set matches will be included in team records and statistical reports.
   5. Matches that are played on a timed basis or end in a tie will not be included in team records or statistical reports.

Section 17. All-American Nomination Guidelines
A. The following guidelines must be adhered to for consideration of All-American status:
   1. A fully executed copy of the NJCAA All-American nomination form filed as per the deadline dates established within each respective sport;
   2. Two individual, vertical, formal glossy photographs in color, no smaller than 3X5 and no larger than 5X7;
   3. Photos must be head and shoulder shots, in team jersey with number visible (if applicable);
4. Digital pictures must be submitted on a computer disk or CD with a minimum print resolution of 300 dpi. Digital pictures printed on any medium other than glossy photo paper with a print resolution of less than 300 dpi will not be accepted;
5. Digital photos submitted to the National Office via email will not be accepted;
6. Student-athlete’s name, college, region and position must be included with the digital picture or included on the back of the photograph.
7. Playing statistics for all student-athletes being nominated for All-American status must be up-to-date and printed from NJCAA website and included with the All-American nomination form.

Section 18. Championship Site Bids
Sport Committee Chairs must be present at the Championship Events Committee meeting when bid(s) for the national tournament site is/are discussed.
BB. WRESTLING

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

Section 2. Tournament Dates
National Tournament dates shall be determined jointly by the host and the NJCAA.

February 21-23, 2013 at Des Moines, Iowa
February 27- March 1, 2014 at Spokane, Washington
February 19-21, 2015 at Rochester, Minnesota

Section 3. Host Pre-Tournament Responsibilities
A. The host will send official certifying blanks to the director of each district qualifying tournament.
B. The host will send pre-tournament information to all wrestling colleges by November 30 annually.

Section 4. Competition in Open Meets
A. Any open competition in which students enter as representatives of a member college shall be listed on the published schedule of the college and the students must satisfy the NJCAA Rules of Eligibility. These students must have a weight certification form on file with the NJCAA National Office.
B. Students not representing an NJCAA member college may participate unattached in "open" or "exhibition" competition without NJCAA approval. A college shall not furnish any assistance (equipment, transportation, lodging, or meals) for athletes to participate in such events. A coach may not be in the mat area during a match to provide any coaching, advice or assistance.
C. Violation of this section shall result in the offending college being placed on probation for a period of one year. The member college may not participate in any competition sponsored by the NJCAA during the probationary period.

Section 5. Participation Requirements
A. No contestant shall be permitted to enter a NJCAA Championship Wrestling Tournament unless accompanied by (1) a coach or faculty member of the sending institution or (2) a designated supervisory coach or faculty member from a NJCAA member college. Designation of a supervisory person in (2) above must be in writing. It shall bear the seal of the college and signatures of the Athletic Director and President or Dean of the sending institution. It shall be sent by certified mail to the meet director. All contestants must remain under the supervision of their coach or the designated supervisory person throughout the tournament and until departure from the site.
B. Ineligible players, or recruits may not attend the NJCAA Wrestling Tournament at the expense of the college or tournament hosts, president of the college and Athletic Director.
C. Free passes will be made available for the president of the college, athletic director, three coaches, one trainer, and qualifying wrestlers; all individuals representing each college must be identified to the tournament host 72 hours prior to the check in deadline. All others must pay tournament fees.

Section 6. Qualification of Teams for Competition
A. There shall be six NJCAA Wrestling Districts as established each year by the NJCAA Board of Directors.
B. The six districts are as follows:
   1. Eastern I: Regions 3, 21
   2. Eastern II: Regions 10, 15, 19, 17
   3. Central: Regions 4, 12, 24
   4. North Central: Regions 11, 13
   5. West Central: Regions 2, 6, 16, 22
   6. Western: Regions 1, 9, 18
C. District Directors
   1. Where more than one region is included in a Wrestling District one of the District's Regional Directors shall supervise and coordinate the qualification procedure in cooperation with other Regional Director or Directors. The District Directors shall be:

<table>
<thead>
<tr>
<th>District</th>
<th>Name</th>
<th>College</th>
<th>E-Mail</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Eastern District I</td>
<td>Jeff Wiley</td>
<td>Jefferson Community College</td>
<td><a href="mailto:jwiley@sunyjefferson.edu">jwiley@sunyjefferson.edu</a></td>
<td>315-786-2248</td>
</tr>
<tr>
<td>Eastern District II</td>
<td>Dean Myrick</td>
<td>Rockingham Community College</td>
<td><a href="mailto:myrickd@rockinghamcc.edu">myrickd@rockinghamcc.edu</a></td>
<td>336-342-4261</td>
</tr>
<tr>
<td>Central</td>
<td>Gary Huber</td>
<td>Black Hawk College – Moline</td>
<td><a href="mailto:huberg@bhc.edu">huberg@bhc.edu</a></td>
<td>309-796-5602</td>
</tr>
<tr>
<td>North Central</td>
<td>Thom McDonald</td>
<td>ICCAC</td>
<td><a href="mailto:iccac@iccac.org">iccac@iccac.org</a></td>
<td>515-232-3687</td>
</tr>
<tr>
<td>West Central</td>
<td>Randy Stange</td>
<td>Hutchinson Community College</td>
<td><a href="mailto:stanger@hutchcc.edu">stanger@hutchcc.edu</a></td>
<td>620-665-3500</td>
</tr>
<tr>
<td>Western</td>
<td>Al Williams</td>
<td>North Idaho College</td>
<td><a href="mailto:aawilliams@nic.edu">aawilliams@nic.edu</a></td>
<td>208-665-5458</td>
</tr>
</tbody>
</table>

2. District Directors Shall:
   a. Verify that all participants meet current NJCAA eligibility rules through the NJCAA office.
   b. Require that all individual season record forms are brought to the district qualifier.
   c. Verify that all participants have weight certification forms on file in the National Wrestling Coaches Association.
   d. Send a completed certification form to the NJCAA Tournament Director as soon as qualifiers are determined.
D. Entry to the NJCAA Championship Wrestling Tournament will be by certification of the District Tournament Director.
   1. Certification forms must be submitted to the NJCAA tournament director by the district director within 24 hours after the conclusion of the qualifiers.
   2. Any or All substitutions must be submitted by the district director to the NJCAA tournament director 72 hours prior to the check in deadline.
E. Each district shall qualify no greater than 70% of the total participants within that specific district. There can only be a maximum of nine wildcards within any district. All percentages shall be rounded down to the next lower number. (Ex: 39.9 wildcards = 39)

F. The host district for the NJCAA tournament may add one additional wrestler for each weight class above the 70% rule.

G. In the event one of the district qualifiers cannot wrestle then the next place qualifier only in that weight class may be designated as an alternate. If the next place finisher is a wildcard, then the wildcard substitutes for the individual who cannot participate. The wildcard will then be the next-best wrestler from the qualifying tournament, at the weight class in which the replacement is required. If either the designated alternate or new wildcard cannot participate, the position will be left open. In no other circumstance then the one mentioned above can a wildcard, injured or no show, be replaced.

H. Wrestlers must enter the NJCAA Wrestling Tournament by participation in a single qualifying district tournament. Each individual must enter at the same weight as he participated at in the qualifying tournament.

I. The methods by which each District determines how to seed and draw, in addition to awarding or not awarding points after a bye in the championship bracket only, shall be determined by the participating colleges in that District.

Section 7. Rules and Procedures

A. The NJCAA mandates that all participating colleges adhere and follow the NCAA Weight Management regulations (NCAA Guidelines – Rule 3).

B. Conduct all matches according to the rules in the NCAA Wrestling Rulebook. An exception shall be that the tournament shall include a consolation bracket that shall determine a true third place finisher. This bracket shall include all wrestlers defeated in the first and second round as well as losers to semi-finalists.

C. Official scales shall be available for at least one hour prior to each official weigh-in. Photo I.D.’s are required for weigh-ins, tournament host will be responsible for providing a photo I.D.

D. Official clock, scoreboard, and collegiate mats; are to be furnished for each mat; in addition, an official riding clock is to be provided for each mat.

E. Using the seeding principles outlined in Rule 4 of the NCAA Guide, a predetermined draw shall be made by the National Tournament Director using a computer program approved by the NJCAA Wrestling Committee. In any bracket with a pigtail, all wrestlers shall have the opportunity to draw for the bye. After drawing for the bye, be sure the District Champions are separated. Then separate returning All-Americans (dating back two years) from each other as far as possible, in half or quarter brackets.

1. Separate place winners and Region Champions.
2. Separate more than two place winners from any ½ bracket.
3. Separate more than two place winners in any ¼ bracket.

F. The Tournament schedule will be developed by the Host and approved by the NJCAA Wrestling Committee. The approved schedule is shown below:

**Wednesday**

- Scales and work out site available as determined by the tournament director.
- 3:00 p.m. – 6 p.m. 1.5 mats will be available
- 6:00 p.m. – 10 p.m. 5 mats will be available

**Thursday**

- 6:00 a.m. – 10 p.m. 5 mats will be available
- 10:30 a.m. - 10 p.m. Official scale & workout site available
- 10:30 a.m. - 3 p.m. Team Check-in and entry verification. Failure to appear by the deadline may result in disqualification for the championship. (Phone call prior to 3 p.m. if on late flight/transportation.)
- Noon - 10 p.m. Official scale open and workout site available
- 5 p.m. Tournament procedures meeting to be followed by NJCAA Coaches Meeting.
- 9 p.m. Coaches/Officials Social

**Friday**

- 6 a.m. - 7:15 a.m. Official scale and workout site available
- 7:15 a.m. Skin checks
- 7:30 a.m. Official weigh-ins
- 9:30 a.m. Preliminaries first round - six or eight mats at the discrimination of the Tournament Director
- Noon* Preliminaries second round - six or eight mats at the discrimination of the Tournament Director
- Consolation pigtailed
- Consolation first round - six or eight mats at the discrimination of the Tournament Director
- 6 p.m. NJCAA Wrestling Coaches Association Presentations
- 6:15 p.m. Championship quarterfinals - six or eight mats at the discrimination of the Tournament Director
- Consolation second round
- 8:30 p.m.* Consolation third round
- 11 p.m. Workout facilities will close

**Saturday**

- 8 -9:25 a.m. Scales and workout site available
- 9:30 a.m. Official weigh-in
- 10:30 a.m. Championship Semi-finals
- Consolation Quarterfinals
- 12:00 p.m.* Consolation Semi-finals
- 1:15 p.m. Consolation Finals 3rd & 4th, 5th & 6th, 7th & 8th
- 6:30 p.m. Opening Ceremonies
- 6:50 p.m. Parade of All-Americans
- 7:00 p.m. Championship Finals
- NJCAA Award Presentations

*These times are approximate.
G. It is recommended that on the second day the third round of consolation matches be held on six mats. Championship semi-finals shall begin on two mats. Consolation quarterfinals shall begin on four mats. The consolation semi-finals shall begin, and will be followed by the consolation finals for 7th and 8th, 5th and 6th, 3rd and 4th on four mats. Effective 2016, an increase from 6 to 8 mats at the NJCAA Wrestling Championships will be mandated. All mats used in competition must meet NCAA regulations (32” min).

NOTE: The Tournament Director shall have the authority to close or open mats to allow for the 45-minute rest rule.

H. Opening ceremonies for championships shall be at 6:30 p.m. on the second day.

I. The championship round shall be held on a single mat. This round will begin no later than 7 p.m. An appropriate award ceremony will occur during the championship round.

J. Each coach shall be responsible for his team's total points and shall certify this by signing a score card for his team at the conclusion of the tournament. If he fails to sign the score card, the score stands as recorded by the Official Scorer.

K. If a qualifier fails to attend the National Tournament and has been drawn into the pigtail round, his opponent shall receive a bye and advance into the round of 16. If a qualifier fails to attend the tournament and has been drawn into the round of 16, a bracket adjustment shall be made by moving a wrestler from the pigtail round into the vacated position. This adjustment shall be done according to the procedure set forth in Section 6.e. If, after the weigh-ins for the second day of competition, a qualifier fails to make weight or for any reason does not participate in his scheduled match, it shall be considered a forfeit and one point shall be awarded his opponent.

L. Protest Procedures
   1. Coach should notify the head mat official of his protest immediately:
      a. Wrestlers and coaches should remain in the mat area. The mat must be closed until the protest is resolved.
      b. Protest must be submitted within ten minutes of the conclusion of the match.
      c. Notify head scorer--no match that may be affected by the results of the protest should be wrestled.
      d. Notify tournament protest committee.
      e. Notify coaches and contestants that bout has not been concluded.

M. A games committee to handle protests and violations of the NJCAA Code of Conduct and Misconduct Policy (competition rules) shall be composed of a minimum of three (3) of the following as selected by the official NJCAA Representatives. Any individual participant or coach requesting a protest must pay $100 in advance. The $100 is nonrefundable.
   1. Head Mat official or his alternate.
   2. An officer of the Wrestling Coaches Association not involved in the protest.
   3. NJCAA Representative.

Section 8. Officials
A. The official's selection process begins with the participating colleges nominating an official and sending a letter of recommendation and resume of that nominee to their Regional Director. The Regional Director then endorses the nomination and forwards it to the National Tournament Director for consideration. The Tournament Director shall hire all tournament officials.

B. The National Tournament Director shall provide material to allow all tournament coaches an opportunity to rate all mat officials for the tournament. The lowest rated official(s) shall not be eligible to return for two years.

Section 9. Awards
A. NJCAA Team Awards shall be given to the first and second place teams.

B. NJCAA All-American Medals will be awarded as shown below:
   1. Gold medals to be awarded to all 1st place finishers
   2. Silver medals to be awarded to all 2nd place finishers
   3. Bronze medals to be awarded to all 3rd - 5th place finishers

C. The "Ernest B. Gould" award shall be presented to the outstanding wrestler.

Section 10. Finances
A. Each college shall pay its own team expenses.

B. Each participating college will be assessed a $10 entry fee per qualifying wrestler.

Section 11. Substance Abuse
The use of all tobacco products by any coach, player, official or other individual involved in the conducting of any NJCAA sponsored regular season or post season play is prohibited within the confines of the playing area. Any individual not in compliance shall be disqualified from further participation in that tournament. The National Tournament will be in compliance to Article XVIII, section B in the Sportsmanship Procedures.

Section 12. Open Wound Policy
Under circumstances when constant or profuse bleeding occurs, the participant shall be immediately removed from that contest by the official and cannot return until the bleeding has been stopped.

A. Health care attendants, known to be infected with the HIV virus, cannot administer to bleeding athletes.

B. Anytime an athlete bleeds during a bout, the official shall stop the action and the bleeding shall be stopped.

C. If the bleeding cannot be stopped to the satisfaction of the mat official, the athlete cannot continue to compete.

D. Time outs for bleeding shall not be included in injury time.

E. Home match administration shall be responsible to notify all officials of his responsibilities in enforcing the policy.

F. Home match administration is responsible for clean-up of mats and proper disposal of contaminated materials.

Section 13. Tournament Lodging
Should the tournament host/national office choose to assign lodging for this event, all participating colleges must honor that assignment or pay for those rooms.

Section 14. Code of Conduct
All coaches, athletes and support personnel are expected to be familiar with and follow the NJCAA Code of Conduct. This Code may be found under Article XX of the NJCAA bylaws.

Section 15. Dress Decorum
During the games, coaches will wear business casual attire and all other representatives of the college will wear logo shirts and casual pants or college logo sweat suits.
Section 16. Championship Site Bids
Sport Committee Chairs must be present at the Championship Events Committee meeting when bid(s) for the national tournament site is/are discussed.

Section 17. National Poll
Member colleges must update all team and individual records on the NWCA OPC website in order to be eligible for ranking in the National Poll.

Section 18. All-American Nomination Guidelines
The following guidelines must be adhered to for consideration of All-American status:
1. The top five finishers in each weight class will be deemed All American; 
2. Photos of all All-Americans will be provided by the tournament host.
3. All individual wrestlers of qualifying teams must be updated on the NWCA website. A letter of reprimand will be sent to the president and athletic director of the institution in violation and may be eliminated from the competition at the National Tournament.
ARTICLE XIV
NJCAA CHAMPIONSHIPS

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

<table>
<thead>
<tr>
<th>Sport</th>
<th>Page #</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bowling</td>
<td></td>
</tr>
<tr>
<td>Men’s</td>
<td>184</td>
</tr>
<tr>
<td>Women’s</td>
<td>184</td>
</tr>
<tr>
<td>Half Marathon</td>
<td></td>
</tr>
<tr>
<td>Men’s</td>
<td>186</td>
</tr>
<tr>
<td>Women’s</td>
<td>186</td>
</tr>
<tr>
<td>Ice Hockey</td>
<td>188</td>
</tr>
<tr>
<td>Lacrosse</td>
<td></td>
</tr>
<tr>
<td>Men’s</td>
<td>190</td>
</tr>
<tr>
<td>Women’s</td>
<td>192</td>
</tr>
</tbody>
</table>
A. BOWLING – MEN’S & WOMEN’S

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

Section 2. Tournament Dates
A. The tournament shall be scheduled for the first full weekend of March.
   February 28-March 2, 2013 at Erie Community College, Buffalo, New York
   2014 at Erie Community College, Buffalo, New York
B. All region tournaments must be completed no later than 10 days prior to the start of the national tournament.

Section 3. Tournament Host Pre-Tournament Responsibilities
A. Invitations to participate must be extended to all member colleges of the NJCAA.
B. The Tournament Director will send official entry blanks to the interested teams and will notify them of the events, their order, the time schedule, the deadline for entries and other pertinent information.

Section 4. Participation Requirements
A. Entries are due one week prior to the National Tournament.
B. No contestant shall be permitted to enter a NJCAA Championship Bowling Tournament unless accompanied by (1) a coach or faculty member of the sending institution or (2) a designated supervisory coach or faculty member from a NJCAA member college. Designation of a supervisory person in (2) above must be in writing. It shall bear the seal of the college and signatures of the Athletic Director and President or Dean of the sending institution. It shall be sent by certified mail to the Tournament Director. All contestants must remain under the supervision of their coach or the designated supervisory person throughout the tournament and until departure from the site.
C. Participants in the NJCAA Invitational Bowling Championship should be dressed appropriately:
   1. Must have team shirts with the college name on the back.
   2. Women may wear skirts, shorts or dress slacks.
   3. No jeans allowed.
D. All coaches, athletes and support personnel are expected to be familiar with and follow the NJCAA Code of Conduct. This Code may be found under Article XX of the NJCAA bylaws.

Section 5. Tournament Events
A. Each member college is allowed to enter eight singles, four doubles and one - five man/woman team (Coaches must designate six singles, three doubles, prior to start of tournament). Any college may enter as few events as they wish.
B. The singles and doubles competition consists of three games each.
C. The Team Champions shall be determined by the total pin fall of the three types of bowling competition as follows:
   1. At the conclusion of the singles and doubles competition, the top five highest pin falls of the six players shall be counted toward the team total.
   2. Six games of the tournament shall be bowled in five man/woman format. The current USBC rule of substitution shall be in effect.
   3. Nine games of the tournament shall be bowled in the Baker format. Up to three substitutions per Baker game will be permitted. (Founded by American Bowling Congress Secretary Emeritus, Frank Baker, the Baker System of scoring utilizes all five players in a single line of scoring with the lead-off player rolling the first and sixth frame, the second player rolling the second and seventh frames, and so on, with the anchor (fifth) bowler rolling the fifth and tenth or final frame.)
D. In case of a tie for first place, the teams will be declared co-champions.
   1. Lane assignments for the 5 men and women team event will be based on position after the completion of singles and doubles and after each round.

Section 6. Rules and Officials
A. USBC Collegiate Division rules shall be followed.
B. The tournament host shall be responsible for securing services of all necessary officials, judges, etc, to satisfactorily conduct the tournament as determined by the NJCAA Committee on Bowling.
C. All teams will abide by the five ball limit rule at both regional and national championships. Balls will be registered with the Tournament Director who will be responsible for administering this rule.
   1. Bowling balls cannot leave the paddock area after the practice session concludes until the start of practice on Friday.
D. There is to be no practice (bowling) of any type following the completion of the Thursday practice session.

Section 7. Awards - Men and Women
A. Awards shall be given to the first and second place teams.
B. Gold, silver and bronze medals will be awarded the first, second and third place finishers, respectively, in each event.
C. Each individual bowler on the first place team shall receive a NJCAA gold medal. There shall be eight (8) medals.
D. Each individual bowler on the second place team shall receive a NJCAA silver medal. There shall be eight (8) medals.
E. A Coach of the Tournament award will be presented.
F. A Kermit Helmer Most Valuable Bowler award shall be presented. The Kermit Helmer Award shall be presented to the top man and woman bowler at the NJCAA National Tournament.
Section 8. **Finances**
A. Each team shall pay its own expenses.
B. The entry fee shall be $210.00 per team or $35.00 per individual.

Section 9. **Outside Competition - Men and Women**
A. Any student who applies for membership in a professional bowling organization or who identifies himself/herself as a professional or who qualifies under one or more of the following categories, shall be ineligible for NJCAA bowling:
   1. Earns the major portion of his/her income as an exhibition bowler.
   2. Is employed primarily because of his/her bowling prowess and/or whose occupation requires high bowling skills.
   3. Is subsidized by a bowling sponsor, manufacturer, proprietor, or any other agency so that he/she may devote his/her primary attention to bowling.
   4. Devotes half or more of his/her time as a bowling instructor.
   5. Whose frequent appearance on Nationally distributed or network television bowling programs provide him/her with important experience in pressure competition.

Section 10. **Substance Abuse**
The use of all tobacco products by any coach, player, official or other individual involved in the conducting of any NJCAA sponsored regular season or postseason play is prohibited within the confines of the playing area. Any individual not in compliance shall be disqualified from further participation in that contest.

Section 11. **Open Wound Policy**
Under circumstances when constant or profuse bleeding occurs, the participant shall be immediately removed from that contest by the official and cannot return until the bleeding has been stopped.

Section 12. **Affiliation Recommendation**
All students bowling in the intercollegiate level under the jurisdiction of the Athletic Director are encouraged to belong to the USBC Collegiate, and that all leagues and tournaments be sanctioned by:
   USBC Collegiate
   621 Six Flags Dr.
   Arlington, TX  76011

Section 13. **Tournament Lodging**
Should the tournament host/national office choose to assign lodging for this event, all participating colleges must honor that assignment or pay for those rooms.

Section 14. **Code of Conduct**
Unsportsmanlike behavior is prohibited at any NJCAA event. This behavior includes, but is not limited to profanity, vulgar gestures, taunting, loud or abusive language, or unseemly celebrations whether or not is directed toward any other player, coach, tournament official, or spectator.
Penalty for the above breach of conduct shall be:
   **FIRST OFFENSE:** The Tournament Director shall notify the respective coach and or athlete(s) of inappropriate conduct.
   **SECOND OFFENSE:** Offending individuals(s) shall be ejected from the remainder of the tournament. Said individual(s) must leave the confines of the playing area as defined by the tournament official.

Section 15. **Championship Site Bids**
Sport Committee Chairs must be present at the Championship Events Committee meeting when bid(s) for the national tournament site is/are discussed.

Section 16. **All-American Nomination Guidelines**
The All-Americans are selected based on the top eight All-Events finishers in the NJCAA National Tournament. Only those games started and completed by a participant will be counted toward their All-Events total.
B. **HALF MARATHON – MEN’S & WOMEN’S**

**Section 1. Tournament Site Selection**

A. Colleges or organizations wishing to host the NJCAA Championship Half Marathon Tournament must submit a written request or bid to the National Office by October 1st prior to the subsequent Annual Meeting. Bids shall be for sites three years hence.

B. The NJCAA National Office shall place all bids before the Committee on Championship Events as provided in Article X.

**Section 2. Meet/Championship Date and Site:**

The date for the Half-Marathon will be the **weekend before Thanksgiving.**

- **November 17, 2012** South Plains College, Levelland, Texas
- **November 16, 2013** Silver Comet Trail, Dallas, GA hosted by Chattahoochee Tech.; Marietta, Ga.

**Section 3. Tournament Host Pre-Meet Responsibilities**

Invitations to participate must be extended to all member colleges of the NJCAA

**Section 4. Participation Requirements**

A. Current NJCAA Eligibility Rules shall apply.

B. No contestant shall be permitted to enter a NJCAA “Half Marathon” unless accompanied by (1) a coach or faculty member of the sending institution or (2) a designated supervisory coach or faculty member from a NJCAA member college. Designation of a supervisory person in (2) above must be in writing. It shall bear the seal of the college and signatures of the Athletic Director and President or Dean of the sending institution. It shall be sent by certified mail to the Tournament Director. All contestants must remain under the supervision of their coach or designated supervisory person through the tournament and until departure from the site.

C. All entries must be made by each college by the Monday before the national competition. Final entries must be made and fees paid before the national meet. Final declarations must be made by each college one hour before the first competition held at the national meet.

D. In the event of cold or inclimate weather, meet participants can wear cold weather gear (ie: running tights, team sweats, rain suits) with the approval of the meet director and the NJCAA Rep. If runners choose to wear cold weather gear, it must be of like color and matching team colors.

**Section 5. Rules and Officials**

A. USA Track and Field Marathon or “Half Marathon.”

B. Team standings to be determined by scoring the first three finishers from each college. A maximum of five runners make up a team. Fourth and fifth finishers from a team will displace. A college may enter one team and must declare their team before the scratch deadline. There is no limitation on individual entries, however, team scoring will be figured only among participants from colleges entering teams.

C. Individual Champions shall be determined by overall place.

D. Eligibility must be filed for Half Marathon.

E. A student's eligibility for “Half Marathon” shall be determined as if he/she is participating in the fall term.

F. A woman runner(s) may run and score for her college’s men’s team if the championship director is notified in writing of her entry on the men’s team before the event begins.

G. Only one of the five half marathon team members can be non-United States citizens receiving athletic aid.

**Section 6. Awards - Men**

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

B. Gold, silver and bronze medals will be awarded the first, second and third place finishers, respectively.

C. Each individual runner on the first place team shall receive a NJCAA gold medal. There shall be five medals.

D. Each individual runner on the second place team shall receive a NJCAA silver medal. There shall be five medals.

E. Champion Runner plaque will be presented.

F. Athletes finishing 1-6 will be All-Americans.

**Awards - Women**

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

B. Gold, silver and bronze medals will be awarded the first, second and third place finishers, respectively.

C. Each individual runner on the first place team shall receive a NJCAA gold medal. There shall be five medals.

D. Each individual runner on the second place team shall receive a NJCAA silver medal. There shall be five medals.

E. Champion Runner plaque will be presented.

F. Athletes finishing 1-6 will be All-Americans.

**Section 7. Finances**

The entry fee shall be $35.00 per runner.

**Section 8. Substance Abuse**

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

**Section 9. Open Wound Policy**

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

**Section 10. Tournament Lodging**

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

**Section 11. Code of Conduct**

All Coaches, Athletes and Support Personnel are expected to be familiar with and follow the NJCAA Code of Conduct. This Code may be found under NJCAA bylaws, Article XX.
Section 12. Championship Site Bids
Sport Committee Chairs must be present at the Championship Events Committee meeting when bid(s) for the national tournament site is/are discussed.

Section 13. National Poll
Member colleges must enter statistics weekly on the NICAA website to be eligible for national rankings in that sport. Team and individual statistics will be submitted by the college to the NICAA schools website (www.nicaa.org/schools).

Section 14. All-American Nomination Guidelines
The following guidelines must be adhered to for consideration of All-American status:
1. A fully executed copy of the NICAA All-American nomination form filed as per the deadline dates established within each respective sport;
2. Two individual, vertical, formal glossy photographs in color, no smaller than 3X5 and no larger than 5X7;
3. Photos must be head and shoulder shots, in team jersey with number visible (if applicable);
4. Digital pictures must be submitted on a computer disk or CD with a minimum print resolution of 300 dpi. Digital pictures printed on any medium other than glossy photo paper with a print resolution of less than 300 dpi will not be accepted;
5. Digital photos submitted to the National Office via email will not be accepted;
6. Student-athletes name, college, region and position must be included with the digital picture or included on the back of the photograph.
7. Race statistics for all student-athletes earning All-American honors must be up-to-date on NICAA website prior to the start of the national championship race.
C. ICE HOCKEY

Section 1. Tournament Site Selection

A. Colleges or organizations wishing to host the NJCAA Championship Ice Hockey Tournament must submit a written request or bid to the National Office by October 1st prior to the subsequent Annual Meeting. Bids shall be for sites three years hence.

B. The NJCAA National Office shall place all bids before the Committee on Championship Events as provided in Article X.

Section 2. Tournament Dates

A. The Tournament host shall set the exact dates for the tournament in keeping with the recommendation of the NJCAA Committee on Ice Hockey.

B. The dates for the NJCAA Hockey Championships will be:

<table>
<thead>
<tr>
<th>Year</th>
<th>Location</th>
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</thead>
<tbody>
<tr>
<td>2013</td>
<td>Monroe Community College; Rochester, N.Y.</td>
</tr>
<tr>
<td>2014</td>
<td>TBD</td>
</tr>
</tbody>
</table>

Section 3. Qualifications of Teams for National Tournament

Teams for the NJCAA Ice Hockey Tournament will be the top two teams from the Eastern JUCO hockey League, one from Region 13 and one at-large. The at-large team will be selected by the tournament committee with the input from the NJCAA coach’s poll.

Section 4. Tournament Events

A. The NJCAA Ice Hockey Tournament will be a seeded four team tournament. The tournament will be seeded by the National Ice Hockey Committee with input from the NJCAA coach’s poll. Seeding will take place on the Monday 12 days prior to the Championship. The brackets are as follows:

<table>
<thead>
<tr>
<th># 1 Seed</th>
<th># 4 Seed</th>
</tr>
</thead>
<tbody>
<tr>
<td># 2 Seed</td>
<td>Championship</td>
</tr>
<tr>
<td># 3 Seed</td>
<td></td>
</tr>
</tbody>
</table>

B. The host shall determine the times of the games for the two day tournament.

C. A three man officiating system will be used at the NJCAA Tournament. The officials for the championship game shall not have officiated any of the provisions tournament games.

D. The NJCAA will follow the NCAA player requirements for players dressed. It will be 18 players and 3 goaltenders.

Section 5. Awards

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

B. Each individual player on the first place team shall receive a NJCAA gold medal. There shall be 25 medals.

C. Each individual player on the second place team shall receive a NJCAA silver medal. There shall be 25 medals.

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

E. An All-Tournament Team consisting of seven players, including the tournament MVP, will be selected.

Section 6. All-American Nomination Guidelines

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

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

2. One individual, vertical, formal glossy photographs in color, no smaller than 3X5 and no larger than 5X7;

3. Photos must be head and shoulder shots, in team jersey with number visible (if applicable);

4. Digital pictures must be submitted on a computer disk or CD with a minimum print resolution of 300 dpi. Digital pictures printed on any medium other than glossy photo paper with a print resolution of less than 300 dpi will not be accepted;

5. Digital photos submitted to the National Office via email will not be accepted;

6. Student-athlete’s name, college, region and position must be included with the digital picture or included on the back of the photograph;

7. Playing statistics for all student-athletes being nominated for All-American status must be up-to-date and printed from NJCAA website and included with the All-American nomination form.
Section 7. Equipment
   A. All student-athletes participating in NJCAA Ice Hockey will wear full-face mask protection as certified by the Hockey Equipment Certification Council (HECC).
   B. An adequate cage mask for goalkeepers is mandatory for all NJCAA member colleges participating in Ice Hockey.

Section 8. Foreign Game
   Each college may play one foreign game during the current academic year without this game counting against the game limit. The NJCAA Athletic Event Questionnaire must be completed for any foreign games.

Section 9. Substance Abuse
   The use of all tobacco products by any coach, player, official or other individual involved in the conducting of any NJCAA sponsored regular season or post season play is prohibited within the confines of the playing area. Any individual not in compliance shall be disqualified from further participation in that contest.

Section 10. Open Wound Policy
   Under circumstances when constant or profuse bleeding occurs, the participant shall be immediately removed from that contest by the official and cannot return until the bleeding has been stopped.

Section 11. Tournament Lodging
   Should the tournament host/national office choose to assign lodging for this event, all participating colleges must honor that assignment or pay for those rooms.

Section 12. Code of Conduct
   All coaches, athletes and support personnel are expected to be familiar with and follow the NJCAA Code of Conduct. This Code may be found under Article XX of the NJCAA bylaws.

Section 13. Dress Decorum
   During the games, coaches will wear business casual attire and all other representatives of the college will wear logo shirts and casual pants or college logo sweat suits.
   At pre-game banquets, all college representatives will dress in casual business or better. At less formal events, logo shirts and casual pants or college logo sweat suits may be appropriate.

Section 14. Championship Site Bids
   Sport Committee Chairs must be present at the Championship Events Committee meeting when bid(s) for the national tournament site is/are discussed.

Section 15. National Poll
   Member colleges must enter statistics weekly on the NJCAA website to be eligible for national rankings in that sport. Team and individual statistics will be submitted by the college to the NJCAA schools website (www.njcaa.org/schools). The national poll shall honor the submitted rankings within regions.
**D. MEN’S LACROSSE**

### Section 1. Tournament Site Selection

A. Colleges or organizations wishing to host the NJCAA Championship Lacrosse Tournament must submit a written request or bid to the National Office by October 1st prior to the subsequent Annual Meeting. Bids shall be for sites three years hence.

B. The NJCAA National Office shall place all bids before the Committee on Championship Events as provided in Article X.

### Section 2. Tournament Dates

A. The NJCAA Men’s Lacrosse Tournament will commence on the second Saturday in May.

B. The dates for the NJCAA Lacrosse Tournament are as follows:

<table>
<thead>
<tr>
<th>Year</th>
<th>Location</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>2013</td>
<td>Nassau Community College, N.Y.</td>
<td>May 11-12</td>
</tr>
<tr>
<td>2014</td>
<td>Nassau Community College, N.Y.</td>
<td>May 10-11</td>
</tr>
</tbody>
</table>

### Section 3. Tournament Qualifying and Selection Process

A. Current NJCAA Eligibility Rules shall apply.

B. All regional and district competition must be completed prior to the Monday before the National Tournament before a team can be considered for national competition.

C. Participating teams are chosen using the following format:

1. Six qualifying teams come from the following regions:
   a. Region 3 – 2 qualifiers
   b. Region 15 – 1 qualifier
   c. Region 19 – 1 qualifier
   d. Region 20 – 1 qualifier
   e. At-large Team

2. The current tournament selection and seeding committee would select the at-large team, and then seed the six teams. On the weekend prior to the national championship weekend, the number six seed will play at the number three seed, and the number five seed will play at the number four seed. The two quarter-final winners then join the top two seeds at the Final Four national championship site. The lowest remaining seeded team will play the number one seed.

D. The At-Large Selection/Seeding committee will consist of five members, to include the Lacrosse Chair and one non-coaching representative from each of the following regions:

1. Region 3 – Skip Bailey – Monroe CC
2. Region 15 – Mike Pelliccia – Nassau CC
4. Region 20 – Bruce Springer – Anne Arundel CC

E. The At-Large Selection/Seeding Committee will use the following criteria in no specific order to select the At-Large Team and seed the four teams.

1. NJCAA record vs. common opponents
2. Head to head competition unless teams are tied
3. Overall NJCAA college record
4. Strength of schedule
5. Overall won-loss record

### Section 4. Tournament Events

The NJCAA Championship Lacrosse Tournament shall be conducted as a single elimination event. On the weekend prior to the national championship weekend, the number six seed will play at the number three seed, and the number five seed will play at the number four seed. The two quarter-final winners then join the top two seeds at the Final Four national championship site. The lowest remaining seeded team will play the number one seed.

### Section 5. Rules and Officials

A. The tournament host shall be responsible for securing the services of all necessary officials, judges, etc., to satisfactorily conduct the tournament as determined by the NJCAA Committee on Lacrosse.

B. Once postseason tournament play begins, games will be played under NCAA rules.

### Section 6. Awards

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

B. Each individual player on the first place team shall receive an NJCAA gold medal. There shall be forty-five (45) medals.

C. Each individual player on the second place team shall receive an NJCAA silver medal. There shall be forty-five (45) medals.

D. The Steve Caravana Best Offensive Player and the Best Defensive Player awards will be presented.

E. An All-Tournament team consisting of twelve (12) players will be presented medals.

### Section 7. Finances

A. Each college shall pay its own team expenses

B. The host of the quarter-final games shall pay all games expenses.

C. The entry fee shall be $200.00.

### Section 8. All-American Selection Procedure

A. Each region that has two or more members playing lacrosse must submit an All-Region team to the Coaches All-American selection committee, the regional directors and NJCAA lacrosse chair. This All-Region team shall consist of 13 players and must
include one goalie and a minimum of two defensemen. The All-Region/All-District teams must be ranked by player, not position.

B. All-Region teams must be submitted to the regional directors one week prior to the national tournament.

C. Regional and district directors must submit their all-region and/or all-district teams to the NJCAA lacrosse chair by the Monday prior to the national tournament. Photos and supporting materials must be submitted by the Friday prior to the national tournament.

D. The Coaches All-American selection committee will consist of one coach from each region, as well as the NJCAA lacrosse chair.

E. The coaches all-American selection will take place Friday night prior to the national tournament. The coaches will select 13 first team and 13 second team members from the all-Region and all-district teams. It is recommended that a goalie and a minimum of two defensemen be placed on the first team. All supporting materials listed in section D must be in the hands of the NJCAA lacrosse chair for each nominee at the selection meeting. For those coaches or teams not in attendance at the tournament, all materials must be sent to the national chair by the Thursday prior to the tournament.

F. Once the Coaches All-American selection committee has completed their selections, the national lacrosse chair will circulate the first and second team list for NJCAA men’s lacrosse committee for approval.

G. All-American Nomination Guidelines

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

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

Section 9. Substance Abuse

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

Section 10. Open Wound Policy

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

Section 11. Tournament Lodging

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

Section 12. Code of Conduct

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

Section 13. Dress Decorum

A. While in the athletic venue, coaches, team staff, and managers must be dressed in a mock turtle neck or collared shirt with casual business attire long pants. Dress shorts, tennis shoes, and college issued hats are permitted. T-shirts, denim pants, sandals, or flip-flops will not be permitted. For colder weather, college issued sweat-suits, jackets, and cold gear will be permitted.

B. While in the athletic venue, all student-athletes in the traveling party must be in uniform or college issued team gear and tennis shoes.

C. While attending the tournament banquet or other required non-game related functions, all members of the team travel party must be dressed in casual business attire. T-shirts, denim pants, hats, shorts, sandals, or flip-flops will not be permitted at these functions.

Section 14. Championship Site Bids

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

Section 15. NJCAA Poll

The NJCAA Men’s Lacrosse Coaches Association shall conduct a weekly regular season poll beginning the second Monday in March annually. The weekly regular season poll will conclude the first Monday in May annually. Member colleges must enter statistics weekly on the NJCAA website to be eligible for national rankings in that sport. Team and individual statistics will be submitted by the college to the NJCAA schools website (www.njcaa.org/schools). The national poll shall honor the submitted rankings within regions.
E. WOMEN’S LACROSSE

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

Section 2. Tournament Dates
The dates for the NJCAA Lacrosse Championship are as follows:
May 11-12, 2013 – Monroe Community College; Rochester, N.Y.

Section 3. Qualification and Selection of Teams for Tournament
A. Current NJCAA Eligibility Rules shall apply.
1. All regional and district competition must be completed by Monday, May 6, 2013.
B. Qualifying shall take place as follows:
   1. District A – Region 3, 21 Champion (Region 21 will compete in Region 3’s Tournament)
   2. District B – Region 20, 15 (19) Champion
   3. District C – Region 3, 21 Runner-Up
   4. District D – Region 20, 15, (19) Runner-Up
C. If a team should decide not to participate then the Women’s Lacrosse Committee will select an At-Large team. The Committee will use the following criteria in no specific order to select the At-Large team.
   1. NJCAA record vs. common opponents
   2. Head to head competition
   3. Overall NJCAA College record
   4. Strength of schedule
   5. Overall won-loss record
E. National Tournament:
   Saturday:
   Game 1 District B vs. District C
   Game 2 District A vs. District D
   Sunday:
   Game 3 Championship Game

Section 4. Tournament Events
The NJCAA Women’s Lacrosse Championship shall be conducted as a single elimination tournament.

Section 5. Rules and Officials
A. The tournament host shall be responsible for securing the services of all necessary officials, judges, etc., to satisfactorily conduct the tournament as determined by the NJCAA Committee on Women’s Lacrosse.
B. Once postseason tournament play begins, games will be played under NCAA rules.

Section 6. Awards
A. Awards shall be given to the first and second place teams.
B. Each individual player on the first place team shall receive a NJCAA gold medal. There shall be 25 medals.
C. Each individual player on the second place team shall receive a NJCAA silver medal. There shall be 25 medals.
D. A Best Offensive and Best Defensive Player award shall be presented.
E. A Coach of the Tournament award shall be presented.
F. An All-Tournament team consisting of 12 players will be presented medals.

Section 7. Finances
A. Each college shall pay its own team expenses.
B. The entry fee shall be $200.00.

Section 8. Procedure for Women’s Lacrosse National Poll
A. National Chair
   Jim Griffith
   Anne Arundel Community College
   Phone: (W) 410-777-2035
   jgriffiths@aacc.edu
B. Coaches MUST:
   1. Enter and maintain their team record and individual statistics on the NJCAA web site.
   2. Fax team’s overall record and weekly results to Jim Griffiths before 12:00 Noon EST on the dates below.
C. The Lacrosse President, Vice President, and Secretary/Treasurer will rank the top five teams.
D. All games played shall be counted in overall record.
E. The 2013 reporting dates are as follows:
   March 11, 18, 25
   April 1, 8, 15, 22, 29
F. Key factors in the selection process (not in ranked order)
   Won/loss record
   Head-to-head competition
   Results against common opponents
   Results against ranked opponents
G. Member colleges must enter statistics weekly on the NJCAA website to be eligible for national rankings in that sport. Team and individual statistics will be submitted by the college to the NJCAA schools website (www.njcaa.org/schools).
Section 9. Substance Abuse
The use of all tobacco products by any coach, player, official or other individual involved in the conducting of any NJCAA sponsored regular season or postseason play is prohibited within the confines of the playing area. Any individual not in compliance shall be disqualified from further participation in that contest.

Section 10. Open Wound Policy
Under circumstances when constant or profuse bleeding occurs, the participant shall be immediately removed from that contest by the official and cannot return until the bleeding has been stopped.

Section 11. Tournament Lodging
Should the tournament host/national office choose to assign lodging for this event, all participating colleges must honor that assignment or pay for those rooms.

Section 12. Dress Decorum
A. While competing in the athletic venue coaches, team staff and managers must be dressed in a mock turtle neck or collared shirt with casual attire long pants. Dress shorts, tennis shoes or college issued hats are permitted. T-shirts, denim pants, sandals or flip-flops will not be permitted. For colder weather, college issued sweat-suits, jackets or cold gear will be permitted.
B. While in the athletic venue, all student-athletes in the traveling party must be in uniform or college issued team gear and tennis shoes.
C. While attending the banquet or other required non-game related functions, all members of the team travel party must be dressed in casual business attire. T-shirts, denim pants, hats, shorts, sandals or flip-flops will not be permitted at these functions.

Section 13. Code of Conduct
All coaches, athletes and support personnel are expected to be familiar with and follow the NJCAA Code of Conduct. This Code may be found under Article XX of the NJCAA bylaws.

Section 14. All-American Nomination Guidelines
A. The following guidelines must be adhered to for consideration of All-American status:
   1. A fully executed copy of the NJCAA All-American nomination form filed as per the deadline dates established within each respective sport;
   2. Two individual, vertical, formal glossy photographs in color, no smaller than 3X5 and no larger than 5X7;
   3. Photos must be head and shoulder shots, in team jersey with number visible (if applicable);
   4. Digital pictures must be submitted on a computer disk or CD with a minimum print resolution of 300 dpi. Digital pictures printed on any medium other than glossy photo paper with a print resolution of less than 300 dpi will not be accepted;
   5. Digital photos submitted to the National Office via email will not be accepted;
   6. Student-athlete’s name, college, region and position must be included with the digital picture or included on the back of the photograph;
   7. Playing statistics for all student-athletes being nominated for All-American status must be up-to-date and printed from NJCAA website and included with the All-American nomination form.

Section 15. Championship Site Bids
Sport Committee Chairs must be present at the Championship Events Committee meeting when bid(s) for the national tournament site is/are discussed.
ARTICLE XV-XX
NJCAA COACHING ETHICS CODE & ARIZONA ACCORD

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

<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Financial Policies</td>
<td>196</td>
</tr>
<tr>
<td>Standing Committees</td>
<td>196</td>
</tr>
<tr>
<td>Amending the Bylaws</td>
<td>201</td>
</tr>
<tr>
<td>NJCAA Sportsmanship Policy</td>
<td>201</td>
</tr>
<tr>
<td>Rules of Order for Conducting Meetings</td>
<td>202</td>
</tr>
<tr>
<td>NJCAA Code of Conduct at National Championship Events</td>
<td>203</td>
</tr>
<tr>
<td>NJCAA Coaching Ethics Code</td>
<td>204</td>
</tr>
<tr>
<td>Arizona Sports Summit Accord</td>
<td>211</td>
</tr>
</tbody>
</table>
ARTICLE XV – FINANCIAL POLICIES

Section 1. The fiscal year of the Association shall be from August 1 to July 31 of each year.

Section 2. The funds of the NJCAA shall be deposited in institutions approved by the Board of Directors.

Section 3. All moneys paid out of NJCAA accounts shall be drawn on checks printed with the name of the Association and signed by the President or Executive Director.

Section 4. An audit of the financial accounts of the NJCAA shall be made at the end of each fiscal year by a certified public accountant and a report of the Association's finances shall be made at the next annual meeting of the Board of Directors.

Section 5. An Annual Budget shall be prepared by the Executive Director, President, and Financial Committee prior to the Annual Meeting. This budget shall be presented to the Board of Directors at the Annual Meeting for approval.

Section 6. The Executive Director shall collect all membership fees of colleges applying for or renewing their membership in the NJCAA.

Section 7. Colleges applying for or renewing their membership in the NJCAA shall make checks payable to the NJCAA and shall forward them to the office of the Executive Director.

Section 8. Expenses shall be limited to the following:
A. Transportation
   1. Airplane (coach fare), or
   2. In case airline travel is not available, travel may be by car at the current IRS rate per mile round trip. Total cost of car travel may not exceed cost of travel by air.
B. Hotels: prevailing rates at site of meeting.
C. Official NJCAA travel forms must be used when submitting expense accounts to the National Office for payment.
D. Meals: prevailing rates.
E. Miscellaneous: Taxi, faxes, telephone calls, etc., when necessary for NJCAA business.
F. Official NJCAA travel forms shall be used in the submission of all expense accounts payable by NJCAA. The original airline passenger ticket receipt and the original hotel receipt must accompany each travel expense form.

Section 9. Whatever funds remain in a regional account, if participation is for any reason discontinued, should be frozen after all outstanding bills are paid by the Region. These funds should be used in the future by the Region only to promote national competition.

Article XVI – STANDING COMMITTEES

Section 1. The Executive Committee shall:
A. Appoint directors and representatives of the NJCAA for all national tournaments and meets.
B. Conduct the business of the Association and see that all actions recommended by the officers assembled at the annual or special meetings are fulfilled.

Section 2. The following shall be standing committees of the NJCAA:

<table>
<thead>
<tr>
<th>Women</th>
<th>Joint</th>
<th>Men</th>
</tr>
</thead>
<tbody>
<tr>
<td>7. Finance &amp; Budget</td>
<td>7. Tennis</td>
<td>15. Track &amp; Field</td>
</tr>
</tbody>
</table>

Section 3. Changes in the playing format of any NJCAA National/Invitational Tournament or in the method of qualifying for a National/Invitational Tournament must be circulated to the regional directors as well as to the chair of the Districting Committee via the sports committee chair at least thirty (30) calendar days prior to the Annual Meeting of the NJCAA.

General Functions of Standing Committees
The specific functions of the Standing Committees change from year to year as the organization grows and progresses, but their general functions remain constant. Each of the Standing Committees, through research and study, recommends to the Board of Directors policies, procedures, and administrative responsibilities for the specific areas in which they are concerned. The Board of Directors approves, modifies or rejects the proposal by a majority vote.

The general purposes of each committee are listed for your convenience as follows:
COMMITTEE ON ALL-AMERICAN AWARDS (MEN & WOMEN)

A. To receive recommendations from the various sports committees concerning procedures for selection and the number of All-American Awards to be given in each sport.
B. To act on recommendations of each sports committee report.
C. To make recommendations to the annual meeting.
D. The NJCAA All-American Award shall recognize the most outstanding student-athletes in his/her sport regardless of geographical location. The All-American Award shall reflect the excellence of junior college athletics by identifying our finest athletes. In so doing we enhance the image of all NJCAA programs and our student-athletes.
E. The All-American Awards Committee believes that awards should be based on the following criteria:
   1. Image of the NJCAA
   2. Percent of All-Americans to:
      a. overall total of athletes participating
      b. total participation in national championships
      c. total number of colleges sponsoring sport
      d. number of athletes on team during game/contest
      e. number of individual events/relays (i.e. track & field, swimming & diving)
   3. All-American Nomination Guidelines
      a. The following guidelines must be adhered to for consideration of All-American status:
         (1) A fully executed copy of the NJCAA All-American nomination form filed as per the deadline dates established within each respective sport;
         (2) Two individual, vertical, formal glossy photographs in color, no smaller than 3X5 and no larger than 5X7;
         (3) Photos must be head and shoulder shots, in team jersey with number visible (if applicable);
         (4) Digital pictures must be submitted on a computer disk or CD with a minimum print resolution of 300 dpi. Digital pictures printed on any medium other than glossy photo paper with a print resolution of less than 300 dpi will not be accepted;
         (5) Digital photos submitted to the National Office via email will not be accepted;
         (6) Student-athletes name, school, region and position must be included with the digital picture or included on the back of the photograph.
         (7) Playing statistics for all student-athletes being nominated for All-American status must be up-to-date and posted to the NJCAA web site at the time when All-American selections are made.

COMMITTEE ON BASEBALL - DIVISION I

A. To recommend policies for conducting the Division I NJCAA Baseball Tournament.
B. To coordinate the selection of the representatives from the ten (10) Division I districts to participate in the National Tournament.
C. To supervise the technical aspects of the tournament.
D. To select the Division I All-American Baseball Team.

COMMITTEE ON BASEBALL - DIVISION II

A. To recommend policies for conducting the Division II NJCAA Baseball Tournament.
B. To coordinate the selection of the representatives from the ten (10) Division II districts to participate in the National Tournament.
C. To supervise the technical aspects of the tournament.
D. To select the Division II All-American Baseball Team.

COMMITTEE ON BASEBALL - DIVISION III

A. To recommend policies for conducting the Division III NJCAA Baseball Tournament.
B. To coordinate the selection of the representatives from the eight (8) Division III districts to participate in the National Tournament.
C. To supervise the technical aspects of the tournament.
D. To select the Division III All-American Baseball Team.

COMMITTEE ON BASKETBALL - DIVISION I (MEN & WOMEN)

A. To recommend policies for conducting the Division I NJCAA Basketball Tournament.
B. To recommend methods for improvement of the Division I National Tournament.
C. To coordinate the conducting of the district tournaments with the Division I National Tournament.
D. To establish procedures for qualifying teams for the Division I National Tournament.
E. To select the Division I All-American Basketball Team.

COMMITTEE ON BASKETBALL - DIVISION II (MEN & WOMEN)

A. To recommend policies for conducting the Division II NJCAA Basketball Tournament.
B. To recommend methods for improvement of the Division II National Tournament.
C. To coordinate the conducting of the district tournaments with the Division II National Tournament.
D. To establish procedures for qualifying teams for the Division II National Tournament.
E. To select the Division II All-American Basketball Team.

COMMITTEE ON BASKETBALL - DIVISION III (MEN & WOMEN)

A. To recommend policies for conducting the Division III NJCAA Basketball Tournament.
B. To recommend methods for improvement of the Division III National Tournament.
C. To coordinate the conducting of the district tournaments with the Division III National Tournament.
D. To establish procedures for qualifying teams for the Division III National Tournament.
E. To select the Division III All-American Basketball Team.

COMMITTEE ON BOWLING (MEN & WOMEN)
A. To recommend policies for conducting the NJCAA Invitational Bowling Tournament.
B. To name the All-American Bowling Team.

COMMITTEE ON CHAMPIONSHIP EVENTS
A. To review all requests for the hosting of all NJCAA Men's and Women's Championship events, including all football bowl game proposals. The review will cover all phases of the proposed format, including finances, legalities, site selection, schedule, etc.
B. To review all requests for awards changes submitted by sport committees.
C. To recommend to the Executive Committee the policies for conducting all NJCAA Men's and Women's Championship events.
D. To decide upon a tournament site for all multiple bid proposals in conjunction with the sport committee chair.
E. To review and select sites and hotels for the Annual Meeting.

COMMITTEE ON CROSS-COUNTRY (MEN & WOMEN)
A. To recommend policies for conducting the NJCAA Cross-Country Meet.
B. To name the All-American Cross-Country Team.

COMMITTEE ON DISTRICTING (REGIONAL)
A. To recommend policies for the creation of new regions and/or for the change in boundaries of present regions when change is desired or recommended.
B. To review requests for adjustments in districting and making recommendations for cases that fall outside the established policies.
C. To use the following established guidelines for districting:
   1. Division shall be recommended only if the said region can be divided with not less than 40 percent of both the men and women members in a given division.
   2. Division shall be recommended only if the region and/or member schools involved agree and submit a satisfactory plan of division to the Committee on Districting, each NJCAA Regional Director, and each member of the NJCAA Executive Committee 60 days prior to the Annual Meeting.

COMMITTEES ON DISTRICTING – DIVISION I, II, III (SPORT)
A. To review all districting/redistricting proposals submitted in accordance with Article XVI, Section 3 of the NJCAA bylaws. The review will cover all aspects of the proposed district, including but not limited to geographical proximity as well as number of colleges included within each district.
B. To decide upon a districting format in conjunction with the sport committee chair.
C. To recommend to the Executive Committee the policies for sport redistricting.

COMMITTEE ON ELIGIBILITY
A. To receive and evaluate requests in concert with NJCAA legal counsel, for eligibility changes from member colleges and present to the Board of Directors for action.
B. To recommend policies for administration of eligibility regulations.
C. To advise on interpretations made by the NJCAA staff. These include but are not limited to cases which clarify rules or even specific rulings, should such ruling be contested.
D. To approve all procedural changes to applications, forms, and official documents required by the NJCAA. Policy decisions shall remain with the assembly, but those items, which implement these policies, fall under the role of the committee.
E. The role of the committee shall become proactive in nature. In this role it shall be the responsibility of the committee to set the tone and provide the leadership for presenting proposals which are in the best interest of the NJCAA organization, NJCAA sports, member schools and, most importantly, the student-athlete.
F. Eligibility items not within the philosophical position of the NJCAA, and not approved by the Eligibility Committee, shall be forwarded to the Executive Committee for final decision as to submission to the membership.
G. The responsibilities of the Eligibility Committee would include, but would not be limited to:
   1. Developing philosophical statements prior to the mailing for the call for rule changes by the membership. Such statements would “set the tone” for those items which would be in concert with the Eligibility Committee’s interpretation of the need for organizational action, interaction with the officers, executive committee, strategic planning committee as well as related actions by similar (NCAA) or complementing (AACC) organizations and by CEO’s and Boards of Control of the membership schools. All these would be factored into the philosophical statement and would serve notice as to the intended direction which the eligibility committee would respond to submission for changes.
   2. The committee would write its own platform and recommended rule changes to insure consideration of support of the philosophical position. Thus, as the NJCAA staff provides suggestions for improved office operation, the eligibility committee will shape rule changes to achieve appropriate eligibility standards.
   3. The committee would have the authority and be charged with the responsibility to condense, consolidate or summarize the requests of the membership for rule changes such as to clearly delineate the issues.

COMMITTEE ON FINANCE AND BUDGET
A. To prepare the annual Budget for reviewing the financial requests from the officers and committees and present the same to the NJCAA Annual Meeting.
COMMITTEE ON FOOTBALL
A. To recommend policies for conducting the NJCAA Championship Football Game.
B. To recommend policies and procedures for the national ranking of football teams.
C. To select the All-American Football Team.

COMMITTEE ON GOLF - DIVISION I
A. To recommend policies for conducting the Division I NJCAA Golf Tournament.
B. To name the Division I All-American Golf Team.

COMMITTEE ON GOLF - DIVISIONS II
A. To recommend policies for conducting the Division II/III NJCAA Golf Tournament.
B. To name the Division II All-American Golf Team.

COMMITTEE ON GOLF - DIVISIONS III
A. To recommend policies for conducting the Division II/III NJCAA Golf Tournament.
B. To name the Division III All-American Golf Team.

COMMITTEE ON GOLF - WOMEN
A. To recommend policies for conducting the Women's NJCAA Golf Tournament.
B. To name the All-American Women's Golf Team.

COMMITTEE ON HALF MARATHON
A. To recommend policies for conducting the NJCAA Half Marathon Meet.
B. To name the All-American Half Marathon Team.

COMMITTEE ON HEALTH AND SAFETY
A. To recommend and propose policies to the NJCAA membership
B. To help ensure the safe participation and environment of NJCAA student-athletes.

COMMITTEE ON ICE HOCKEY
A. To recommend policies for conducting the NJCAA Ice Hockey Tournament.
B. To select the All-American Ice Hockey Team.

COMMITTEE ON LACROSSE (MEN & WOMEN)
A. To recommend policies for conducting the NJCAA Invitational Lacrosse Tournament.
B. To select the All-American Lacrosse Team.

COMMITTEE ON NOMINATIONS AND ELECTIONS
A. To recommend policies and procedures for conducting elections for national officers.
B. To present its report, to include the slate of candidates for each office to be filled at the first general session (J). The following time schedules will be utilized in the following categories:

1. NJCAA OFFICERS
   a. The following time schedule will be utilized in the election process:
      (1) January 15 – The Committee chairperson must circulate a list of annual vacancies to the membership.
      (2) March 15 – Members of the organization desiring to become candidates for a national office must submit to the committee chairperson the following:
         (a) Indicate office for which they are filing.
         (b) A brief biographical sketch supporting his/her candidacy.
         (c) A statement from their CEO indicating approval and support of their candidacy.

If the slate of officers is not filled, nominations from the floor will be accepted. If the nominee from the floor is elected, the candidate will have seven days from the conclusion of the annual meeting to provide the chair with the above requirements.

2. PRESIDENTIAL REPRESENTATIONS
   a. The Chief Executive Officers shall be elected from six geographical districts by the CEO’s of the member college, of the respective districts for three year terms, based on the following rotation – Northwest and East Central Districts (2013); and Southwest and Southeast Districts (2014); Northeast and Central Districts (2015).
   b. The Southwest District shall be comprised of Regions 1, 2, 5, and 14.
      (1) The Northwest District shall be comprised of Regions 6, 9, 13 and 18.
      (2) The Central District shall be comprised of Regions 4, 11, 16, and 24.
      (3) The Northeast District shall be comprised of Regions 3, 15, 19 and 21.
      (4) The Southeast District shall be comprised of Regions 8, 17, 22 and 23.
      (5) The East Central District shall be comprised of Regions 7, 10, 12 and 20.
   c. The following timetable will be utilized in the election process:
      (1) November 1 - The Nominations and Elections Committee will call for nominations.
      (2) January 15 - Nominations close
      (3) February 1 - Ballots sent to member college Chief Executive Officers
      (4) March 1 - Ballot to be returned.
The committee will then:
(1) Screen all candidates to determine eligibility for office.
(2) Present its written report to include the slate of candidates at the first General Session (J) of the Annual Meeting. If the slate of officers or presidential representatives is not filled, nominations from the floor will be accepted.
   a. Candidates nominated from the floor must present to the Committee Chairperson, prior to the General Session, at which the election(s) will be conducted the following:
      i. A brief biographical sketch supporting his/her candidacy.
      ii. A statement from their CEO indicating approval and support of their candidacy (Fax acceptable)
(3) Conduct the election(s) at the last applicable General Session (J), (M), or (W) of the Annual Meeting.

C. Prior to the election(s), not more than three individuals (Region Directors, Assistants, and Presidential Representatives) shall be allowed to speak on behalf of a candidate. Each presentation to be limited to two (2) minutes. Each speaker must indicate their desire to speak with the Committee Chairperson prior to the meeting.

D. Allow each candidate a maximum of five minutes to speak to their qualifications for office following their nomination. A blind draw will be used to determine the speaking order.

E. Conduct a secret ballot election(s) at the last applicable General Session (J), (M), or (W) of the Annual Meeting.

COMMITTEE ON SERVICE AND RECOGNITION
A. To recommend to the Board of Directors the names of individuals who have distinguished themselves on a national level through service, merit, or achievement for consideration for the following awards: Achievement Award, Service Award, Loyalty Award, Merit Award, Reed K. Swenson Leadership Award, and Appreciation Award.

COMMITTEE ON SOCCER - WOMEN - DIVISIONS I/III
A. To recommend policies for conducting the NJCAA National Soccer Championships.
B. To select the All-American Soccer Team.

COMMITTEE ON SOCCER - MEN - DIVISIONS I/III
A. To recommend policies for conducting the NJCAA Division I and III National Soccer Championship Tournament.
B. To select the Division I and Division III All-American Soccer Team.

COMMITTEE ON SOFTBALL - DIVISIONS I/II/III
A. To recommend policies for conducting the NJCAA Softball Tournaments.
B. To select the All-American Softball Team.

COMMITTEE ON STANDARDS AND ETHICS
A. Purpose:
   1. The Standards and Ethics Committee will investigate complaints of alleged violations of NJCAA rules, procedures and/or codes of ethical conduct (exclusive of violations of eligibility rules) by member institutions, their representatives, affiliates and/or student-athletes.
   2. The Standards and Ethics Committee will render a decision for infractions of rules, procedures and codes of ethical conduct which may include (but is not limited to) warning, probation, suspension and loss of membership.
   3. The Standards and Ethics Committee will recommend handbook policies and procedures regarding adjudication of violations of the NJCAA rules, procedures and codes of ethical conduct (exclusive of violations of eligibility rules) with appropriate penalties.
B. Procedure:
   1. A written, signed letter of complaint must be forwarded to the NJCAA National Office outlining the nature of the violation. The letter of complaint must detail the alleged violation and name of the accused institution. Any student over the age of majority must represent him/herself.
   2. The complaint must be forwarded in writing to the members of the Standards and Ethics Committee and must include the statement of complaint noting the sections of the handbook violated.
   3. The Chair of the Committee will notify the Athletic Director and President of the accused institution requesting a response to the allegations. Notification will be in writing and must be made within 48 hours of receipt of the complaint by the Chair.
   4. The Athletic Director of the accused institution has five business days to respond to the Committee regarding the allegations. The response must be in writing, either via email or certified mail.
   5. The Committee will convene within five business days via teleconference to deliberate the issues and render a decision along with any appropriate penalties.
   6. After the Committee has rendered a decision, the Chair will notify the complainant and the accused institution of the decision. The Chair must make notification in writing within two business days.
   7. Should the accused institution choose to appeal the Committee's decision, they must adhere to the appeal process as outlined in Article VII of the NJCAA bylaws.

COMMITTEE ON SWIMMING AND DIVING (MEN & WOMEN)
A. To recommend policies for conducting the NJCAA Swimming and Diving Meet.
B. To name the All-American Swimming and Diving Team.

COMMITTEE ON TENNIS - MEN/WOMEN - DIVISIONS I/III
A. To recommend policies for conducting the Division I/III NJCAA Tennis Tournament.
B. To name the Division I/III All-American Tennis Team.
COMMITTEE ON TRACK & FIELD – MEN/WOMEN – INDOOR/OUTDOOR DIVISION I/III
A. To recommend policies for conducting the NJCAA Indoor and Outdoor Track and Field Meets.
B. To recognize new records if conditions under which they were set are satisfactory and verified.
C. To name the All-American Track and Field Team.

COMMITTEE ON VOLLEYBALL - DIVISIONS I/II/III
A. To recommend policies for conducting the NJCAA National Volleyball Division I/II/III Championship.
B. To select the All-American Volleyball Team.

COMMITTEE ON WRESTLING
A. To recommend policies for conducting the NJCAA Wrestling Tournament.
B. To name the All-American Wrestling Team.

ARTICLE XVII – AMENDING THE BYLAWS

Section 1. The bylaws of the National Junior College Athletic Association may be amended at any annual meeting of the Board of Directors by a majority affirmative vote of those present and voting. However, a motion may be made from the body, seconded and passed by majority vote to delay the vote on any single item for a maximum of 30 days. At this time each vote will be cast in accordance with Article VI, Section 4 of the NJCAA Constitution. All bylaw changes shall become effective as of the first day of August following the annual meeting of the Board of Directors at which such amendment was adopted.

Section 2. The substance of a proposed bylaw amendment shall have been electronically submitted in writing to the National Office by January 1 immediately prior to the annual meeting. A electronic written copy of the substance of the proposed amendment shall have been duly sent to each member college by January 30. All bylaw changes shall become effective as of the first day of August following the annual meeting of the Board of Directors at which such amendment was adopted. Duly sent shall include email transmittal.

Section 3. Constitution and bylaw changes may be proposed by the NJCAA National Office, the Executive Committee, the Eligibility Committee, duly elected presidential representatives, sport committees and member colleges. Proposed changes may be submitted by the presidential representatives directly to the Eligibility/Executive Committee. Member colleges must receive approval of their region before submission. Approval of the change must appear in the minutes of the meeting at which it was approved.

ARTICLE XVIII – SPORTSMANSHIP

A basic principle of NJCAA athletic competition is to develop and foster respect for fellow participants, coaches, officials and spectators. The following handbook section applies to all athletic events involving NJCAA member institutions, conferences and regions. Sport rule books may apply rules and regulations that are more restrictive than those found in this section.

A. Participants will recognize their responsibility for proper conduct before, during and after every contest.
B. Coaches and Athletic Directors will recognize and assume responsibility for the behavior of themselves, players, staff, game management personnel and representatives of the respective NJCAA member institution.

Section 1. Ejections: (The Ejection Form can be found in the “Forms” section of the Handbook/Casebook.)
A. Ejection for violent behavior:
   1. Violent behavior is defined as:
      a. An act in which physical contact or an attempt to make physical contact occurs with the purpose to do damage, harm, intimidate, incite a fight or otherwise injure a player, coach, referee, spectator, game management personnel or damage property.
      b. An act in which any bench personnel other than the head coach (or in the absence of the head coach the acting head coach) coaching staff leave the bench area when a fight may break out or has broken out.
   2. The following penalties will be assessed if a game official ejects a player, coach, team personnel, staff member, or game management personnel for violent unsportsmanlike behavior:
      a. Immediate ejection and removal from the venue.
      b. Mandatory ejection and removal from the venue for any bench personnel other than the coaching staff who leaves the bench when a fight may break out or has broken out.
      c. A two contest suspension to be served during the next two regularly scheduled or post season contests. Suspension of a coach or player at the end of a season of play shall carry over to the following season.
      d. Should the player, coach or team personnel be ejected for violent behavior a second time during the season, that individual shall be prohibited from participating in athletic contests of that institution for the remainder of the academic year, including postseason play.
      e. Penalties shall be imposed automatically by the offending institution with suspensions to be in effect for the next two regularly scheduled contests as appearing on the published schedule of the institution at the time of the ejection.
      f. The referee may end the contest.
      g. Failure to report and/or comply will result in:
         1. For the first occurrence, the penalties will double, with the head coach serving the double portion of the penalty and a letter of reprimand shall be sent to the Director of Athletics and the President of the institution.
         2. For the second occurrence, the penalties will double and a sanction of probation shall be given to the offending institution for that sport in that year.
3. Games played during the time of failure to report and/or failure to comply with Article XVIII, Section 2.A must be forfeited.

B. Ejection for non-violent unsportsmanlike behavior:
   1. Non-violent unsportsmanlike behavior is defined as profanity, vulgar gestures, trash talking, taunting or abusive language directed at players, coaches, referees, game management personnel and/or spectators. The use of tobacco or alcohol during NJCAA sponsored events is prohibited within this rule.
   2. The following penalties will be assessed if a game official ejects a player, coach, team personnel, staff member, or game management personnel for non-violent unsportsmanlike behavior:
      a. Immediate ejection and removal from the venue.
      b. For the first non-violent ejection of the sport season, a one contest suspension to be served during the next regularly scheduled or post-season contest(s). Suspension of a coach or player at the end of the season of play shall carry over to the following season. For the second non-violent ejection of the sport season, a two game suspension shall be served. For the third non-violent ejection of the sport season, a four game suspension shall be served. Each subsequent ejection will result in a doubling of the suspension previously served.
      c. Penalties shall be imposed automatically by the offending institution with suspensions to be in effect for the next regularly scheduled contest as appearing on the published schedule of the institution at the time of the ejection.
      d. Failure to report and/or comply will result in:
         1. For the first occurrence, the penalties will double, with the head coach serving the double portion of the penalty and a letter of reprimand shall be sent to the Director of Athletics and the President of the institution.
         2. For the second occurrence penalties will double and a sanction of probation shall be given to the offending institution for that sport in that year.
         3. Games played during the time of failure to report and/or failure to comply with Article XVIII, Section 2.A must be forfeited.
   C. Entering spectator area is prohibited: No player, coach or bench personnel may leave the playing area and enter into the spectator area of the facility to engage in any type of verbal or physical conflict. Penalty for violation of this rule shall be immediate ejection from the contest and suspension from all intercollegiate athletic contests of that institution for the remainder of the academic year including playoffs.
   D. Ejection of the coach: the game shall be terminated and a forfeit declared if the head coach is ejected and there is no assistant coach or other college staff contractually bound to the institution willing to assume responsibility for the team.
   E. Reporting structure
      1. The Athletic Directors of the member institutions involved in the contest shall notify, in writing, their respective Region Director (or designee) following the ejection/s by noon local time of the first business day following the event. (Note: Reporting procedures must be followed for all regular and post season competition)
      2. The Region Directors (or designee) shall keep a record of all ejections in their respective region. The record shall include the name and institution of the person ejected, the date of the ejection, the reason for the ejection, and the penalty imposed.
      3. The Region Director or designee shall supply an end of the year report of the ejections occurring in the Region. The report shall include the number of ejections and the penalties assessed by sport. Copies of the end of the year report shall be given to the Region, the Sport Committee, and the Standards and Ethics Committee by June 15 of that academic year.
   F. Appeals
      1. Participants in all NJCAA certified sports are subject to the penalties listed for the ejections.
      2. There is no appeal of a game(s) suspension resulting from an ejection by a game official except:
         a. When there is the college’s irrefutable game video evidence that the wrong student-athlete/coach was ejected. If the wrong student-athlete/coach was ejected, the penalty will be assessed to the student-athlete/coach in violation and he/she will serve the complete suspension.
         b. All game suspensions will be in effect during the appeals process.
         c. Only the institution of the student-athlete(s)/coach(s) that was ejected can appeal.
         d. The NJCAA National Office will rule on all appeals.

NOTE: The level of the ejection can not be appealed (violent vs. non-violent).

Section 2: Suspensions:
A. Personnel and athletes suspended under these NJCAA rules shall not be allowed in the facility/gym/field complex before or during the contest and may not coach or participate before the game, during play, or at halftime. Suspended coaches may travel with the team. Suspended athletes may not travel with the team while serving a suspension.

ARTICLE XIX
RULES OF ORDER FOR CONDUCTING MEETINGS

Section 1. The latest edition of Roberts Rules of Order shall be the manual of procedure for conducting meetings of the NJCAA.
This code of conduct applies to all region, district and national events, contests and tournaments sponsored by the National Junior College Athletic Association. Violations of the code of conduct occurring during the regularly scheduled season events shall be referred to the respective conference or region Standards and Ethics Committee. The jurisdiction of the NJCAA Code of Conduct ends when colleges competing in such tournaments arrive back on their respective campuses.

**Code of Conduct**

A. Participants shall recognize the responsibility for proper conduct at any national tournament, event or contest sponsored by the NJCAA or its member colleges.

B. Coaches shall recognize and assume responsibility for the actions of themselves and the team members. Each coach who has participants competing in the event shall be responsible for informing each participant about the Code of Conduct.

**Behavior**

Coaches, players, and institutional personnel must remember that they are representatives of an institution of higher learning, its faculty, and administration and student body. As such they are expected to conduct themselves in a manner which would reflect credit on their team, institution, region and the NJCAA. Student-athletes, coaches and institutional personnel who are participating in NJCAA events are subject to all NJCAA rules, regulations and penalties as stated in the NJCAA Handbook as well as local, state and federal laws.

Inappropriate and unacceptable behavior by coaches, players or institutional personnel will not be tolerated before, during, or after contests; at the hotel or in public while representing their college. This Code of Conduct does not replace Article XVIII of the NJCAA handbook.

Unacceptable forms of behavior include but are not limited to:

1. fighting
2. taunting
3. inappropriate celebration
4. disrespectful attitude toward opponents, officials, tournament administrators
5. use of profane and vulgar language
6. use of tobacco, drugs and/or alcohol
7. disrespectful attitude toward host hotel personnel
8. unlawful activities

**Derogatory comments**

Coaches, athletes or institutional personnel shall not make derogatory public comments regarding administration of a tournament or officiating of contests during post game interviews or at other times; to print or broadcast media, in news releases or institutionally produced news releases or under any conditions when their comments may become public. The head coach shall be fully responsible for assuring that no public comments are made by the coaching staff, student-athletes or institutional personnel about officiating, fighting or other incidents which occur during contests.

A coach shall not address or permit anyone in the team area to address uncomplimentary remarks to any game official during the progress of a contest or engage in conduct which might incite student-athletes or spectators against officials.

**Reporting**

Violations of the Code of Conduct may be reported to the Executive Director of the NJCAA or his designee.

**Procedures and Penalties**

**Immediate Action**

Where immediate action is needed to alleviate or control a situation, the Executive Director or designee shall have the authority to act at his/her sole discretion. Examples of events which would require immediate action include but are not limited to the following:

- Allegation of serious misconduct requiring immediate suspension of institutional personnel or student-athletes from competition.
- Instances where the Executive Director or designee deems it necessary to protect the equity and integrity of the competition.
- Protection of the event’s officiating program, particularly in an instance where public comments by an institutional representative may affect competition.
- Any instance or circumstance which might affect the safety of officials, participants or spectators attending the event.

**Penalties-Immediate Action**

The Executive Director or designee may issue any penalty that he/she believes appropriate to any student-athlete or institutional personnel who has violated the regulations pertaining to conduct when the Executive Director or designee concludes that immediate action is required. The actions of the Executive Director or designee shall be final and binding but shall be reported to the Standards and Ethics Committee within one week.

**Timely Action**

In cases where immediate action is not required but where sanctions are warranted, the Executive Director or designee may issue the following penalties:
PRINCIPLE II - COACH/ATHLETE RELATIONSHIPS

However, compliance with or violation of the Ethics Code can be admissible as evidence in some legal proceedings, depending on the circumstances. Court action, whether a contract is enforceable, or whether other legal consequences occur. These results are based on legal rather than ethical rules.

As coaches involved in an athletic program sponsored by the National Junior College Athletic Association, I will:

INTRODUCTION
This Ethics Code is intended to provide standards of professional conduct that can be applied by the National Junior College Athletic Association and its member institutions. Whether or not a coach has violated the Ethics Code does not by itself determine whether he or she is legally liable in a court action, whether a contract is enforceable, or whether other legal consequences occur. These results are based on legal rather than ethical rules. However, compliance with or violation of the Ethics Code can be admissible as evidence in some legal proceedings, depending on the circumstances.

The Code is intended to provide both the general principles and the decision rules to cover most of the situations encountered by coaches. It has as the primary goal the welfare and protection of the individuals and groups with whom the coach works. The Code also provides a common set of values upon which coaches build their professional work. It is the individual responsibility of each coach to aspire to the highest possible standards of conduct. Coaches respect and protect human and civil rights and do not knowingly participate in or condone unfair discriminatory practices.

The first section of this Code is devoted to specific principles designed to enhance the experience of those athletes and individuals participating in athletic programs sponsored by member institutions of the National Junior College Athletic Association. As a member of the United States Olympic Committee family, the National Junior College Athletic Association has also elected to adopt the United States Olympic Committees Coaching Code of Ethics. The second section of this document encompasses the General Principles and Standards of that Code.

NATIONAL JUNIOR COLLEGE ATHLETIC ASSOCIATION COACHING ETHICS CODE

PRINCIPLE I - PROFESSIONAL PRACTICES
As coaches involved in an athletic program sponsored by the National Junior College Athletic Association, I will:

A. Use my knowledge, skills and professional association(s) for the benefit of the athletes I serve.
B. Continue personal and professional growth, remaining current on new developments in the field through continuing education.
C. Always strive to be truthful and put colleagues, the National Junior College Athletic Association, and other member institutions in a positive light.
D. Avoid discrimination in all of its forms.

PRINCIPLE II - COACH/ATHLETE RELATIONSHIPS

A. Conduct all of my relationships from a perspective of dignity and sound educational and scientific practice to:
   1. Direct comments or criticism relative to the performance and not the athlete.
   2. Ensure that all activities I provide are suitable for the experience and ability levels of the athletes that I coach.
   3. Educate athletes as to their responsibilities in contributing to a safe environment, and do my best to ensure that all facilities and equipment meet safety standards and that they are appropriate for the ability level of my athletes.
   4. Consider the athlete’s future health and well being as foremost when making decisions regarding an injured athlete’s ability to continue competing or training, and seek professional medical opinions to serve as a basis for my decisions.
   5. Be aware of the academic responsibilities of my student-athletes; conduct practices and competitive schedules in a manner so as not to unduly interfere with their academic success. Never encourage, condone, or require any behavior that threatens the eligibility of the athlete. Strive always to reinforce the importance of the athlete’s academic performance.
   6. Comply with all of the ethical guidelines for recruiting practices as defined by the National Junior College Athletic Association and my Region/Conference.
   7. Strive to develop individual and team respect for the ability of opponents. Set standards which reinforce the importance of maintaining that respect during competition.
   8. Prioritize being present at all practices and competitions and, when unable to, assure knowledgeable and safe supervision.
B. Work with and strive to develop every member of the team.
C. Show sensitive regard for the moral, social, religious, and sexual orientations of others and communities. I will not impose my beliefs on others.
D. Recognize the trust placed in, and the unique power of, the coach and athlete relationship. I will not exploit the dependency of athletes and will avoid dual relationships (e.g., business or close personal relationships) which could impair my professional judgment, compromise the integrity of the process and/or take advantage of the relationship for my own gain.
E. While serving in a professional capacity or as a role model, avoid any drug, tobacco or alcohol use while in the presence of athletes. I will discourage by way of education any consumption of these substances by minors and will remain at all times within the limits of the law with regard to legal substances. I will avoid illegal ones entirely.
F. Not engage in physical, verbal or emotional harassment, abusive words or actions, or exploitative coercion of current or former athletes. I will report any suspected cases of abuse to the appropriate authorities immediately.
G. Recognize that all forms of sexual abuse, assault or harassment with athletes are illegal and unethical, even when an athlete invites or consents to such behavior or involvement. Sexual abuse and harassment is defined as, but not limited to, repeated comments, gestures...
or physical contacts of a sexual nature. I will report all suspected cases of sexual assault or abuse to law enforcement as required by law.

**PRINCIPLE III - CONFIDENTIALITY**
I will respect the integrity and protect the welfare of all persons with whom I am working and pledge to safeguard information about them that has been learned or obtained during the coaching relationship, including performance reviews, statistics and all personal confidences. Further, I will obtain permission from athletes before sharing videotape recordings or other data of them with anyone except the recognized coaching staff, when current or former athletes are referred to in a publication, while teaching or in a public presentation that is not laudatory, their identity will be thoroughly disguised. The only exception to this will be that I will not use these standards of confidentiality to avoid intervention when it is necessary (e.g., when there is evidence of physical abuse or psychological abuse of minors, or legal issues).

**PRINCIPLE IV - STAFF/EMPLOYEE RELATIONSHIPS**
All relationships with employees and staff will be maintained on a professional and confidential basis, and I will avoid exploiting their trust and dependency.

**PRINCIPLE V - PROCESS RELATING TO VIOLATION OF CODE**
This Code of Ethics is administered under the authority of the National Junior College Athletic Association and its member Regions and institutions and a violation of this Code is subject to the processes and disciplinary action of those bodies.

**PART II - THE UNITED STATES OLYMPIC COMMITTEE COACHING CODE OF ETHICS**

### GENERAL PRINCIPLES

**PRINCIPLE A: COMPETENCE**
Coaches strive to maintain high standards of excellence in their work. They recognize the boundaries of their particular competencies and the limitations of their expertise. They provide only those services and use only those techniques for which they are qualified by education, training, or experience. In those areas in which recognized professional standards do not yet exist, coaches exercise careful judgment and take appropriate precautions to protect the welfare of those with whom they work. They maintain knowledge of relevant scientific and professional information related to the services they render, and they recognize the need for ongoing education. Coaches make appropriate use of scientific professional, technical, and administrative resources.

**PRINCIPLE B: INTEGRITY**
Coaches seek to promote integrity in the practice of coaching. Coaches are honest, fair, and respectful of others. In describing or reporting their qualifications, services, products, or fees, they do not make statements that are false, misleading, or deceptive. Coaches strive to be aware of their own belief systems, values, needs, and limitations and the effect of these on their work. To the extent feasible, they attempt to clarify for relevant parties the roles they are performing and to function appropriately in accordance with those roles. Coaches avoid improper and potentially harmful dual relationships.

**PRINCIPLE C: PROFESSIONAL RESPONSIBILITY**
Coaches uphold professional standards of conduct, clarify their professional roles and obligations, accept appropriate responsibility for their behavior, and adapt their methods to the needs of different athletes. Coaches consult with, refer to, or cooperate with other professionals and institutions to the extent needed to serve the best interest of their athletes, or other recipients of their services. Coaches’ moral standards and conduct are personal matters to the same degree as is true for any other person, except when coaches’ conduct may compromise their professional responsibilities or reduce the public’s trust in the coaching profession and coaches. Coaches are concerned about the ethical compliance of their colleagues’ professional conduct. When appropriate, they consult with colleagues in order to prevent or avoid unethical conduct.

**PRINCIPLE D: RESPECT FOR PARTICIPANTS AND DIGNITY**
Coaches respect the fundamental rights, dignity, and worth of all participants. Coaches are aware of cultural, individual, and role differences, including those due to age, race, ethnicity, national origin, religion, sexual orientation, disability, language, and socioeconomic status. Coaches try to eliminate the effect on their work of biases based on those factors, and they do not knowingly participate in or condone unfair discriminatory practices.

**PRINCIPLE E: CONCERN FOR OTHERS’ WELFARE**
Coaches seek to contribute to the welfare of those with whom they interact professionally. In their professional actions, coaches consider the welfare and rights of their athletes and other participants. When conflicts occur among coaches’ obligations or concerns, they attempt to resolve these conflicts and to perform their roles in a responsible fashion that avoids or minimizes harm. Coaches are sensitive to differences in power between themselves and others, and they do not exploit or mislead other people during or after professional relationships.

**PRINCIPLE F: RESPONSIBLE COACHING**
Coaches are aware of their professional responsibilities to the community and while many aspects of personal behavior and private activities seem far removed from official duties of coaching, all coaches should be sensitive to their position as role models for their athletes. Private activities perceived as immoral or illegal can influence the coaching environment and coaches are encouraged to observe the standards of this Ethics Code consistently.

**ETHICAL STANDARDS**

1. **GENERAL STANDARDS**
These General Standards are applicable to the professional activities of all coaches.

1.01 APPLICABILITY OF THE ETHICS CODE
While many aspects of personal behavior and private activities seem far removed from official duties of coaching, all coaches should be sensitive to their position as role models for their athletes. Private activities perceived as immoral or illegal can influence the coaching environment and coaches are encouraged to observe the standards of this Ethics Code consistently.

1.02 BOUNDARIES OF COMPETENCE
(a) Coaches provide services only within the boundaries of their competence, based on their education training, supervised experience, or appropriate professional experience.
(b) Coaches provide services involving new techniques only after first undertaking appropriate study, training, supervision, and/or consultation from persons who are competent in those areas or techniques.
(c) In those emerging areas in which generally recognized standards for preparatory training do not yet exist, coaches nevertheless take reasonable steps to ensure the competence of their work and to protect athletes and other participants from harm.

1.03 MAINTAINING EXPERTISE
Coaches maintain a reasonable level of awareness of current scientific and professional information in their fields of activity, and undertake ongoing efforts to maintain competence in the skills they use.

1.04 BASIS FOR PROFESSIONAL JUDGEMENTS
Coaches rely on scientifically and professionally derived knowledge when making professional judgments or when engaging in professional endeavors.

1.05 DESCRIBING THE NATURE AND RESULTS OF COACHING SERVICES
When coaches provide services to an individual, a group, or an organization, they provide, using language that is reasonably understandable to the recipient of those services, appropriate information beforehand about the nature of such services and appropriate information later about the results and conclusions.

1.06 RESPECTING OTHERS
Coaches respect the rights of others to hold values, attitudes and opinions that differ from their own.

1.07 NONDISCRIMINATION
Coaches do not engage in discrimination based on age, gender, race, ethnicity, national origin, religion, sexual orientation, disability, language, socioeconomic status, or any basis proscribed by law.

1.08 SEXUAL HARASSMENT
(a) Coaches do not engage in sexual harassment. Sexual harassment is sexual solicitation, physical advances and verbal or nonverbal conduct that is sexual in nature, and that either:
   (1) is unwelcome, is offensive, or creates a hostile environment, and the coach knows or is told this;
   (2) is sufficiently severe or intense to be abusive to a reasonable person in the context. Sexual harassment can consist of a single intense or severe act or of multiple persistent or pervasive acts.
(b) Coaches accord sexual harassment complaints and respondents dignity and respect.

Coaches do not participate in denying an athlete the right to participate based upon their having made, or their being the subject of, sexual harassment charges.

1.09 OTHER HARASSMENT
Coaches do not engage in behavior that is harassing or demeaning to persons with whom they interact in their work based on factors such as those persons’ age, gender, race, ethnicity, national origin, religion, sexual orientation, disability, language, or socioeconomic status.

1.10 PERSONAL PROBLEMS AND CONFLICTS
(a) Coaches recognize that their personal problems and conflicts may interfere with their effectiveness. Accordingly, they refrain from undertaking an activity when they know or should know that their personal problems are likely to lead to harm for athletes or other participants to whom they may owe a professional obligation.
(b) In addition, coaches have an obligation to be alert to signs of, and to obtain assistance for, their personal problems at an early stage, in order to prevent significantly impaired performance.
(c) When coaches become aware of personal problems that may interfere with their forming work-related duties adequately, they take appropriate measures, such as obtaining professional consultation or assistance, and determine whether they should limit, suspend, or terminate their work-related duties.

1.11 AVOIDING HARM
Coaches take reasonable steps to avoid harming their athletes or other participants, and to minimize harm where it is foreseeable and unavoidable.

1.12 MISUSE OF COACHES INFLUENCE
Because coaches professional judgments and actions may affect the lives of others, they are alert to guard against personal, financial, social, organizational, or political factors that might lead to misuse of their influence.
1.13 MULTIPLE RELATIONSHIPS
   (a) In many communities and situations, it may not be feasible or reasonable for coaches to avoid social or other nonprofessional contacts with athletes and other participants. Coaches must always be sensitive to the potential harmful effects of other contacts on their work and on those persons with whom they deal. A coach refrains from entering into or promising another personal, professional, financial, or other relationship with such persons if it appears likely that such a relationship reasonably might impair his/her objectivity or otherwise interfere with the his/her effectively performing functions as a coach, or might harm or exploit the other party.
   (b) Likewise, whenever feasible, a coach refrains from taking on professional obligations when pre-existing relationships would create a risk of such harm.
   (c) If a coach finds that, due to unforeseen factors, a potentially harmful multiple relationship has arisen, the coach attempts to resolve it with due regard for the best interests of the affected person and maximal compliance with the Ethics Code.

1.14 EXPLOITATIVE RELATIONSHIPS
   (a) Coaches do not exploit athletes or other participants over whom they have supervisory, evaluative, or other authority.
   (b) Coaches do not engage in sexual/romantic relationships with athletes or other participants over whom the coach has evaluative, direct, or indirect authority, because such relationships are likely to impair judgment or be exploitative.

1.15 CONSULTATIONS AND REFERRALS
   When indicated and professionally appropriate, coaches cooperate with other professionals in order to serve their athletes or other participants effectively and appropriately.

1.16 DELEGATION TO AND SUPERVISION OF SUBORDINATES.
   (a) Coaches delegate to their employees, supervisees and assistants only those responsibilities that such persons can reasonably be expected to perform competently, on the basis of their education, training, or experience, either independently or with the level of supervision being provided.
   (b) Coaches provide proper training and supervision to their employees or supervisees and take reasonable steps to see that such persons perform services responsibly, competently and ethically.

1.17 FEES AND FINANCIAL ARRANGEMENTS
   (a) As early as feasible in professional relationship, the coach and the athlete or other participants reach an agreement specifying the compensation and the billing arrangements.
   (b) Coaches do not exploit recipients of services or payers with respect to fees.
   (c) Coaches’ fee practices are consistent with law.
   (d) Coaches do not misrepresent their fees.
   (e) If limitations to services can be anticipated because of limitations in financing, this is discussed with the athlete or other participants as appropriate.

2. ADVERTISING AND OTHER PUBLIC STATEMENTS

2.01 DEFINITION OF PUBLIC STATEMENTS
   Coaches comply with the Ethics Code in public statements relative to their professional services, products, or publications.

2.02 STATEMENTS BY OTHERS
   (a) Coaches who engage others to create or place public statements that promote their professional practice, products, or activities retain professional responsibility for such statements.
   (b) In addition, coaches make reasonable efforts to prevent others whom they do not control (such as employers, publishers, sponsors, organizational clients, and representatives of the print or broadcast media) from making deceptive statements concerning the coach or his professional activities.
   (c) If coaches learn of deceptive statements about their work made by others, coaches make reasonable efforts to correct such statements.
   (d) Coaches do not compensate members of the press, radio, television, or other communication media in return for publicity in a news item.
   (e) A paid advertisement relating to the coach’s activities must be identified as such, unless it is already apparent from the context.

2.03 AVOIDANCE OF FALSE OR DECEPTIVE STATEMENTS
   (a) Coaches do not make public statements that are false, deceptive, misleading, or fraudulent, either because of what they state, convey or suggest, or because of what they omit, concerning their work activities or those of persons or organizations with which they are affiliated. As examples (and not in limitation) of this standard, coaches do not make false or deceptive statements concerning
      1. their training, experience, or competence
      2. their academic degrees
      3. their credentials
      4. their institutional or association affiliations
      5. their services
      6. the basis for, or results or degree of success of their services
      7. their fees.

2.04 MEDIA PRESENTATIONS
When coaches provide advice or comment by means of public lectures, demonstrations, radio or television programs, pre-recorded tapes, printed articles, mailed materials, or other media, they take reasonable precautions to ensure that the statements are consistent with this Ethics Code.

2.05 TESTIMONIALS
Coaches do not solicit testimonials from current athletes or other participants who, because of their particular circumstances, are vulnerable to undue influence.

2.06 RECRUITING
Coaches do not engage, directly or through agents, in uninvited in-person solicitation of business from actual or potential athletes or other participants who, because of their particular circumstances, are vulnerable to undue influence. However, this does not preclude recruiting athletes deemed eligible by the National Junior College Athletic Association.

3. TRAINING ATHLETES

3.01 STRUCTURING THE RELATIONSHIP
(a) Coaches discuss with athletes as early as is feasible appropriate issues, such as the nature and anticipated course of training, fees, and confidentiality.
(b) When the coach’s work with athletes will be supervised, the above discussion includes that fact, and the name of the supervisor.
(c) When the coach is uncertified the athlete is informed of that fact.
(d) Coaches make reasonable efforts to answer athletes’ questions and to avoid apparent misunderstandings about training. Whenever possible, coaches provide oral and/or written information, using language that is reasonably understandable to the athlete.

3.02 FAMILY RELATIONSHIPS
(a) When a coach agrees to provide services to several persons who have a relationship (such as parents and children), the coach attempts to clarify at the outset (1) which of the individuals are athletes and (2) the relationship the coach will have with each person. This clarification includes the role of the coach and the probable uses of the services provided.
(b) As soon as it becomes apparent that the coach may be called on to perform potentially conflicting roles (such as intermediary between parents and children or sibling teammates), the coach attempts to clarify and adjust, or withdraw from, roles appropriately.

3.03 PROVIDING COACHING SERVICES TO THOSE SERVED BY OTHERS
In deciding whether to offer or provide services to those already receiving coaching services elsewhere, coaches carefully consider the potential athlete’s welfare. The coach discussed these issues with the athlete or another legally authorized person on behalf of the athlete, in order to minimize the risk of confusion and conflict.

3.04 SEXUAL INTIMACIES WITH CURRENT ATHLETES
Coaches do not engage in sexual intimacies with current athletes.

3.05 COACHING FORMER SEXUAL PARTNERS
Coaches do not coach athletes with whom they have engaged in sexual intimacies.

3.06 SEXUAL INTIMACIES WITH FORMER ATHLETES
(a) Coaches should not engage in sexual intimacies with a former athlete for at least two years after cessation or termination of professional services.
(b) Because sexual intimacies with former athletes are so frequently harmful to the athlete, and because such intimacies undermine public confidence in the coaching profession and thereby deter the public’s use of needed services, coaches do not engage in sexual intimacies with former athletes even after a two-year interval except in the most unusual circumstances. The coach who engages in such activity after the two years or termination of the coach-athlete relationship bears the burden of demonstrating that there has been no exploitation, in light of all relevant factors, including:
(1) the amount of time that has passed since the coach-athlete relationship terminated,
(2) the circumstances of termination,
(3) the athlete’s personal history,
(4) the athlete’s current mental status,
(5) the likelihood of adverse impact on the athlete and others, and
(6) any statements or actions made by the coach during the course of the athlete-coach relationship suggesting or inviting the possibility of a post-termination sexual or romantic relationship with the athlete or coach.

3.07 DRUG-FREE SPORT
Coaches do not tolerate the use of performance-enhancing drugs and support athletes’ efforts to be drug-free.

3.08 ALCOHOL AND TOBACCO
(a) Coaches discourage the use of alcohol and tobacco in connection with athletic events or victory celebrations at playing sites and forbid use of alcohol by minors.
(b) Coaches refrain from tobacco and alcohol use while they are coaching and make every effort to avoid their use while in the presence of their athletes.

3.09 INTERRUPTION OF SERVICES
(a) Coaches make reasonable efforts to plan for the event that coaching services are interrupted by factors such as the coach’s illness, death, unavailability, or relocation or by the client’s relocation or financial limitations.

(b) When entering into employment or contractual relationships, coaches provide for orderly and appropriate resolution of responsibility for athlete training in the event that the employment or contractual relationship ends, with paramount consideration given to the welfare of the athlete.

3.10 TERMINATING THE PROFESSIONAL RELATIONSHIP
(a) Coaches terminate a professional relationship when it becomes reasonably clear that the athlete no longer needs the service, is not benefiting or is being harmed by continued services.

(b) Prior to termination, for whatever reason, except where precluded by the athlete’s conduct, the coach discusses the athlete’s views and needs, provides appropriate pre-termination counseling, suggests alternative service providers as appropriate, and takes other reasonable steps to facilitate transfer of responsibility to another provider if the athlete needs one immediately.

4. TRAINING SUPERVISION

4.01 DESIGN OF TRAINING PROGRAMS
Coaches who are responsible for training programs for other coaches seek to ensure that the programs are competently designed, provide the proper experiences, and meet the requirements for certification or other goals for which claims are made by the program.

4.02 DESCRIPTIONS OF TRAINING PROGRAMS
(a) Coaches responsible for training programs for other coaches seek to ensure that there is a current and accurate description of the program content, training goals and objectives, and requirements that must be met for satisfactory completion of the program. This information must be readily available to all interested parties.

(b) Coaches seek to ensure that statements concerning their training programs are accurate and not misleading.

4.03 ACCURACY AND OBJECTIVITY IN COACHING
(a) When engaged in coaching, coaches present information accurately and with a reasonable degree of objectivity.

(b) When engaged in coaching, coaches recognize the power they hold over athletes and therefore make reasonable efforts to avoid engaging in conduct that is personally demeaning to athletes and other participants.

4.04 ASSESSING ATHLETE PERFORMANCE
(a) In coach-athlete relationships, coaches establish an appropriate process for providing feedback to athletes.

(b) Coaches evaluate athletes on the basis of their actual performance on relevant and established program requirements.

4.05 HONORING COMMITMENTS
Coaches take reasonable measures to honor all commitments they have made to athletes.

5. TEAM SELECTION
(a) Coaches perform evaluations or team selection only within the context of a defined professional relationship.

(b) Coaches’ assessments, recommendations, reports, and evaluative statements used to select team members are based on information and techniques sufficient to provide appropriate substantiation for their findings.

6. RESOLVING ETHICAL ISSUES

6.01 FAMILIARITY WITH ETHICS CODE
Coaches have an obligation to be familiar with this Ethics Code, other applicable ethics codes, and their application to the coaches’ work. Lack of awareness or misunderstanding of an ethical standard is not itself a defense to a charge of unethical conduct.

6.02 CONFRONTING ETHICAL ISSUES
When a coach is uncertain whether a particular situation or course of action would violate the Ethics Code, the coach ordinarily consults with other coaches knowledgeable about ethical issues, the NGB or USOC ethics committee, or with other appropriate authorities in order to choose a proper response.

6.03 CONFLICTS BETWEEN ETHICS AND ORGANIZATIONAL DEMANDS
If the demands of an organization with which the coach is affiliated conflict with this Ethics Code, coaches clarify the nature of the conflict, make known their commitment to the Ethics Code, and to the extent feasible, seek to resolve the conflict in a way that permits the fullest adherence to the Ethics Code.

6.04 INFORMAL RESOLUTION OF ETHICAL VIOLATIONS
When coaches believe that there may have been an ethical violation by another coach, they attempt to resolve the issue by bringing it to the attention of that individual if an informal resolution appears appropriate and when intervention does not violate any athlete rights that may be involved.

6.05 REPORTING ETHICAL VIOLATIONS
If an apparent ethical violation is not appropriate for informal resolution under Standard 6.04 or is not resolved properly in that fashion, coaches take further action appropriate to the situation, unless such action conflicts with athlete rights in ways that cannot be resolved.

6.06 COOPERATING WITH ETHICS COMMITTEES
Coaches cooperate in ethics investigation, proceedings, and resulting requirements of the USOC and any NGB to which they belong. Failure to cooperate is itself an ethics violation.

6.07 IMPROPER COMPLAINTS
Coaches do not file or encourage the filing of ethics complaints that are frivolous and are intended to harm the respondent rather than to protect the public.

7. PROCESS RELATING TO VIOLATION OF CODE

7.01 The coach acknowledges that this Ethics Code is administered under the authority of their NGB or other responsible organization and that a violation of this Code subjects the coach to the processes of the NGB or other such organization required to be provided in the event of disciplinary action. The NGB or other such organization acknowledges that all violations of the Ethics Code will be reviewed for possible disciplinary action and it will provide a written report to the USOC on all reviews and actions.

7.02 In event that a violation of the Ethics Code occurs during an authorized U. S. Olympic Training Center activity, USOC may, as landlord of the facility, take action separate and independent from that of the NGB or other member of the USOC in order to protect its interests and those of athletes, coaches, and others at the location.

7.03 Any action taken by an NGB, or other member of the USOC which affects the opportunity of a coach to participate in “protected” competition as defined in the USOC Constitution shall be entitled to processes assured under the USOC Constitution and the Amateur Sports Act of 1978. This includes process within the NGB, the USOC, and the American Arbitration Association.

7.04 If the violation of the Ethics Code occurs while a member of a USOC team or event, the coach and the NGB acknowledge that the USOC may institute its own proceeding regarding the violation, which action shall not restrict the ability or obligation of the NGB to take its own separate and independent action.

7.05 In the event that a coach is found to have violated the Ethics Code, such action is separate and apart from any other legal consequences which may occur as a result of the act.

ACKNOWLEDGEMENTS
This Coaching Code of Ethics is the result of the work of many people and committees. The approach, and contents of this code were inspired by the Ethical Principles of Psychologists and Code of Conduct, December 1992 (American Psychological Association, Vol. 47, No. 12, 1957-1611). Many of the ideas for ethical standards were drawn from numerous other codes. The most significant of these were developed by the Coaching Association of Canada, The British Institute of Sport Coaches, and the NCAA. In particular, the USOC would like to thank the following individuals who were involved with this committee during the 1993-1996 quadrennium:

- USOC Coaching Committee, Ray Essick, Chair
- USOC Ethics Oversight Committee, Harry Groves, Chair
- USOC Games Preparation and Services Committee, Joe Kearney, Chair
- USOC Vice President Michael B. Lenard
- USOC General Counsel Ronald T. Rowan

The National Junior College Athletic Association also gratefully acknowledges work done by USVBA and other NGB’s in the development of this Code.
ARIZONA SPORTS SUMMIT ACCORD

PREAMBLE

At its best, athletic competition can hold intrinsic value for our society. It is a symbol of a great ideal: pursuing victory with honor.

The love of sports is deeply embedded in our national consciousness. The values of millions of participants and spectators are directly and dramatically influenced by the values conveyed by organized sports. Thus, sports are a major social force that shapes the quality and character of the American culture.

In the belief that the impact of sports can and should enhance the character and uplift the ethics of the nation, we seek to establish a framework of principles and a common language of values that can be adopted and practiced widely.

It is Therefore Agreed:

1. The essential elements of character-building and ethics in sports are embodied in the concept of sportsmanship and six core principles: trustworthiness, respect, responsibility, fairness, caring, and good citizenship. The highest potential of sports is achieved when competition reflects these “six pillars of character.”
2. It is the duty of sports leadership – including coaches, athletic administrators, program directors and game officials – to promote sportsmanship and foster good character by teaching, enforcing, advocating and modeling these ethical principles.
3. To promote sportsmanship and foster the development of good character, sports programs must be conducted in a manner that enhances the mental, social and moral development of athletes and teaches them positive life skills that will help them become personally successful and socially responsible.
4. Participation in athletic programs is a privilege, not a right. To earn that privilege, athletes must conduct themselves, on and off the field, as positive role models who exemplify good character.
5. Sports programs should establish standards for participation by adopting codes of conduct for coaches, athletes, parents, spectators and groups that impact the quality of athletic programs.
6. All sports participants must consistently demonstrate and demand scrupulous integrity and observe and enforce the spirit as well as the letter of the rules.
7. The importance of character, ethics and sportsmanship should be emphasized in all communications relating to the recruitment of athletes, including promotional and descriptive materials.
8. In recruiting, educational institutions must specifically determine that the athlete is seriously committed to getting an education and has or will develop the academic skills and character to succeed.
9. The highest administrative officer of organizations that offer sports programs must maintain ultimate responsibility for the quality and integrity of those programs. Such officers must assure that education and character development responsibilities are not compromised to achieve sports performance goals and that the academic, emotional, physical and moral well-being of athletes is always placed above desires and pressures to win.
10. The faculties of educational institutions must be directly involved in and committed to the academic success of student-athletes and the character-building goals of the institution.
11. Everyone involved in athletic competition has a duty to treat the traditions of the sport and other participants with respect. Coaches have a special responsibility to model respectful behavior and the duty to demand that their athlete’s refrain from disrespectful conduct including verbal abuse of opponents and officials, profane or belligerent trash-talking, taunting and unseemly celebrations.
12. The leadership of sports programs at all levels must ensure that coaches, whether paid or voluntary, are competent to coach. Minimal competence may be attained by training or experience. It includes basic knowledge of: 1) the character-building aspects of sports, including techniques and methods or teaching and reinforcing the core values comprising sportsmanship and good character; 2) first-aid principles and the physical capacities and limitations of the age group coached; and 3) coaching principles and the rules and strategies of the sport.
13. Because of the powerful potential of sports as a vehicle for positive personal growth, a broad spectrum of sports experiences should be made available to all of our diverse communities.
14. To safeguard the health of athletes and the integrity of the sport, athletic programs must discourage the use of alcohol and tobacco and demand compliance with all laws and regulations, including those relating to gambling and the use of drugs.
15. Though economic relationships between sports programs and corporate entities are often mutually beneficial; institutions and organizations that offer athletic programs must safeguard the integrity of their programs. Commercial relationships should be continually monitored to ensure against inappropriate exploitation of the organization’s name or reputation and undue interference or influence of commercial interests. In addition, sports programs must be prudent, avoiding undue financial dependence on particular companies or sponsors.
16. The profession of coaching is a profession of teaching. In addition to teaching the mental and physical dimensions of their sport, coaches, through words and example, must also strive to build the character of their athletes by teaching them to be trustworthy, respectful, responsible, fair, caring and good citizens.
CASEBOOK
EDITED BY: ELIGIBILITY ADMINISTRATORS
OF THE NJCAA

All gray shaded text in the Casebook is new or edited legislation for the 2012-13 academic year.

<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Cases/Rules</td>
<td>215</td>
</tr>
<tr>
<td>Article V, Section 1.B – General Information</td>
<td>216</td>
</tr>
<tr>
<td>Article V, Section 1.C – General Information</td>
<td>216</td>
</tr>
<tr>
<td>Article V, Section 1.D – General Information</td>
<td>216</td>
</tr>
<tr>
<td>Article V, Section 1.E – General Information</td>
<td>217</td>
</tr>
<tr>
<td>Article V, Section 1.F – General Information</td>
<td>217</td>
</tr>
<tr>
<td>Article V, Section 1.G – General Information</td>
<td>217</td>
</tr>
<tr>
<td>Article V, Section 1.H – General Information</td>
<td>218</td>
</tr>
<tr>
<td>Article V, Section 1.I – GPA Calculation</td>
<td>218</td>
</tr>
<tr>
<td>Article V, Section 1.J – Remedial Courses</td>
<td>219</td>
</tr>
<tr>
<td>Article V, Section 3.A – High School Graduate or GED</td>
<td>220</td>
</tr>
<tr>
<td>Article V, Section 3.C – International Student-Athlete</td>
<td>223</td>
</tr>
<tr>
<td>Article V, Section 3.E – High School Waiver Form</td>
<td>223</td>
</tr>
<tr>
<td>Article V, Section 4.B – Full-Time Attendance/Mini-Sessions</td>
<td>226</td>
</tr>
<tr>
<td>Article V, Section 4.C – Maintaining Full-Time Enrollment</td>
<td>229</td>
</tr>
<tr>
<td>Article V, Section 4.D – 12 with 1.75 GPA Rule</td>
<td>230</td>
</tr>
<tr>
<td>Article V, Section 4.E.1 – Previous Term Rule</td>
<td>232</td>
</tr>
<tr>
<td>Article V, Section 4.E.2 – Accumulation Rule</td>
<td>232</td>
</tr>
<tr>
<td>Article V, Section 4.E.3 – First-Season Athlete Rule</td>
<td>237</td>
</tr>
<tr>
<td>Article V, Section 4.E.4 – First or Second-Season Athlete Rule</td>
<td>237</td>
</tr>
<tr>
<td>Examples of not Satisfying 4.E</td>
<td>238</td>
</tr>
<tr>
<td>Article V, Section 4.F – Prior to Second Season Rule</td>
<td>238</td>
</tr>
<tr>
<td>Article V, Section 4.G – Full-Time, Start of Season</td>
<td>239</td>
</tr>
<tr>
<td>Article V, Section 4.H – Fall Term Records</td>
<td>243</td>
</tr>
<tr>
<td>Article V, Section 4.I – Part-Time Rule</td>
<td>243</td>
</tr>
<tr>
<td>Article V, Section 4.J – Certified Disabled Student-Athlete Policy</td>
<td>244</td>
</tr>
<tr>
<td>Article V, Section 4.K – CLEP Credits</td>
<td>245</td>
</tr>
<tr>
<td>Article V, Section 5 – Withdrawing from Classes</td>
<td>245</td>
</tr>
<tr>
<td>Article V, Section 6 – 18 Calendar Month Non-Attendance Rule</td>
<td>247</td>
</tr>
<tr>
<td>Article V, Section 7 – Number of Seasons of Participation</td>
<td>248</td>
</tr>
<tr>
<td>Article V, Section 8 – Hardships</td>
<td>252</td>
</tr>
<tr>
<td>Article V, Section 9 – Physical Examinations</td>
<td>254</td>
</tr>
<tr>
<td>Article V, Section 10.A – General Transfer Provisions</td>
<td>255</td>
</tr>
<tr>
<td>Article V, Section 10.B.1 – Transfers from NJCAA Member College</td>
<td>258</td>
</tr>
<tr>
<td>Article V, Section 10.B.2 – Transfer Probation Period</td>
<td>265</td>
</tr>
<tr>
<td>Article V, Section 10.C – Transfers from Non-Member College</td>
<td>267</td>
</tr>
<tr>
<td>Article V, Section 11.A.B.C.v – Participation with Professionals</td>
<td>269</td>
</tr>
<tr>
<td>Article V, Section 11.B – Amateur Status</td>
<td>270</td>
</tr>
<tr>
<td>Article V, Section 12 – Adding/Deleting on Participants on Eligibility Forms</td>
<td>274</td>
</tr>
<tr>
<td>Article V, Section 13 – Certifying the Eligibility Form/Audit Information</td>
<td>277</td>
</tr>
<tr>
<td>Article V, Section 14 – Scrimmage Definition</td>
<td>281</td>
</tr>
<tr>
<td>Article V, Section 15 – Club Team Information</td>
<td>283</td>
</tr>
<tr>
<td>Article V, Section 16 – All-Star/Open Competition Information</td>
<td>285</td>
</tr>
<tr>
<td>Article V, Section 17 – Penalties for Violating Eligibility Rules</td>
<td>288</td>
</tr>
<tr>
<td>Article V, Section 18 – Eligibility Rule Changes</td>
<td>289</td>
</tr>
<tr>
<td>Article V, Section 19 – Sport Procedures</td>
<td>289</td>
</tr>
<tr>
<td>Article VI – NJCAA Policy Statements</td>
<td>291</td>
</tr>
<tr>
<td>Article VIII, Section 1 – Grants-In-Aid</td>
<td>292</td>
</tr>
<tr>
<td>Article VIII, Section 2 – Recruitment</td>
<td>296</td>
</tr>
<tr>
<td>Article VIII, Section 2.E – Contact Notification Policy</td>
<td>299</td>
</tr>
<tr>
<td>Article VIII, Section 2.E – Recruitable Athlete</td>
<td>299</td>
</tr>
<tr>
<td>Article VIII, Section 3 – Booster Clubs</td>
<td>300</td>
</tr>
<tr>
<td>Article VIII, Section 5 – Letter of Intent</td>
<td>300</td>
</tr>
<tr>
<td>Article VIII, Section 6 – Practice Definition &amp; Information</td>
<td>313</td>
</tr>
<tr>
<td>Article VIII, Section 6.G – Off-Season Athletic Activity Limitations</td>
<td>314</td>
</tr>
<tr>
<td>Article XII, Section 3.A – Team Sport District Qualification for National Tournaments</td>
<td>321</td>
</tr>
<tr>
<td>Article XVIII – Sportsmanship Ejection Policy</td>
<td>321</td>
</tr>
</tbody>
</table>
## Casebook

**MOST POPULAR TOPICS**

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

<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Article V</td>
<td></td>
</tr>
<tr>
<td>Eligibility Compliance Training (Section 1.C, Case 1)</td>
<td>216</td>
</tr>
<tr>
<td>Full-time Summer Term Counted as Full-time Term (Section 1.H, Case 1)</td>
<td>218</td>
</tr>
<tr>
<td>Conversion of Summer and Quarter Credits (Section 1.H, Case 3)</td>
<td>218</td>
</tr>
<tr>
<td>Rounding the GPA (Section 1.I, Case 2)</td>
<td>218</td>
</tr>
<tr>
<td>In Progress Grades and Remedial/Developmental Classes (Section 1.J, Cases 1-8)</td>
<td>219</td>
</tr>
<tr>
<td>Eligibility of Non-High School Graduates (Section 3.A, Case 1)</td>
<td>220</td>
</tr>
<tr>
<td>High School Accreditation/Completion (Section 3.A, Case 2)</td>
<td>220</td>
</tr>
<tr>
<td>GED information (Section 3.A, Cases 8-12)</td>
<td>221</td>
</tr>
<tr>
<td>Age Limit for International Student-Athletes (Section 3.C, Cases 1-3)</td>
<td>223</td>
</tr>
<tr>
<td>CLEP Tests (Section 4.A, Cases 5-8)</td>
<td>225</td>
</tr>
<tr>
<td>Full-time Attendance (Section 4.B – All Cases)</td>
<td>226</td>
</tr>
<tr>
<td>Maintaining Full-Time Status, Administrative Withdraw (Section 4.C – All Cases)</td>
<td>229</td>
</tr>
<tr>
<td>Dual Enrollment of Student-Athletes (Section 4.C, Cases 6-7)</td>
<td>230</td>
</tr>
<tr>
<td>Second Season Athlete Satisfying 4.D (Section 4.D, Case 6)</td>
<td>231</td>
</tr>
<tr>
<td>Best Hours (Section 4.E.2, Case 10)</td>
<td>234</td>
</tr>
<tr>
<td>Intercession Classes (Section 4.E.2, Cases 12-18)</td>
<td>235</td>
</tr>
<tr>
<td>Counting Developmental Classes for Second Season Athlete (Section 4.F, Case 7)</td>
<td>239</td>
</tr>
<tr>
<td>Multi-Campus Situation (Section 4.G.5, Cases 19-20)</td>
<td>243</td>
</tr>
<tr>
<td>Certified Learning Disabled Student-Athlete NOT Exempt from Satisfying Section 4.F (Section 4.J, Case 4)</td>
<td>244</td>
</tr>
<tr>
<td>18 Calendar Month Rule (Section 6, All Cases)</td>
<td>247</td>
</tr>
<tr>
<td>Junior Varsity Teams (Section 7, Cases 16-17)</td>
<td>250</td>
</tr>
<tr>
<td>Medical Hardships (Section 8.A, Case 15)</td>
<td>254</td>
</tr>
<tr>
<td>Mid-Year Transfer in a Two-Term Sport (Section 10.A.6, Cases 10-11)</td>
<td>257</td>
</tr>
<tr>
<td>Transfer Waiver (Section 10.B.1.(b),ii, Cases 15-29)</td>
<td>261</td>
</tr>
<tr>
<td>Transfer Probation, Member College (Section 10.B.2, Cases 1-10)</td>
<td>265</td>
</tr>
<tr>
<td>Professional Baseball (Section 11.B.5, Cases 9-12)</td>
<td>271</td>
</tr>
<tr>
<td>ITA Reimbursement Forms (Section 11.B.5, Cases 21-22)</td>
<td>273</td>
</tr>
<tr>
<td>Semi-Professional Team (Section 11.B.5, Case 23)</td>
<td>274</td>
</tr>
<tr>
<td>Roster Limit for International Student-Athletes (Section 12.D, Cases 10-14)</td>
<td>275</td>
</tr>
<tr>
<td>Certifying the Eligibility Form (Section 13 Cases 1-12)</td>
<td>277</td>
</tr>
<tr>
<td>Recertification of Eligibility (Section 13.D.3, Cases 14-15)</td>
<td>280</td>
</tr>
<tr>
<td>Fall Qualifying for Spring Nationals (Section 13.D, Case 16)</td>
<td>280</td>
</tr>
<tr>
<td>Classifying Scrimmages (Section 14, Case 3)</td>
<td>281</td>
</tr>
<tr>
<td>Submitting Eligibility for All-Star Games (Section 16.D, Case 7)</td>
<td>286</td>
</tr>
</tbody>
</table>

### Article VIII

<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Game Tickets (Section 1.E.1, Cases 14-15)</td>
<td>294</td>
</tr>
<tr>
<td>Cancellation of a Letter of Intent (Section 1.F, Cases 16-18)</td>
<td>294</td>
</tr>
<tr>
<td>Official On Campus Recruiting Visits (Section 2.C, Cases 2-12)</td>
<td>296</td>
</tr>
<tr>
<td>When an Athlete Becomes Recruitable (Section 2.C, Case 16)</td>
<td>298</td>
</tr>
<tr>
<td>Online Letter of Intent Program (Section 5.A.2, Case 8-10)</td>
<td>302</td>
</tr>
<tr>
<td>Second Year Signing Agreement (Section 5.A.6, Case 14-15)</td>
<td>304</td>
</tr>
<tr>
<td>Non-U.S. Citizen Information (Section 5.A.7, Cases 18-23)</td>
<td>306</td>
</tr>
<tr>
<td>Release Agreement (Section 5.A.8.c, Cases 28-34)</td>
<td>308</td>
</tr>
<tr>
<td>Open Gyms (Section 6.F, Case 5)</td>
<td>314</td>
</tr>
<tr>
<td>Off Season Activity Limitations (Section 6.G – All Cases)</td>
<td>314</td>
</tr>
<tr>
<td>Summer Camps (Section 6.G.6, Case 10)</td>
<td>316</td>
</tr>
<tr>
<td>Off Campus Athletic Contact between Coaches and Student-Athletes (Section 6.G.5, Cases 14-21)</td>
<td>317</td>
</tr>
<tr>
<td>Off Campus Facilities approved as Home Facilities (Section 6.G.6, Cases 22-25)</td>
<td>318</td>
</tr>
<tr>
<td>8 Practice Hours Per Week Rule (Section 6.G.7, Case 26)</td>
<td>319</td>
</tr>
</tbody>
</table>

### Article XVIII

<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ejection Policy (All Cases)</td>
<td>321</td>
</tr>
</tbody>
</table>
The following is a summary of significant bylaws passed at the 2012 annual meeting or had delayed implementation, which are binding for the 2012-2013 academic year:

**Article V, Section 1.J – General Information- College Level Course**

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

**Article V, Section 1.K – General Information- Remedial/Developmental Course**

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

**Article V, Section 3.A – Requirements for Entering and Continuing Student-Athletes**

A Student-athlete must be a graduate of a high school with an academic diploma or a General Education Diploma.

**Article V, Section 3.B – Requirements for Entering and Continuing Student-Athletes – Dual Enrollment while in high school**

Delete bylaw

Article V, Section 3.B

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

**Article V, Section 3.C – Requirements for Entering and Continuing Student-Athletes**

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

An international student-athlete (non-US citizen/non-permanent resident) reaching his/her 22nd birthday prior to August 1st each year will be charged with two (2) seasons of NJCAA eligibility regardless of participation. Effective August 1, 2013.

**Article V, Section 4.C – Requirements for Athletic Eligibility**

Student-athletes must maintain enrollment in 12 or more credit hours of college work as listed in the college catalog during each term of athletic participation. Student-athletes that drop below 12 hours become ineligible 48 hours from the time of the drop date and remain ineligible until full-time status is regained within that term.

**Article V, Section 4.C.1 – Requirements for Athletic Eligibility – CLEP Hours**

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

**Article V, Section 4.I – Part-Time Rule**

Delete bylaw

Article V, Section 4.I

1. **PART-TIME RULE:** Student-athletes who have never been full-time at any college may become eligible for a season of participation in a sport by meeting the following conditions:
   1. The student-athletes attend the same institution at least one academic year as part-time student prior to the year of his/her participation passing at least 12 credit hours with an overall grade point average of 1.75 or better during that year.
   2. During each term of participation, the student-athletes must carry at least six credit hours in the same institution.
   3. Prior to a second season of participation in any sport, the student-athletes must pass a total of 24 credit hours with a 2.00 GPA or higher.
   4. If in any term the student-athletes enroll full-time, they forfeit the privileges under this provision of the part-time eligibility rule.
   5. Student athletes who withdraw completely or to less than six credit hours become immediately ineligible.
   6. Institutions who apply for this provision of the rules, must submit a transcript to establish the eligibility of the student-athletes.
**Article V, Section 4.K – CLEP Credits**
Student-athletes may use a maximum of eight (8) credits earned from passing CLEP examinations for NJCAA eligibility purposes. The maximum of eight (8) credits is per discipline.

**Article V, Section 12 – Certification limits – Non U.S. student-athletes**
In all sports at the Division I and Division II level, the number of non-U.S. citizen athletes that can be certified on an eligibility roster can be no more than one-quarter of the total number of Letter of Intent/Scholarships allowed by NJCAA rules in that sport.

**Article V, Section 19 – Sports Procedures**

<table>
<thead>
<tr>
<th>Sports</th>
<th>Game Date (defined)</th>
</tr>
</thead>
<tbody>
<tr>
<td>All Fall Sports</td>
<td>August 22nd</td>
</tr>
</tbody>
</table>

**Article VI Section 6.A – Post Season Competition**
Post season competition is that period of time after a team’s last regular season date of competition where play advances a team to an NJCAA national championship event/tournament.

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**ARTICLE V, SECTION 1.B**

**Case 1**

**NJCAA Grandfather Clause**

**SITUATION:**
Student-Athlete R enrolled in a NJCAA member college during the 1985-86 academic year, and participated in lacrosse. Student-Athlete R enrolled in the same NJCAA member college during the 1986-87 academic year, yet did not participate in any NJCAA sanctioned sports. If Student-Athlete R enrolls in an NJCAA member college for the 2012-2013 academic year, which set of academic provisions must Student-Athlete R follow?

**ANSWER:**
All grandfather clauses from past bylaw changes end, effective August 1, 1989. Therefore all NJCAA participants participating in the 2012-2013 academic year must satisfy the academic provisions published in the 2012-2013 NJCAA Handbook and Casebook, regardless of when the initial enrollment occurred.

**ARTICLE V, SECTION 1.C**

**Case 1**

**Eligibility Compliance Training**

Beginning August 1, 2012, all member colleges must attend at least one compliance workshop, conducted by the NJCAA, in every three year cycle to remain in good standing with the NJCAA. Once a member college attends a compliance workshop they will receive a certificate which is valid for a three year period verifying their completion of the bylaw requirement.

**ARTICLE V, SECTION 1.D**

**Case 1**

**NJCAA Rules vs. Regional / Conference Rules**

**SITUATION:**
NJCAA Region A wants to implement a rule limiting the number of scholarships allowed for a particular sport which is stricter than the national rule. Is Region A permitted to strengthen this rule and require all region members to abide by the strengthened standards?

**ANSWER:**
In most instances regions are allowed to implement rules which are more stringent than those in place at the national level. In cases where multiple conferences make up the region, the conference which holds the majority of votes will not be permitted to institute a regional rule solely based on numbers. In order to institute a regional bylaw which is stricter than the national rule in a multi conference region a unanimous vote must be collected in order to adopt the new requirements. The change will not be allowed with a majority vote. Conference membership is voluntary but regional membership is mandatory based on NJCAA membership and a member college may not decline regional membership.
Case 2
College Rules and Athletic Eligibility

SITUATION:
    Student-Athletes at Community College A are required to maintain a 2.15 overall GPA in a degree program to be eligible to participate in intercollegiate athletics. The NJCAA does not require an overall 2.15 GPA and Student-Athlete R would like to participate in a NJCAA regional tournament. Is Student-Athlete R eligible to participate if he/she satisfies the academic rules of Section 4 but not the requirements of the college?

ANSWER:
    No. A conference or region may establish rules that are more stringent than the NJCAA rules. According to Section 1.D, student-athletes must satisfy the institution rules, conference rules and NJCAA rules to be eligible for athletic participation.

ARTICLE V, SECTION 1.E

Case 1
Ineligible Student-Athletes Not Allowed to Dress for Competition

SITUATION:
    Community College A competes against four-year institution junior varsity teams as part of their regular basketball schedule. Can Community College A allow student-athletes, who are ineligible, to dress or participate in those contests with the four-year institution junior varsity team?

ANSWER:
    No. All student-athletes participating in contests which are sponsored by the NJCAA must meet all provisions of the Rules of Eligibility. This is applicable to community colleges that are competing against non-member community colleges or junior varsity teams from four-year institutions whose eligibility rules may be less restrictive.

Case 2
Red-Shirt Student-Athletes Dressing for a Competition

SITUATION:
    Student-Athlete R is “red-shirting” during the 2012-2013 basketball season, however he/she is dressed for competition. Is this a violation of Section 1.E?

ANSWER:
    If Student-Athlete R has not been submitted on the eligibility form, he/she is technically an ineligible athlete as per Article V, Section 12.A a student-athlete is not eligible until his/her eligibility has been officially submitted online. Therefore the student-athlete in this example may not dress for competition.

ARTICLE V, SECTION 1.F

Case 1
Section 1.F – Student-Athlete Falsifies Eligibility Information

SITUATION:
    Student-Athlete R is a transfer from a non-member college and participated in one season at that institution in wrestling. He then transfers to Community College A. On the NJCAA Eligibility Affidavit form he states that he did not participate at the non-member college and in addition he provides transcripts to the athletic department. Research is conducted concerning his participation and transcripts and it is found that his statements on the Affidavit and his transcripts have been falsified. Is Student-Athlete R still eligible for competition?

ANSWER:
    No. Because the student-athlete falsified information/materials used to determine his eligibility, he is ineligible for competition in any sport at any school in the NJCAA. As per Article V, Section 1.F any falsified information regarding a student-athlete’s eligibility will result in a ban in participation within the NJCAA indefinitely.

ARTICLE V, SECTION 1.G

Case 1
Intercollegiate Program above the Community College Level

SITUATION:
    Community College A is a member of the NJCAA, yet wishes to participate with the NAIA in intercollegiate golf. Is this possible, and still retain membership within the NJCAA?

ANSWER:
    Yes, provided that Community College A does not sponsor a golf program at the two-year level. This rule is sport by sport, and must receive prior approval by the NJCAA National Office.
ARTICLE V, SECTION 1.H

Case 1
Full-Time Summer School Enrollment

SITUATION:
Student-Athlete R graduates from high school in May. Student-Athlete R immediately enrolls in Community College A for six hours in Summer Session I, and six credit hours in Summer Session II. Student-Athlete R passes nine of the 12 credit hours taken at Community College A in summer school. Is Student-Athlete R eligible to participate at Community College A in the fall term?

ANSWER:
No. Student-Athlete R was enrolled full-time, and did not pass 12 credit hours with a 1.75 GPA required to meet Section 4.D. A student-athlete is considered to be full-time in summer school if he/she enrolls in 12 or more credit hours, at the same institution, utilizing any combination of summer school sessions at the same college.

NOTE: If the student-athlete attempts six hours at Community College A and another six hours at Community College B during the same summer session, that summer term IS NOT counted as a full-time term.

Case 2
Clock Hours

SITUATION:
Some community colleges use clock hours rather than credit hours in determining their student-athletes' load. May clock hours be used to satisfy the requirements of this Section?

ANSWER:
Yes. These hours count providing the number of clock hours the student-athletes take are equivalent to 12 "credit" hours of college work. Member colleges that use clock hours must submit their plans for conversion to the Office of Eligibility prior to filing their eligibility lists.

Case 3
Conversion of Semester and Quarter Credits (Also in Article V, Section 10.B.1)

SITUATION:
Section 4.F requires that a student-athlete accumulate 24 credit hours or 28/36 quarter credit hours prior to a second season of participation. How does one compute this requirement when a student-athlete has been in attendance at a college which offers quarter credits and another that offers semester credits?

ANSWER:
The proper procedure is to convert the credits from all previous colleges to the same type of credits which the college uses where the student-athlete will be participating.

- The formula for converting quarter credits to semester credits is to multiply $2/3 \times$ quarter credit hours = semester credit hours ($2/3 \times 36$ quarter credit hours = 24 semester credit hours).
- The formula for converting semester credits to quarter credits is to multiply $3/2 \times$ semester credits = quarter credit hours ($3/2 \times 24$ semester credit hours = 36 quarter credit).  
- Likewise the number of full-time terms must be adjusted, 2 full-time semesters becomes 3 full-time quarters.

NOTE: The general rule is that the conversion itself can not make a student-athlete eligible. (This same case is located in Article V, Section 10.B.1.)

ARTICLE V, SECTION 1.I

Case 1
Computation of GPA

SITUATION:
Community College A calculates the GPA based upon the following scale:

\[
\begin{array}{cccc}
A & = & 4.00 & \text{ B+ } = & 3.33 & \text{ C+ } = & 2.33 & \text{ D+ } = & 1.33 \\
A- & = & 3.67 & \text{ B } = & 3.00 & \text{ C } = & 2.00 & \text{ D } = & 1.00 \\
B- & = & 2.67 & \text{ C- } = & 1.67
\end{array}
\]

Should Community College A use the GPA shown above to file NJCAA eligibility?

ANSWER:
Yes. Section 1.I allows each college to determine the GPA by using the grade point average determination system in place within the college catalog. A pass/fail course may be computed as a "C" grade, if successfully completed. The same for a credit/no-credit course.

Case 2
Rounding the GPA

SITUATION:
Student-Athlete R passed an accumulation of 36 semester credits with a 1.9986 GPA. Can the 1.9986 be rounded up to 2.00 to satisfy the requirements of Section 4.E.2?

ANSWER:
No. In determining the GPA, it is not possible to round off the computed GPA. The best hours concept may be used but rounding the GPA up is not allowed.
Case 3
Earned/Passing Credits Hours vs. Attempted Credit Hours

SITUATION:
Student-Athlete R is a first semester freshman and attempts 14 credit hours in his first full-time semester at Community College A. Of the 14 credit hours attempted, Student-Athlete R earns/passes 8 credit hours. Student-Athlete R is a baseball player - is he eligible for participation during the spring term?

ANSWER:
No. Student-Athlete R did not earn/pass 12 or more credit hours to meet either 4.D or 4.E.1. He earned/passed only 8 credit hours. Also, the term must be counted as full-time term because he attempted 12 or more credit hours.

NOTE: When establishing eligibility for a student-athlete use the earned/passed credit hours with the corresponding quality points to figure the GPA. Section 4.D, 4.E, and 4.F all refer to the “passing” credit hours. The number of full-time terms the student-athlete has been enrolled is figured by the attempted hours in each term. If the student-athlete has attempted (or been enrolled in) 12 or more hours for a term beyond the first 15 calendar days, that term is considered as a full-time term. On transcripts the Attempted Hours (AHRS) and the Earned Hours (EHRS) can sometimes be confusing. Please make sure to keep these two areas separate when establishing a student-athlete's eligibility.

ARTICLE V, SECTION 1.J

Case 1
Credits for Remedial/In Progress (IP) Courses

SITUATION:
Community College A offers a variety of remedial or developmental courses for the purpose of preparing a student-athlete for achievement in college level courses. Before the student-athlete can proceed to the next course in the subject sequence, he/she must have mastered all the skills in that preceding course. Often a student-athlete is unable to complete within one term all the objectives of any given course and therefore must continue enrollment in the same course for another term until all objectives of that course have been satisfied. This “in progress” grade only refers to remedial or developmental courses, and cannot be utilized with credit courses. Can these courses be used for a student-athlete's credit hours earned and GPA in determining eligibility for a subsequent term?

ANSWER:
Yes. Colleges have many different ways of grading students who are enrolled in these types of courses and in most colleges, the traditional grades of A, B, C, D, and F are not given. If the student-athlete earns a passing grade, as determined by the college, the grade may be used for a student-athlete's credits earned and GPA. Usually a passing grade is equivalent to a "C" grade, and two quality points can be given for the grade unless the college has a written policy to the contrary. An "IP" grade signifying in progress may be used as a passing grade, if the course is continued in the next term. The student-athlete must maintain enrollment in the course throughout the subsequent term. A second season student-athlete must successfully pass the course to use the course in the total accumulation to meet Section 4.E or 4.F. Only one attempt of a remedial course may be used for NJCAA eligibility of a second season student-athlete.

Case 2
Repeat of a Remedial/Developmental Course after Passing the Course

SITUATION:
Student-Athlete R takes a developmental course in English and passes the course with a "C" grade or a pass credit with the NJCAA equivalent of a "C". May Student-Athlete R repeat this same course for credit for the purposes of NJCAA eligibility?

ANSWER:
No. Student-athletes who earn an A,B, C, D or an equivalent grade in which the state/institution deems as a passing grade in a college level, Remedial and or developmental course cannot repeat that course and have it count toward NJCAA eligibility more than once.

Case 3
Repeat of a Remedial/Developmental Course after Earning an IP grade

SITUATION:
Student-Athlete R takes a developmental course in Math and receives an "IP" grade for the fall term. The course is repeated in the spring term and is exited with a “C” or passing grade. How many credit hours may be counted toward eligibility for the second season of participation?

ANSWER:
If the course was a three (3) credit hour course, three (3) credit hours may be counted for the second season of participation for Sections 4.E and 4.F. Only one course attempt is calculated for a second season participant; in this case you can only calculate (3) credit hours for the course that was successfully passed.

Case 4
Repeat of a Remedial/Developmental Course, However Not in the Subsequent Term

SITUATION:
Student-Athlete R earns a 3-credit hour IP grade in a remedial English class during the fall 2011 term. He does not take the class during the spring 2012 term, however he enrolls in the same class during the fall 2011 term. How many credits can be counted towards eligibility for the fall 2012 term?

ANSWER:
Zero credits. According to Case 1 above, the student must re-attempt the same class in the subsequent term, therefore in order to count the IP grade for the fall 2012 term, he needed to attend this class during the spring 2012 term and because he did not, the 3 credit hours from the fall 2011 term cannot count towards eligibility at any time.
Case 5
Enrollment in a Remedial Program

SITUATION:
Are student-athletes eligible if they are placed in a college remedial studies program and take developmental courses as part or all of their full-time enrollment during a given term?

ANSWER:
If the college determines that the student-athletes are enrolled in 12 or more credit hours, all of which can be developmental work, they shall be eligible under NJCAA rules to participate in any of the NJCAA certified sports. Provided none of these remedial courses which make up the student-athletes enrollment have previously been successfully completed.

Case 6
Counting Developmental Classes for a Second-Season Athlete

SITUATION:
Student-Athlete R is a second-season athlete and has earned a total of 36 hours over 3 full-time terms. Three (3) of the 36 hours are from a developmental class (Math 001) which Student-Athlete R successfully completed during his/her most recent term of enrollment. Can the three (3) credits for the Math 001 course be counted to meet NJCAA eligibility requirements?

ANSWER:
Because Student-Athlete R has successfully exited the developmental class, three hours may be used to meet NJCAA eligibility requirements for a second season of participations. However, if Student-Athlete R had not successfully exited the class, no hours could be used to satisfy Section 4.E and or 4.F.

Case 7
Section 1.J Multiple Passing Attempts in the Same Course (college level)

SITUATION:
Student-Athlete R enrolls in and passes PED 109 (weight training) in three consecutive semesters earning 2 credits for each passing attempt for a total of six (6) credits. Can all six (6) credits be counted and calculated into the students NJCAA eligibility?

ANSWER:
Only one attempt of the course may be used for NJCAA eligibility purposes. In this case the student could use two (2) credits of the passing grade for their eligibility. Courses which the student has passed cannot be repeated and have it count toward NJCAA eligibility more than once.

Case 8
Section 1.J Multiple Attempts in the Same Course

SITUATION:
Student-Athlete R enrolls in and passes PED 109 (weight training), a two credit course, in the fall semester with a grade of “A” earning 8 quality points for the course. He/she enrolls in the same course for the spring semester at the direction of his/her coach. Including PED 109 the student is enrolled in 12 credit hours for the spring term. Is student-athlete R eligible based on being enrolled as a full time student?

ANSWER:
No, the student is not enrolled in a full time load for the spring. The PED Course cannot be used a second time to meet the enrollment requirement since it was used in the fall term and successfully passed. The student would need to be enrolled in 12 credits in addition to the 2 credit PED 109 course to meet the full time enrollment requirement. Section 1.J restricts a student from repeating a course which they have successfully passed and have it count more than once.

ARTICLE V, SECTION 3.A

Case 1
Non-High School Graduates

SITUATION:
Community College A permits student-athletes who have not graduated from high school or successfully passed an officially recognized equivalency test to enroll in its college as bona-fide freshmen student-athletes. Are such student-athletes eligible to compete in the intercollegiate athletic program at Community College A?

ANSWER:
No. Even though such student-athletes have met the entrance requirements of Community College A, they have not fulfilled the requirements of the NJCAA. Effective August 1, 2011 a student-athlete must be a high school graduate or holder of a GED certificate to meet NJCAA eligibility requirement.

Case 2
Graduate of a High School that is Listed on the NCAA’s List of Uncleared High Schools

SITUATION:
Student-Athlete R is a graduate of a high school that is listed on the NCAA’s website (www.ncaa.org) that cannot be used for NCAA initial-eligibility purposes. Is Student-Athlete R immediately eligible for NJCAA competition?

ANSWER:
The NJCAA no longer follows the NCAA’s determination on specific high schools. Effective August 1, 2012, it is the member colleges responsibility to determine if the student is a high school graduate with an academic diploma or a Certificate of General Educational Development (GED) and considered by the member college to be a “high school Graduate”.

220
Case 3

Section 3.A – High School Certificate of Completion

SITUATION:
May a Certificate of Completion from a high school be used as a substitute for or equivalent to a high school diploma?

ANSWER:
No. The Certificate of Completion cannot be substituted as a high school diploma. Therefore if a student-athlete has only obtained this certificate and has not successfully graduated from a high school or passed the GED, he/she is ineligible for NJCAA participation.

Case 4

High School Equivalency Tests

SITUATION:
Do non-high school graduates who receive certification signifying that they have successfully passed an equivalency test other than the General Educational Development (GED) test meet the requirements of this Section?

ANSWER:
No. Student-athletes do not satisfy the requirements of this Section until a copy of such diploma is submitted to and approved by the Office of Eligibility.

Case 6

Delayed High School Diploma

SITUATION:
Are student-athletes eligible to compete in the intercollegiate athletic program at the beginning of the spring semester at Community College A if they complete all requirements for high school graduation at the end of the first semester, but are not issued a high school diploma until the end of the spring semester?

ANSWER:
No, all student-athletes participating in the NJCAA must be high school graduates or a holder of a Certificate of General Educational Development (GED). Effective August 1, 2012, the NJCAA membership eliminated the exception which allowed dually enrolled high school students to participate prior to their high school graduation.

Case 8

GED Test Results Delayed

SITUATION:
Student-Athlete R, a non-high school graduate, passes the General Educational Development (GED) test in August following the June graduation of his/her high school class. The agency that administered the test has regulations which will not permit the awarding of a certificate or diploma until one calendar year following graduation of the applicant's high school class.

Is Student-Athlete R eligible to compete in the intercollegiate athletic program of Community College A subsequent to the passing of the test, but prior to the lapse of the one year period?

ANSWER:
Yes. Student-Athlete R becomes eligible to compete in the intercollegiate athletic program of Community College A upon his/her successful passing of the GED. The agency must verify the completion of the test in writing and Community College A must maintain this proof in their audit file.

Case 9

GED Test after College Enrollment

SITUATION:
Student-Athlete R, a non-high school graduate, enrolls at Community College A at the beginning of the fall term. During the term, Student-Athlete R successfully passes the GED test. Will it be necessary for Student-Athlete R to wait until the completion of the term to participate?

ANSWER:
No. Student-Athlete R will be eligible immediately upon notification that he/she has passed the test, if all other provisions of the NJCAA rules are satisfied.

Case 10

GED Test after Withdrawing after the First 15 Days of a Term

SITUATION:
Student-Athlete R, a non-high school graduate, enrolls full-time at Community College A in the fall 2012 term. After 15 calendar days, Student-Athlete R withdraws from Community College A. Student-Athlete R takes and passes the GED test during the fall term. If Student-Athlete R enrolls full-time at Community College B for the spring 2013 term, can he/she immediately participate in athletics based on the successful completion of the GED?

ANSWER:
Yes. Since Student-Athlete R did not participate prior to his/her withdrawing during the fall 2012 term, he/she is not a transfer student and the passing of the GED makes the student-athlete automatically eligible for the spring 2013 term. The fall 2012 term should not be counted as a full-time term in this case due to it occurring prior to his/her high school graduation or passing the GED.
Case 11  
Retaking the GED Examination at Another Location  

SITUATION:  
Student-Athlete R attempts the GED examination in his/her home state, and fails to successfully pass the examination. Student-Athlete R goes to a NJCAA member college in another state to participate in their sports program. If Student-Athlete R attempts the GED, must he/she notify the testing center that they have previously taken the GED?  

ANSWER:  
Yes. The GED becomes invalid if notification of a previous attempt is not given to the testing center, in advance of the testing period.

Case 12  
GED before High School Class has Graduated  

SITUATION:  
Student-Athlete R enters Community College A in the spring 2012 semester, prior to his/her high school class graduation in June 2012. If Student-Athlete R takes and passes the GED in January 2012 can he/she become eligible for NJCAA participation prior to the date of his/her graduating class?  

ANSWER:  
Yes. If the student-athlete is eligible in accordance with all other rules for NJCAA athletic eligibility, Student-Athlete R can be eligible for NJCAA participation based upon passing the GED. A copy of the GED diploma must be kept with the eligibility file for that team.

Case 13  
Home School  

SITUATION:  
Student-Athlete R is home schooled and desires to participate within the NJCAA. What is the process to determine compliance with the high school graduation requirements within Article V, Section 3 of the NJCAA bylaws?  

ANSWER:  
Each state has established guidelines that home school students and parents must abide by. These guidelines vary from state to state. The general rule to follow is:  
In determining NJCAA eligibility, the college will review your high school transcript. The home school high school transcript must clearly display the following information:  
1. Student’s name (first, middle, last) and date of birth.  
2. For each course completed, include the following:  
   a. Specific course title  
   b. Units of credit for each.  
   c. Time frame or semester in which completed.  
   d. Grade received.  
3. Description of grading system used such as a grade scale or grade key.  
4. Graduation date (month/day/year) indicating completion of secondary school education  
5. The home school administrator is the person who organized, taught and evaluated course work. If the home school administrator is not the parent named in item 7 below, include the name of the home school administrator.  
6. The following statement, or one very similar, is to appear above the parent signature line described in item 7 below:  
   I, the undersigned, do hereby solemnly attest that this student has completed a secondary school education in a home school setting on the date indicated and under the laws governing the state and county in which the home schooling occurred.  
7. Name and address of parent or legal guardian with a space for their signature. The transcript is to be signed in the presence of the Notary Public (see item 8 below).  
8. The transcript must be notarized; to include:  
   a. Notary Public signature  
   b. Printed name  
   c. Date  
   d. State / County  
   e. Date commission expires  
The transcript must be mailed by the preparer directly to the college Admissions and Records office.

If assistance is needed in creating a home school high school transcript, the following website may be helpful: www.hslda.org.

Case 14  
Eligibility of a Non-High School Graduate  

SITUATION:  
Student-Athlete R’s high school class graduated in June of 2012, however he/she did not graduate from high school. The student-athlete enrolls full-time in the fall 2012 term and earns 12 hours with a 1.75 GPA. Is Student-Athlete R eligible to compete in the spring 2012 term?  

ANSWER:  
No, effective August 1, 2011 a student-athlete must be a high school graduate or holder of a GED certificate to meet NJCAA eligibility requirement.
Case 15
Second Season Athlete who is Not a High School Graduate

SITUATION:
Student-Athlete R is not a high school graduate. He participated in his first season of intercollegiate baseball during the spring 2012 season at a non-member college. The non-member college allows non-high school graduates to participate in their organization. Because he is a second season athlete, is he able to participate in the upcoming spring 2013 baseball season?

ANSWER:
No, the fact the student-athlete has previously participated in their first season of intercollegiate athletics does not provide them an avenue to participate in the NJCAA as a non-high school graduate for their second season of participation. The student in the above situation must have passed the GED or received his high school diploma in order to participate in the spring 2013 baseball season.

ARTICLE V, SECTION 3.C

Case 1
SITUATION:
Student-Athlete R is a 24 year old non-US Citizen and has been recruited to Community College A to play soccer in the 2012 fall season. Is this student eligible to participate in the fall 2012 soccer season?

ANSWER:
Yes, even though student-athlete R is 24 years old and a non-US Citizen, the age limitation does not go into effect until August 1, 2013. Had the student been attempting to participate in the NJCAA in the fall 2013 soccer season he/she would not have been eligible.

Case 2
SITUATION:
Student-Athlete R is a 24 year old non-US Citizen and has been recruited to Community College A to play soccer in the 2012 fall season. Knowing the age limitation bylaw goes into effect in August 2013 will the student be eligible for a second season of competition in the fall 2013 season?

ANSWER:
Due to the fact the student will be over 22 years of age and is a non-US Citizen during the fall 2013 season the student will not be eligible for competition in the fall 2013 season or beyond.

Case 3
SITUATION:
Student-Athlete R participates in his first season of NJCAA basketball in the 2010-2011 season. Student-athlete R does not enroll in school during the 2011-2012 or 2012-2013 academic years at any college. Student athlete R was 18 years old during the 2010-2011 season and his birthday is August 10th. Student-athlete R wants to enroll at a NJCAA member college for the 2013-2014 academic year and participate in his second season of NJCAA basketball. Student-Athlete R is a non-US Citizen. Does he have a season of basketball eligibility remaining for the 2013-2014 season?

ANSWER:
Yes, Student-Athlete R will have one season of NJCAA eligibility remaining for the 2013-2014 season.

ARTICLE V, SECTION 3.E

Case 1
Dual Enrollment of Non-High School Graduate
SITUATION:
Student-Athlete R is not a high school graduate and enrolls in Community College A as a full-time student while simultaneously attending high school to fulfill one requirement for graduation. Is Student-Athlete R eligible to compete in athletics while completing the high school requirement if Form 3-E is properly signed?

ANSWER:
No. Form 3-E no longer exists and all participants in the NJCAA must be a high school graduate or a holder of a GED certificate.
Case 2  
**Academically Advanced High School Student**

**SITUATION:**
Student-Athlete R is an advanced student academically and completed her requirements for high school graduation in three years. She has enrolled in Community College A for the fall 2012 term as a full time student. She will receive her high school diploma and graduate high school June 2013. Is she eligible to participate in NJCAA athletics as an advanced student prior to her official high school graduation?

**ANSWER:**
No, all participants in the NJCAA must be high school graduates. In this case the student could take and pass the GED exam to be eligible for NJCAA sport participation.

Case 3  
**Dual Enrollment and Eligibility of a Home Schooled Non-High School Graduate**

**SITUATION:**
Student-Athlete R is home schooled during his/her senior year of high school and enrolls in Community College A during that academic year. What are the requirements for Student-Athlete R to be eligible to participate at Community College A during his/her senior year in home school?

**ANSWER:**
Effective August 1, 2012, all student-athletes in the NJCAA must be high school graduates or the holder of a GED Certificate. There is no longer an exception for home schooled students who are simultaneously finishing up their high school work and dually enrolled as a full time college student.

**ARTICLE V, SECTION 4.B – Full-Time Enrollment/Attendance**

Case 1  
**Determination of Credit Hours**

**SITUATION:**
Student-Athlete R enrolls in a Psychology course that meets 3 hours a week and carries 3 credit hours, an English course that meets 4 hours a week and carries 4 credit hours, and a Drawing course that meets twice a week for 3 hours each session and carries 2 credit hours. Is such student-athlete carrying 9 or 13 credit hours of college work?

**ANSWER:**
Nine (9). Each college determines the number of credit hours students receive for courses listed in the college catalog.

Case 2  
**Evening Division**

**SITUATION:**
Are student-athletes who take part in all of their 12 credit hours of college work in the evening division at Community College A eligible?

**ANSWER:**
Yes. These credits count providing the courses offered in the evening division are the same or equivalent to the ones being offered in the day school curriculum in which the student-athletes are enrolled.

Case 3  
**High School Advanced Placement Courses**

**SITUATION:**
Student R who is a freshman at Community College A has taken several Advanced Placement (AP) courses while in high school and has earned credit for college. Can Community College A accept these courses and count them towards eligibility?

**ANSWER:**
Yes. As long as these courses are included on a college transcript, Community College A may accept these courses to use towards Student-Athlete R’s eligibility.

Case 4  
**Credits by Examination**

**SITUATION:**
At Community College A, student-athletes are permitted to take examinations for college credit. Can the credits granted by examination be used for the required 12 credit hours of enrollment for participation in athletics?

**ANSWER:**
Yes, in part. The credits by examination can be used as part of the 12 credit hours only for the term which the credits are listed on the official transcript. The credit by examination must be taken and approved prior to participation. The NJCAA will not allow a student-athlete to take all 12 credits hours by examination and participate in NJCAA athletics.
Case 5
CLEP Tests

SITUATION:
Student-Athlete R enrolls in 8 credit hours of college work and 5 hours of CLEP tests, to be administered during the term. Is Student-Athlete R eligible to compete during the term?

ANSWER:
No, CLEP hours may not be used to meet enrollment requirements in the NJCAA.

Case 6
CLEP Tests

SITUATION:
Student-Athlete R enrolls in 12 hours of CLEP tests, to be administered during the term. Is Student-Athlete R eligible to compete during the term?

ANSWER:
No. To maintain a level playing field for all student-athletes 12 hours of CLEP tests cannot be utilized to meet the full-time enrollment requirement and therefore Student-Athlete R would not be eligible to compete. CLEP hours may not be used to meet enrollment requirements.

Case 7
Enrollment in CLEP Tests After the 15th Day of Term

SITUATION:
Student-Athlete R initially enrolls in six credit hours in the spring term. Twenty-one days into the term, Student-Athlete R decides he wants to participate in baseball. Subsequently he signs up for and successfully completes a CLEP test worth 8 hours. Can Student R begin participation in baseball immediately upon the successful completion of the CLEP test?

ANSWER:
No. student/athlete R would not be considered a full-time student and therefore would not be eligible for participation in the spring or any term under similar circumstances. CLEP credits may not be used to meet enrollment requirements.

Case 8
Total CLEP Hours that may be used for NJCAA Eligibility

SITUATION:
Student-Athlete R has accumulated 12 credit hours in a foreign language by taking and passing CLEP exams prior to entering college. Can the student use these credits for NJCAA eligibility? If yes, how many may be used?

ANSWER:
A Student-Athlete may use a maximum of eight (8) credits, per discipline, earned through the CLEP exam process for NJCAA eligibility. In this case the student-Athlete is permitted to use eight (8) of the 12 credits earned for NJCAA eligibility purposes. CLEP credits may only be used for accumulation purposes and may not be used to meet enrollment requirements or attributed back to a specific term.

Case 9
Continuing Education Courses

SITUATION:
Under what conditions may Continuing Education courses be utilized for NJCAA eligibility purposes?

ANSWER:
Credit or credit equivalent courses leading toward a degree or certificate may be used for NJCAA eligibility purposes. Specifically, the following guidelines must be adhered to:
1. Be credit or credit equivalent bearing.
2. Be approved by the college governance structure.
3. Be listed in the college course archives system.
4. Courses offered for CEU’s may not be used for NJCAA eligibility purposes.

Case 10
Online Courses

SITUATION:
Student-Athlete R enrolls at Community College A in a three (3) credit course that that meets three times per week on campus. Student-Athlete R also enrolls in nine (9) additional credits at Community College A which are taught as online courses which the student can participate in while being off campus. Is Student-Athlete R eligible for NJCAA participation with this course load?

ANSWER:
As long as student-athlete R was enrolled in these twelve (12) credits within the first 15 calendar days of the term, this enrollment meets the requirement of NJCAA bylaws. All twelve (12) credits are from the one institution and make up a full-time load. The fact that nine (9) of the credits are taught as online courses does not restrict the student-athlete from meeting the enrollment requirement.
### Case 11

**Dually Enrolled Internet Courses**

**SITUATION:**
Student-Athlete R enrolls in 9 credit hours at a NJCAA member college and enrolls in a 3 credit hour internet course through another college. The NJCAA member college does not recognize and does not place the internet course on their transcript for that term and is in no way affiliated with the second school. Is Student-Athlete R eligible for participation within the term?

**ANSWER:**
No. Student-Athlete R would not satisfy the full-time enrollment provisions of Article V, Section 4.B by not enrolling full-time by the 15th calendar day of the term. Enrollment from multiple institutions may not be combined to meet the enrollment requirement of NJCAA bylaws.

### Case 12

**Section 1.J Multiple Attempts in the Same Course**

**SITUATION:**
Student-Athlete R enrolls in and passes PED 109 (weight training), a two credit course, in the fall semester with a grade of “A” earning 8 quality points for the course. He/she enrolls in the same course for the spring semester at the direction of his/her coach. Including PED 109 the student is enrolled in 12 credit hours for the spring term. Is student-athlete R eligible based on being enrolled as a full time student?

**ANSWER:**
No, the student is not enrolled in a full time load for the spring. The PED Course cannot be used a second time to meet the enrollment requirement since it was used in the fall term and successfully passed. The student would need to be enrolled in 12 credits in addition to the 2 credit PED 109 course to meet the full time enrollment requirement. Section 1.J restricts a student from repeating a course which they have successfully passed and have it count more than once.

### Case 13

**Interpreting Foreign Transcripts**

**SITUATION:**
Student-Athlete R is a non-US citizen and graduated from high school in her home country in 2011. After high school graduation, she attended Foreign College A in her home country during the 2011-2012 academic year. Student-Athlete R now wants to attend Community College A in the fall of 2012. Where does the responsibility lie for having the transcripts translated from Foreign College A and how are the academic terms, credits, and grade equivalents determined?

**ANSWER:**
If the student-athlete participated in intercollegiate or club athletics at the foreign college/university, transcripts must be translated and provided in order to determine the student-athlete’s eligibility at the NJCAA member college. However, if the student-athlete did not participate, transcripts are not required to be translated or provided for eligibility. You will need to document that the student attended the college prior to the enrollment at the member college.

In the case where foreign transcripts are required for eligibility, the National Office is **not** responsible for translating foreign transcripts from other countries. Community College A is responsible for having the transcripts translated and the academic terms, credits, and grades must be used for eligibility.

**NOTES:**
1. If Student-Athlete R participated in a varsity or collegiate club sport at Foreign College A, that year is considered a year of eligibility and will be counted towards his/her eligibility.
2. It is required to provide college transcripts from colleges/universities in Canada or those from the US Territories (Puerto Rico, US Virgin Islands, Guam, etc.) for any transfers regardless of previous participation/non-participation.

### Case 14

**Section 4.B – Fall Sport Example**

**SITUATION:**
Student-Athlete R enrolls full-time by the 15th calendar day of the fall term and he is a member of the soccer team. The soccer season starts on August 30 and the regular season ends on November 1. Nine of his credit hours start with the beginning of the term and one 3-credit hour class starts on October 15. Is Student-Athlete R eligible to participate during the entire season?

**ANSWER:**
Yes. Because the student-athlete was enrolled full-time by the 15th calendar day and because all 12 hours start before the end of the regular season, Student-Athlete R is eligible. If his 3-credit hour class started after November 1, he would be ineligible for the season due to only 9 hours starting before the end of the regular season.
Case 15
Section 4.B – Fall Sport Example

SITUATION:
Student-Athlete R enrolls in 10 hours (part-time) at Community College A for the fall term and then decides on the 20th day of the term that he wants to participate in cross country whose season has not yet started. On that same day (20th calendar day) he adds a 3-credit hour class. All 13 credits start before the end of the season. Is he eligible for the cross country season?

ANSWER:
No. Because Student-Athlete R was not enrolled full-time by the 15th calendar day of the term when the sport starts, he is ineligible for the entire season regardless of the fact that all 13 credit hours start before the end of the cross country season.

Case 16
Section 4.B – Two-Term Sport Example (First term)

SITUATION:
Student-Athlete R is a basketball player and she is enrolled in 15 hours for the fall term. Ten (10) of her 15 credit hours start with the beginning of the term and the other 5 credit hours start on November 1 which is also the date of the first game of the season. Is Student-Athlete R eligible to participate during the entire fall term?

ANSWER:
Yes. Student-Athlete R was enrolled in 12 or more hours within the first 15 calendar days of the term and all hours began prior to the end of the term.

Case 17
Section 4.B – Two-Term Sport Example (First term)

SITUATION:
Student-Athlete R is a hockey player. He is enrolled in 14 hours by the 15th calendar day of the fall term of the hockey season that starts on October 25th. All 14 credit hours start on November 1. Is he eligible to compete with the start of the season on October 25th?

ANSWER:
Yes. Because the student was enrolled in full-time status by the 15th calendar day of the fall term AND because all 14 hours start before the end of the fall term (the season ends in the spring term) he is eligible to compete at the start of the regular season.

NOTE: If Student-Athlete R was not enrolled in 12 or more hours by the 15th day of the fall term, he would not be eligible for the fall term.

Case 18
Section 4.B – Two-Term Sport Example (Second term)

SITUATION:
The spring term at Community College A started on January 15th and Student-Athlete R is enrolled in 13 credits for the spring term. Seven of those credits started on January 15th and the other six credits start on March 15th. The basketball regular season will end on March 2nd. Is Student-Athlete R eligible to compete during the spring term in basketball?

ANSWER:
No. Student-Athlete R’s full-time status did not start until after the end of the regular season therefore he is ineligible for the spring term. If 12 or more of his credits started before March 2nd, he would have been eligible.

Case 19
Section 4.B – Spring Sport Example

SITUATION:
Student-Athlete R is a golfer at Community College A. The spring term started on January 10th and the golf season starts on March 1st. He is enrolled in 12 hours by the 15th calendar day of the spring term, however all 12 of his hours start on February 28th. Is Student-Athlete R eligible to compete during the spring term?

ANSWER:
Yes. Because all of his 12 hours started on February 28th which was before the end of the regular golf season.

Case 20
Section 4.B – 12 Hours Starting after the End of the Regular Season

SITUATION:
Student-Athlete R is enrolled full-time by the 15th calendar day of the fall term and he is on the soccer team at Community College A. The soccer regular season ends on October 30th, however the team has qualified for the National Tournament that is taking place on November 15th. Student-Athlete R’s 12 credit hours of class do not start until November 5th. Is he eligible to compete during the season?

ANSWER:
No. Because Student-Athlete R’s classes start after the end of the regular season, he is ineligible for the entire season because his 12 hours of class do not start prior to the end of the soccer regular season schedule.

Case 21
Mini-Courses

SITUATION:
September 1 is the beginning date of the fall term and Student-Athlete R enrolls full-time by the 15th calendar day of the term. Student-Athlete R’s nine (9) credit hours start on September 1. On October 15, Student-Athlete R began attending an additional three (3) credit mini-course. Is Student-Athlete R eligible to participate in basketball which begins on November 17?

ANSWER:
Yes. Because Student-Athlete R enrolled in the mini-course by the 15th calendar day of the term and because the class started before the end of the season, Student-Athlete R is eligible to compete during the fall term of the basketball season.
Case 22
**Mini-Courses – Dropping and Adding**

**SITUATION:**
Student-Athlete R enrolls in Community College A as a full-time student by the 15th calendar day of the fall term and wants to participate in soccer. After four weeks, Student-Athlete R withdraws from a course and drops to part-time. Community College A offers a mini-course which begins at mid-semester and Student-Athlete R enrolls in the mini-course on October 12th that will again bring his/her status back to full-time. After enrolling in the mini-course, when is Student-Athlete R eligible at Community College A to begin participating in intercollegiate athletics?

**ANSWER:**
Student-Athlete R becomes eligible on the date in which he/she enrolled in the mini-session course. The other stipulation here is that the mini-session class must begin prior to the end of the regular soccer season. Student-Athlete R was ineligible for athletic participation starting with the day he/she dropped to below full-time until the day he/she enrolled in the mini-session class which was on October 12th. If the mini-session class started after the end of the regular soccer season, he/she would have remained ineligible for the season because at least 12 hours must start prior to the end of the regular season. Due to the fact the S-A was enrolled as a full time student on the 15th calendar day of the term, he/she may re-establish their eligibility by adding a new class.

Case 23
**Enrolling Part-time, Adding a Mini-Course Late in Season**

**SITUATION:**
Student-Athlete R enrolls part-time in 10 credit hours at the beginning of the fall term. Student-Athlete R adds a 3-credit hour class on October 15. Is Student-Athlete R eligible to participate in the volleyball season which has their last match on November 1st?

**ANSWER:**
No. As per Section 4.B the student-athlete must be enrolled full-time by the 15th calendar day of the term. Because she added the additional 3-credit hours after the 15th calendar day she is ineligible for the entire season even though she was enrolled full-time starting on October 15th.

Case 24
**Section 4.B – Enrollment by 15th Day of Term but Arrives on Campus after 15th Day**

**SITUATION:**
The fall term at Community College A begins on September 5th. Student-Athlete R, an international student, has enrolled in 12 credit hours on September 10th, but is unable to get into the United States and begin attending class until September 25th. Is Student-Athlete R eligible to participate in athletics during the fall term?

**ANSWER:**
Yes. Article V, Section 4.B requires a student-athlete to be enrolled in full-time status by the 15th calendar day of the term in which the student-athlete chooses to participate. Even though Student-Athlete R is not physically on campus by the 15th calendar day of the fall term, he/she is eligible to compete when the student-athlete arrives on campus because of his/her full-time enrollment by the 15th calendar day of the fall term.

**NOTE:** This rule is not exclusive to international student-athletes, but applies to all incoming NJCAA student-athletes. Additionally, these students must also meet the college attendance policy.

Case 25
**Section 4.B – Determination of Full-time or Part-time status**

**SITUATION:**
Student-Athlete R enrolls in 12 credits hours on the first day of the fall term. On the 14th day of the fall term she is dropped from her classes due to lack of payment. On the 17th day of the term the student pays the tuition bill and re-enrolls in 12 credits. Is this student eligible for participation in the fall term?

**ANSWER:**
Student-Athlete R was eligible for participation up until the time she was dropped from her classes for lack of payment. Once she was dropped on the 14th calendar day of the term she must stop participating immediately. Once she re-enrolls in her courses on the 17th calendar day of the term she has not regained her eligibility as her status as a full-time or part-time student was determined on the 15th calendar day of the term when she was not enrolled as a full-time student. The 15th calendar day is the key in this situation. The NJCAA does not charge a student with a full-time term of attendance if they completely withdraw within the first 15 calendar days of the term. Based on this allowance, the NJCAA cannot recognize any enrollment status that takes place prior to the 15th calendar day of the term.

Case 26
**Section 1.J Multiple Attempts in the Same Course**

**SITUATION:**
Student-Athlete R enrolls in and passes PED 109 (weight training), a two credit course, in the fall semester with a grade of “A” earning 8 quality points for the course. He/she enrolls in the same course for the spring semester at the direction of his/her coach. Including PED 109 the student is enrolled in 12 credit hours for the spring term. Is student-athlete R eligible based on being enrolled as a full time student?

**ANSWER:**
No, the student is not enrolled in a full time load for the spring. The PED Course cannot be used a second time to meet the enrollment requirement since it was used in the fall term and successfully passed. The student would need to be enrolled in 12 credits in addition to the 2 credit PED 109 course to meet the full time enrollment requirement. Section 1.J restricts a student from repeating a course which they have successfully passed and have it count more than once.
ARTICLE V, SECTION 4.C – Maintaining Full-Time Status

Case 1
Maintaining Twelve Credits of Enrollment

SITUATION:
Student-Athlete R initially enrolls in 12 credit hours at the beginning of the term. Three weeks into that term, Student-Athlete R drops a 3-credit hour course which leaves him/her with 9 credit hours. Can Student-Athlete R continue to participate in athletics until the end of the term?

ANSWER:
No. Student-Athlete R becomes immediately ineligible the day he/she drops below 12 credit hours and must withdraw from any further athletic competitions within 48 hours of that drop date. It is the responsibility of each college to ensure that all student-athletes participating in athletics maintain enrollment in 12 or more credit hours. However, if the student-athlete added a class to regain full-time status, he/she would regain his/her eligibility upon full-time enrollment. (Refer to Article V, Section 5 about withdrawing from classes.)

Student-Athlete R is able to regain their eligibility if they re-enroll in 12 or more credits, which begin prior to the end of the regular season, since they had established their status as a full–time student on the 15th calendar day of the term prior to dropping below full-time enrollment.

Case 2
Withdraw from Full-Time to Part-Time Status

SITUATION:
Is the eligibility status of a student-athlete affected if he/she is enrolled in 12 or more credit hours and then withdraws below 12 credit hours during the term?

ANSWER:
Yes. Student-athletes involved in the intercollegiate athletic program at a community college must withdraw from all athletic competitions immediately and will become ineligible 48 hours from changing their status from that of full-time to part-time. The student-athlete may become eligible if he/she adds/enrolls in enough hours to regain full-time status; however, he/she is ineligible to participate during the time when he/she was part-time. The 15th calendar day is the key in this situation. The NJCAA does not charge a student with a full-time term of attendance if they completely withdraw within the first 15 calendar days of the term. Based on this allowance, the NJCAA cannot recognize any enrollment status that takes place prior to the 15th calendar day of the term.

Case 3
Student-Athletes who are Dropped to Part-Time Status for Lack of Attendance

SITUATION:
Student-Athlete R initially enrolls in 12 credit hours and is participating on the basketball team. At mid-term, Student-Athlete R is dropped from a 3-credit hour course for lack of attendance and is officially notified by the college. Does Student-Athlete R remain eligible until the end of the term?

ANSWER:
No. Student-athletes must maintain 12 or more credit hours of enrollment during the term they are participating in athletics. Student-Athlete R must stop participation immediately and will become ineligible 48 hours from the time the student dropped below full time status. If the student-athlete regains full-time status, he/she becomes eligible on the day he/she enrolls in enough credits to regain full-time status as long as those classes begin prior to the end of the regular season. (Please also refer to Article V, Section 5 about withdrawing from classes.)

Case 4
Administrative Withdraw – Lack of Attendance

SITUATION:
Student-Athlete R is enrolled in 12 credit hours at the time he is administratively withdrawn from a 3-credit course because of a lack of attendance. When does Student-Athlete R become ineligible to participate?

ANSWER:
It is Student-Athlete R’s responsibility to adhere to the attendance policy of the college or classes he/she is enrolled. As soon as the instructor notifies the registrar’s office or administration responsible for student-athlete records, Student-Athlete R must withdraw from all athletic competitions because of his/her part-time status. (Please also refer to Article V, Section 5 about withdrawing from classes.) It should be the responsibility of the Athletic Director to keep informed on a daily basis of the academic status of all student-athletes who are actively participating. The student remains eligible for 48 hours from the time of the drop date.

Again, when the student-athlete enrolls in enough credits to return back to full-time status he/she becomes eligible at that point as long as 12 hours of class begin before the end of the regular season.

Case 5
Mid-Term Enrollment

SITUATION:
Community College A offers a selection of courses which begin during the middle of a regular term. Students who enroll at mid-term are considered by the college to be full-time if they are enrolled in 6 to 9 credit hours. Does this constitute full-time enrollment so that a student-athlete can participate in athletics?

ANSWER:
No. Section 4.C requires that student-athletes must carry at least 12 credit hours of college work. Additionally, Section 4.B requires student-athletes to be enrolled full-time by the 15th calendar day of the term in which the sport starts to be eligible to compete during that term.
Case 6
Dual Enrollment at Two Different Institutions during the Same Term

SITUATION:
Student-Athlete R who is attending Community College A and has enrolled in 10 credit hours for the spring term is a member of the tennis team. Student-Athlete R wants to take one, 3-credit hour class at Community College B because Community College A does not offer this class at their institution. Is Student-Athlete R eligible to play tennis in the spring because he/she is taking a total number of 13 credit hours?

ANSWER:
No. Student-Athlete R would not be eligible to participate in spring tennis at Community College A as he/she is not enrolled as a full time student at Community College A. It is the interpretation of the NJCAA Eligibility and Executive Committees that a student must be enrolled as a full time student at the institution which they choose to participate.

Case 7
Dual Enrollment at Community and Four-Year Institutions

SITUATION:
While attending Community College A, Student-Athlete R initially enrolls in 14 credit hours while simultaneously enrolled in a 3-credit hour course at Four-Year Institution X. During the season Student-Athlete R drops a 3-credit hour class at Community College A. May Student-Athlete R use the 3-credit hour course at Four-Year Institution X to maintain his/her full-time status?

ANSWER:
No. Student-Athlete R initially enrolled as a full-time student-athlete (12 or more credits) at Community College A and after withdrawing from the 3-credit hour class, is left with enrollment in 11 credit hours. Student-Athlete R becomes immediately ineligible for participation. The credits at Four-Year Institution X cannot be used for full-time status unless prior approval is granted by the National Office. However, if Student-Athlete R enrolls in a new 3-credit hour class at Community College A, he/she becomes eligible at that point because of regaining full-time status. In addition, the new class hours must start before the end of the regular season.

Case 8
Enrollment Verification Prior to NJCAA National Championship

SITUATION:
The basketball team at Community College A leaves campus on Monday afternoon for the National Championship. Prior to departing, the Athletic Director checks that each basketball athlete is enrolled in full time status and meets all NJCAA requirements for participation. Monday evening, one of the student-athletes is administratively withdrawn by one of his teachers from their class which drops the student below full time status. Is the student-athlete eligible to participate in the National Championship Tournament that begins on Sunday afternoon?

ANSWER:
Student-athlete’s enrollment should be verified and documented 24 hours prior to National Championship competition. If the student is enrolled in full time status 24 hours prior to the start of the National Championship Tournament, he/she will remain eligible throughout the National Competition. The documentation would need to be signed and dated by the Athletic Director and the Registrar for consideration. Failure to produce the required documentation would result in the student-athlete being declared ineligible at the time they dropped below full time status.

ARTICLE V, SECTION 4.D

Case 1
Eligibility after One Full-Time Term

SITUATION:
Student-Athlete R enrolls at Community College A and participates in wrestling during his first term in college. At the conclusion of the first term Student-Athlete R has passed ten (10) credit hours with a 2.00 GPA. Is Student-Athlete R eligible to participate in wrestling during the second term of the academic year?

ANSWER:
No. Student-Athlete R would not be eligible to participate in wrestling because Section 4.D requires Student-Athlete R to have accumulated 12 credit hours prior to the 15th calendar day of the second full-time term of college attendance. If Student-Athlete R had taken a 3-credit hour course during the preceding summer term, during the winter intersession or while in high school those credit hours could be added to the 10-credit hours earned during the fall term to meet the accumulation requirement of Section 4.D.

Case 2
Requirements after the First Term of College – Winter Intersession

SITUATION:
Student-Athlete R participates in basketball during his/her first full time term in college. At the conclusion of the first term Student-Athlete R passes 11 credit hours with a 2.50 GPA. Is Student-Athlete R eligible for competition during the second term, if he/she passes a 1-credit hour course during the winter intersession and prior to the beginning of the next term?

ANSWER:
Yes. Section 4.D permits credit hours earned prior to the first full-time term and those credit hours earned before the 15th calendar day of the 2nd full-time term to be used to meet 4.D.
Case 3
Incomplete (I) Grades

SITUATION:
During the first term of college attendance at Community College A, Student-Athlete R initially enrolls in 12 credit hours. At the completion of the term Student-Athlete R passes 9 credit hours and receives an incomplete grade in a 3-credit hour course. Is Student-Athlete R eligible to compete in the intercollegiate athletic program at Community College A during the second term?

ANSWER:
No. Student-Athlete R remains ineligible until the incomplete grade has been completed. There is no deadline for completing this incomplete grade since after completing and passing this class, the incomplete grade on the fall transcript will change to the grade earned by the student. If that incomplete grade, in this case, becomes a passing grade Student-Athlete R will then have successfully passed 12 hours with a 1.75 GPA or higher from his/her first full-time term, thus satisfying 4.D or 4.E.1. However, if Student-Athlete R does not pass this class, he/she will remain ineligible.

Case 4
Withdrawal to Less than Full-Time

SITUATION:
First term Student-Athlete R enrolls at Community College A with the intention of participating in basketball in the fall term. The season started on November 1st but Student-Athlete R withdraws to less than full-time on November 21st. The date for the withdrawal is recorded by the Office of Admissions and Records as November 22nd. When does Student-Athlete R become ineligible?

ANSWER:
Student-Athlete R becomes ineligible as of the official date recorded by the Office of Admissions and Records at Community College A: November 22nd. Student-Athlete R may start participating during the fall term if he/she enrolls in enough class hours to bring his/her status back to full-time. However, if Student-Athlete R does not enroll in full-time hours during the fall term, he/she remains ineligible until he/she has satisfied Section 4.D. (Please refer to Article V, Sections 4.C and 5 about withdrawing.)

Case 5
Adding previous Part-Time Credits from a Summer Session to the First Term of Attendance

SITUATION:
Student-Athlete R graduated from high school in May 2012 and enrolls in a three credit hour course during the 2012 summer session at the local community college. Student-Athlete R enrolls at Community College A for the 2012 fall semester and participates in basketball. Student-Athlete R passes 9 of 15 credit hours in the 2012 fall semester. Can Student-Athlete R add the summer session course to the 9 hours passed in the fall semester to meet the eligibility requirements of Section 4.D?

ANSWER:
Yes. Section 4.D requires 12 credit hours with a 1.75 GPA prior to the 15th calendar day of the student-athlete’s second full-time term. If the summer course was earned at a college other than Community College A, a transcript must be provided when the basketball eligibility form is submitted online for the second semester.

Case 6
Using rule 4.D with 4.F for a Second Season Athlete

SITUATION:
The following credits were earned by Student-Athlete R:
- Fall 2011 semester – enrolls full-time in 15 and passes 11 with a 2.8 GPA; Participates in Football, 1st Season.
- Spring 2012 semester – enrolls and passes 10 credits (part-time).
- Summer 2012 – enrolls and passes 3 credits.
The fall 2012 semester will be his 2nd full-time semester as well as his second season in football. Is Student-Athlete R eligible for a second season of football?

ANSWER:
Yes. Student-Athlete R is eligible for a second season of competition by satisfying 4.F and 4.D. His total accumulation is 24 hours with a GPA over a 2.0, therefore satisfying Section 4.F. According to Section 4.F he must satisfy either 4.D or 4.E. He satisfies 4.D because prior to the fall 2012 semester he has been enrolled in only one full-time term: fall 2011. The fall 2012 term is his second full-time term and according to this rule (4.D) as long as he has earned an accumulation of 12 hours with a 1.75 before the 15th calendar day of his second full-time term, he satisfies this rule and is eligible.
ARTICLE V, SECTION 4.E.1 – Previous Term Rule

Case 1

Full-time Summer Term

SITUATION:

The school year at Community College A consists of a fall and spring semester. It also conducts two summer sessions of six weeks each. The courses offered during the summer sessions are the same as those offered during the regular school year and carry the same number of credits and contact hours.

Student-Athlete R accumulated 12 credit hours over two full-time semesters, during the fall and spring semester. During the spring semester Student-Athlete R passed 10 of the 12 credit hours in which he/she was enrolled. In order to re-establish his/her eligibility, Student-Athlete R enrolls in 6 credits during each of the two summer sessions and passes the 12 credit hours with a 2.00 GPA. Is Student-Athlete R eligible to participate in the intercollegiate athletic program at Community College A during the following fall semester?

ANSWER:

Yes. Many colleges conduct several sessions during summer school. The credit hours earned during one or more sessions of summer school may be used for a term of college. Student-Athlete R meets the requirements of 4.E.1, because he/she passed 12 credit hours with a 2.00 GPA during the previous term of full-time attendance. (Please refer to Article V, Section 1.H for when to count summer sessions as a full-time term of attendance.)

NOTE: Before Student-Athlete R can participate in a second season of competition the requirements of Section 4.F must also be satisfied.

Case 2

Requirements Prior to a Second Season

SITUATION:

Student-Athlete R, a freshman, enrolls in 15 semester hours at Community College A and participates in football. At the completion of the semester, Student-Athlete R has earned 15 credit hours with a 3.00 GPA. Student-Athlete R does not attend spring term or summer term and returns to Community College A the following fall term. Is Student-Athlete R eligible to participate in football?

ANSWER:

No. Even though Student-Athlete R satisfies 4.E.1, he/she must also meet the second season provisions established in Section 4.F. Student-Athlete R must have accumulated at least 24 semester hours with a 2.00 GPA prior to a second season.

Case 3

Section 4.E.1 – Break of Enrollment

SITUATION:

Student-Athlete R attends Community College A during the fall 2011 term as a full-time student and earns 14 hours with 2.5 GPA and does not participate. During the spring 2012 term, he attends Community College A as a part-time student and does not attend summer school. Is he eligible for the fall 2012 in the sport of cross country as a first season athlete?

ANSWER:

Yes. Student-Athlete R has one full-time term: fall of 2011. Therefore this student-athlete’s eligibility is based upon the fall 2011 term during which he/she passed 14 credits with a 2.5 GPA, satisfying Article V, Section 4.E.1 as a first season athlete.

Case 4

Section 4.E – Break of Enrollment and Delay of Enrollment Statement Definitions

Break of Enrollment – A break of enrollment is when a student-athlete attends college full-time for at least one term and after the end of that term he/she takes a “break” of not attending full-time for at least a period of one term, then enrolls again as a full-time student. A statement must be provided in the eligibility for this student-athlete explaining what he/she was doing during this break of enrollment. Was he/she attending part-time or none at all, was he/she working or not working, was he/she living at home, etc?

Delay of Enrollment – A delay of enrollment is when a student-athlete does not enroll full-time in the term immediately following high school graduation. (This term is not considered as the summer term for a May/June/July high school graduate.) Like the break of enrollment, a statement as to why this student-athlete was not enrolled immediately after high school graduation must be provided in the eligibility. The statement also needs to include what the student was doing during this time.

ARTICLE V, SECTION 4.E.2 – Accumulation Rule

NOTE: The following examples illustrate the use of Section 4.E.2. This is the accumulation section of Section 4.E.

Case 1 – Quarter Example, Eligible

SITUATION:

The following credits were earned by Student-Athlete R:

Fall quarter - enrolls in 15 and passes 15 with a 2.00 GPA
Winter quarter - enrolls in 15 and passes 15 with a 2.50 GPA
Spring quarter - enrolls in 15 and passes 12 with a 2.25 GPA
Fall quarter - enrolls in 15 and passes 10 with a 1.50 GPA

Is this student-athlete eligible for baseball at the beginning of the winter quarter of his second year of enrollment?

ANSWER:

Yes. Section 4.E.2 requires that a student-athlete must have an accumulation of credit hours equal to 12 multiplied by the number of previous full-time terms. In this case, 4 multiplied by 12 equals 48. This student-athlete has accumulated 52 credit hours with a 2.00 GPA or higher. He/she must also have 36 quarter hours at a 2.00 GPA if a second season athlete.
Case 2 – Quarter Example, Eligible

SITUATION:
The following credits were earned by Student-Athlete R:
- Fall quarter - enrolls in 15 and passes 6 with a 1.00 GPA
- Winter quarter - enrolls in 12 and passes 8 with a 1.67 GPA
- Spring quarter - enrolls in 14 and passes 10 with a 1.88 GPA
- Fall quarter - enrolls in 15 and passes 12 with a 2.00 GPA

Is this student-athlete eligible to participate in a first season of wrestling during the upcoming winter quarter?

ANSWER:
Yes. The key phrase in this case is first season. Even though this student-athlete does not meet the requirements of Section 4.E.2, the previous term requirement of 4.E.1 is satisfied. Section 4.E is a rule in which the student-athlete must satisfy one of the provisions of 4.E (1-4).

Case 3 – Semester Example, Eligible

SITUATION:
The following credits were earned by Student-Athlete R:
- Fall semester - enrolls in 12 and passes 12 with a 2.50 GPA
- Winter intersession - enrolls in and passes 3 credits with a 2.00 GPA
- Spring semester - enrolls in 12 and passes 9 with a 1.75 GPA

Is this student-athlete eligible for the upcoming fall semester?

ANSWER:
Yes. Whenever the accumulation of credits is used, all credits earned in college can be used to determine a student-athlete's eligibility. The student-athlete has enrolled in two previous full-time terms, therefore he/she must have 24 credit hours with a 2.00 GPA to satisfy the provisions of 4.E.2. (Please refer to the Winter-Intersession Case later in this Section 4.E.2.) NOTE: Second season athletes must also satisfy Section 4.F.

Case 4 – Semester Example, Eligible

SITUATION:
The following credits were earned by Student-Athlete R:
- Fall semester - enrolls in 12 and passes 10 with a 1.50 GPA (Participates in soccer.)
- Spring semester - enrolls in 12 and passes 8 with a 2.50 GPA
- Summer session - enrolls in 6 and passes 6 with a 3.00 GPA

Is this student-athlete eligible to participate fall semester in soccer?

ANSWER:
Yes. This student-athlete has met the requirements of Section 4.E.2 by accumulating 24 semester hours in two previous full-time terms. This student-athlete also meets the second season requirement of 4.F by having 24 credit hours with a 2.00 GPA.

Case 5 – Semester Example, Eligible

SITUATION:
The following credits were earned by Student-Athlete R:
- Fall semester - enrolls in 18 and passes 18 with a 2.00 (swimming, first season)
- Spring semester - enrolls in 18 and passes 18 with a 2.00 (swimming, first season)
- Fall semester - enrolls in 12 and passes 0 with a 0.00 (swimming, second season)

Is this student-athlete eligible to continue swimming in the upcoming term?

ANSWER:
Yes. This student-athlete has passed 36 semester hours with a 2.00 GPA, with full-time enrollment in three previous full-time terms. This student-athlete met the provisions of Section 4.F and 4.E.2.

Case 6 – Quarter Example, Eligible

SITUATION:
The following credits were earned by Student-Athlete R:
- Fall quarter - enrolls in 12 and passes 12 with a 2.00 at Community College A
- Winter quarter - enrolls in 12 and passes 12 with a 2.00 (Participates in basketball.)
- Spring quarter - enrolls in 12 and passes 10 with a 2.00 at Community College A
- Summer session - enrolls in and passes 2 credits at Community College B

Is this student-athlete eligible for a second season of basketball competition at Community College A during the following fall quarter?

ANSWER:
Yes. The two credit hours earned at Community College B can be used for the total accumulation of credit hours needed at Community College A. This student-athlete was enrolled in three full-time quarters and therefore needs 36 quarter credit hours with a 2.00 GPA or higher to be eligible for the upcoming fall quarter.
Case 7 – Semester and Quarter Example, Ineligible

SITUATION:
The following credits were earned by Student-Athlete R:
- Fall semester - enrolls in 12 and passes 12 with a 2.00 at Community College A
- Spring semester - enrolls in 12 and passes 9 with a 2.00 at Community College A
- Summer session - passes 3 quarter credits at Community College B

Is this student-athlete eligible for the upcoming fall term at Community College A?

ANSWER:
No. The credits which this student-athlete earned at Community College B were quarter credits. The quarter credits must be converted to semester credits. The formula is to multiply 2/3 x quarter credits = semester credits. In this case the three quarter credits become two semester credits. At the completion of the summer session this student-athlete has only passed 23 semester credits, and therefore does not meet the provisions of 4.E.2.

Case 8

Requirement Prior to the Third Full-Time Quarter

SITUATION:
The following shows the academic record of a student-athlete on the quarter system:
- Summer session - enrolls in 3 passes 3 with a 2.00 GPA
- Fall quarter - enrolls in 12 passes 12 with a 2.00 GPA
- Winter quarter - enrolls in 12 passes 9 with a 1.50 GPA

Is Student-Athlete R eligible to participate in the softball spring quarter?

ANSWER:
Yes. Student-Athlete R meets the accumulation provision in Section 4.E.2. This provision calls for an accumulation of 24 quarter hours prior to the third full-time quarter. (GPA must be 2.00 or higher.)

Case 9

Use of Part-Time Work for Accumulation of Credits

SITUATION:
The following credits were earned by Student-Athlete R:
- Fall semester - enrolls in 12 and passes 9 with a 1.75 GPA
- Winter intersession - enrolls in 1 and passes 1 with a 4.00 GPA
- Spring semester - enrolls in 15 and passes 10 with a 2.00 GPA
- Summer session - enrolls in 6 and passes 6 with a 1.95 GPA
- Fall semester - enrolls in 15 and passes 10 with a 2.00 GPA

Is Student-Athlete R eligible to participate in a second season of tennis during the following spring term?

ANSWER:
Yes. Student-Athlete R has accumulated 36 credit hours at a 2.0, which meets the requirements of Section 4.E.2. Section 4.E contains an either/or rule. Student-Athlete R meets the requirements of Rule 4.E.2, the “2” option. (Please refer to the Winter Intersession case later on in this Section 4.E.2.)

NOTE: The student-athlete must also have 24 credit hours at a 2.00 GPA prior to second season. The Best Hours concept may be used to satisfy the GPA requirement.

Case 10

Computation of GPA Using the Best Hours

SITUATION:
During the 2011-2012 academic year Student-Athlete R participates in a first season of basketball and attempts 36 credit hours. Student-Athlete R passes 24 credit hours of the 36 attempted. The GPA on the 24 credit hours is 2.00. The GPA on the 36 credit hours is 1.35. Is Student-Athlete R eligible to participate during the 2012 fall term on the basis of these hours earned?

ANSWER:
Yes. Student-Athlete R must meet one of the requirements of Section 4.E in addition to the second season requirements of Section 4.F. In this case, the best 24 credit hours may be used to determine the GPA.

NOTE:
1. Each course must be used in its entirety. It is not permissible to split a course for the purpose of GPA computation.
2. When taking the best hours, you must also take those quality points that have been awarded for those credit hours. Example: if you are taking the student’s best 36 hours, you must take the quality points that have been earned with those 36 hours.

Case 11

Computing Hours Earned and GPA – Best Hours

SITUATION:
After completing 3 full-time semesters Student-Athlete R has attempted 44 semester hours and successfully passed 36 semester credits. Student-Athlete R did not pass 12 credit hours in the previous full-time term (4.E.1), and therefore must use the accumulation rule in Section 4.E.2. How many hours must be used to compute the GPA for Section 4.E.2?

ANSWER:
Thirty-six (36). The GPA may be computed on the best hours earned, which are being used to satisfy a particular section of the rules.
Case 12
Accelerated Courses

SITUATION:
Second season Student-Athlete R enrolls for the fall term at Community College A in 15 credit hours. A 3-credit hour course begins August 28 and is completed October 15. The basketball season begins on November 28. Can Student-Athlete R use the 3-credit hour course towards his/her accumulation of 24 credit hours to satisfy Article V, Section 4.F?

ANSWER:
Yes. All students have until they participate to accumulate the required credits to meet Article V Section 4.F. It is not required that 4.F be met within the first 15 calendar days of the term only prior to participation.

Case 13
Winter Intersession Credits

SITUATION:
Student-Athlete R participates in basketball during the fall term and passes 10 credit hours during the fall term. Student-Athlete R enrolls in a winter intersession course that ends on January 20. At Community College A, the spring term begins on January 14 and the 15th calendar day of the spring term, as listed in the college catalog, is January 28. Is Student-Athlete R eligible for the spring term? On what date does Student-Athlete R become eligible for competition in the spring term?

ANSWER:
Since the winter intersession course ended prior to 15th calendar day of the spring term, the course could be used for either Section 4.D or Section 4.E.2, to establish eligibility for the spring term. Student-athlete must cease participation 20 calendar days after the completion of the fall term. Student-athlete may begin competition anytime after the completion of the intersession course (January 20), upon positive verification of a passing grade in the course, satisfying all NJCAA eligibility rules, and having their eligibility submitted online. This course may only be added to the total accumulation, but does not become part of the hours within the previous term to arrive at a total of 12 credit hours in the previous term.

Case 14
Winter Mini-Courses/Intersessions

SITUATION:
A winter intersession course that is conducted between the fall and spring terms at Community College A starts on January 3 and ends on January 12. The spring 16-week term officially begins on January 13. Can the credit hours earned during this mini-session be counted towards either the fall or spring terms?

ANSWER:
No. The credit hours earned during this mini-session can only be counted towards overall accumulation (4.D, 4.E.2, 4.E.3, 4.E.4 or 4.F), not towards the fall or spring terms because the class is being offered in between terms.

Case 15
How to Count Winter Intersession Classes

SITUATION:
Student-Athlete R is taking a class during the winter intersession to become eligible for the spring term in baseball. The class starts on December 20 and ends on February 1. The spring term starts on January 15th. When must this class be completed with an official grade posted in order to count this class for spring eligibility?

ANSWER:
According to Sections 4.D and 4.E the class must be completed no later than the 15th calendar day of the spring term. In this case, the class must have been completed no later than January 29th in order to count it towards the accumulation (4.D, 4.E.2, 4.E.3, or 4.E.4) for the spring term.

NOTE: When counting calendar days, you will count the first day of the term. School days, business days, holidays and weekends are counted within the calendar days.

Case 16
Total Accumulation – Intersession Example

SITUATION:
Student-Athlete R attends Community College A, participates in his/her first season of basketball during the 11-12 season, and has the following academic record:

- Fall 11 Semester - enrolls in 12 and passes 12 with a 2.00 GPA (participated 1st season of basketball)
- Spring 12 Semester - enrolls in 12 and passes 9 with a 2.00 GPA (participated 1st season of basketball)
- Fall 12 Semester - enrolls in 12 and passes 9 with a 2.00 GPA (not eligible for 2nd season of basketball)
- Winter Intersession - enrolls in 3 and passes 3 with a 4.00 GPA

Is Student-Athlete R eligible to participate in the upcoming spring term?

ANSWER:
No. Student-Athlete R is not eligible for the fall 2012 term nor to be added to the spring 2013 term; he/she does not satisfy any of the four bylaws in Section 4.E of the NJCAA bylaws. The 3-credit hour intersession course may not be added to the fall 2012 semester to meet 4.E.1. This student-athlete would need an accumulation of 36 credit hours, with a 2.00 GPA to be added for the spring 2013 term.
Case 17
More Clarification on Winter Intersession Classes and their Completion Deadlines
To further clarify when intersession classes must end in order to use them for eligibility please see the following examples. Please remember that the following is the ruling for winter intersession classes and those classes that may start concurrently with the beginning of the term but are completed before the end of the term.

Section 4.D and E
In Article V, Section 4.D and E both rules start with the following: “On or before” the 15th calendar day for the second/third quarter/semester, as published in the college catalog.” Notice the “On or before the 15th calendar day” part of both 4.D and E.

SITUATION:
Community College A has a student-athlete who is ineligible after the fall term and is trying to become eligible for the spring term by satisfying 4.D or any rule in 4.E. The student needs to pass this class. What is the deadline for completing the class in order to use the class for spring term eligibility?

ANSWER:
The class must be completed, passed, and with a grade posted on or before “15th calendar day” of the spring term. If these three requirements are satisfied the course grade may be used for eligibility purposes. The student-athlete becomes eligible when his/her eligibility is submitted online. Again, this class cannot be used for eligibility if completed on or before the 15th calendar day of the spring term. Please also remember that if this class is completed by the 15th day, he/she cannot use this class towards his/her full-time status for the spring term, therefore he/she must be enrolled in an additional 12 credits for the spring term.

However, if the class ends after the 15th calendar day of the spring term or verification of the successful completion of that class is not available on or before the 15th calendar day then that class may not be used to establish eligibility for the spring term and the student-athlete will remain ineligible for the term.

In Article V, Section 4.F the rule begins with “Prior to a second season of participation”. If Community College A has a second season athlete who is trying to satisfy this rule, he/she has until the date the class has been completed with the grade posted and will become eligible at the point of eligibility certification online. Essentially, there is no deadline to meet the 24 hours with a 2.0 GPA for Section 4.F other than it must be met prior to the student-athlete beginning his/her second season of participation.

EXAMPLE 1:
A baseball player is ineligible for the spring term having only earned 21 hours. However he meets the previous term requirement of 12/2.0 from the fall term. The spring term starts on January 15 and the baseball season does not start until March 1. A 3-credit hour class that he wants to use for spring eligibility starts on January 15 but does not end until March 10, after the start of the season. This student-athlete remains ineligible until the class has ended with the grade posted and eligibility submitted online. This 3-credit hour class cannot be used for full-time status during the spring term, therefore he will need to enroll in an additional 12 credit hours for the spring term since he is using this class to become eligible for the spring term.

EXAMPLE 2:
A softball player does not meet 4.F or any rule in 4.E prior to the spring term, therefore any classes that she may take during the winter intersession she is using to satisfy Section 4.F and the accumulation rule (4.E.2). In this case the student-athlete’s deadline is the first deadline which is the “15th calendar day of the spring term” since she is trying to comply with Article V, Section 4.E. This “deadline” of the 15th calendar day supersedes the deadline of 4.F. Again, if the class ends after the 15th calendar day of the spring term then the class cannot be used and she remains ineligible throughout the term. Again, these credit hours cannot be used for full-time status during the spring term, therefore she will need to enroll in an additional 12 credit hours for the spring term since she is using this class to become eligible for the spring term.

Case 18
Independent Study Courses

SITUATION:
Student-Athlete R needs 3 credit hours to meet the provisions of Article V, Section 4.E.2 to be eligible in baseball at Community College A. Student-Athlete R enrolls in and begins taking an independent study course at a four-year institution on December 30. The spring term at Community College A begins on January 15 and the 15th calendar day of that term is January 29. May Student-Athlete R be certified eligible to play upon his successful completion of the independent study course on February 15?

ANSWER:
No. Article V, Section 4.E.2 of the NJCAA bylaws states that all credit hours being used to satisfy this eligibility requirement must be successfully completed prior to the 15th calendar day of the term. Student-Athlete R did not complete the independent study course prior to January 29 (the 15th calendar day of the spring term at Community College A) and therefore may not use the hours earned to fulfill his academic requirements. This rule applies to all courses (internet, independent study, intersession, etc.).

Case 19
Repeated Courses

SITUATION:
Student-Athlete R takes an English 101 college credit course during the fall 2011 term and receives a "D" grade. Student-Athlete R takes the same course during the spring 2012 term and receives a "C" grade. The course was 3 credit hours. How many credit hours may be counted for eligibility purposes?

ANSWER:
Three (3) credit hours may be counted towards the total accumulation of credits. Effective August 1, 2012, any class that is completed and a passing grade is received may only be used once for NJCAA eligibility purposes regardless of it being college level or remedial/developmental.
### ARTICLE V, SECTION 4.E.3 - First Season, Initial Term of Participation Rule

**Case 1**

**First Season Participant**

**SITUATION:**
Student-Athlete R attends college as a full-time student-athlete for three terms, and does not participate in intercollegiate athletics. The following is the academic record for Student-Athlete R:
- Fall Semester - enrolls in 12 and passes 9 with a 2.00 GPA
- Spring Semester - enrolls in 12 and passes 9 with a 2.25 GPA
- Fall Semester - enrolls in 12 and passes 9 with a 2.00 GPA

Student-Athlete R has a total accumulation of 27 semester hours, with a 2.10 GPA, and has never participated in softball. Is Student-Athlete R eligible to participate in softball in the upcoming spring term?

**ANSWER:**
Yes. Because Student-Athlete R has never participated, she would satisfy the provisions of 4.E.3 (24 semester hours with a 2.00 GPA or higher) since the spring term is her first (initial) term of participation.

**Case 2**

**Non-Participant Transfer**

**SITUATION:**
Student-Athlete R attends Four-Year Institution A for four concurrent full-time semesters passing 10 credit hours in the previous term and having accumulated 32 credit hours with an overall GPA of 2.86. Student-Athlete R has never participated in intercollegiate athletics. Is Student-Athlete R eligible for immediate participation at an NJCAA member college?

**ANSWER:**
Yes. Because Student-Athlete R has never participated, he/she would satisfy the provisions of Section 4.E.3. A first season participant must have passed a minimum of 24 credit hours with a 2.00 GPA or higher, regardless of previous term or other accumulation requirements.

**Case 3**

**Two-Term Sport**

**SITUATION:**
Student-Athlete R has accumulated 24 semester hours with a 2.00 GPA prior to the beginning of a first season of basketball, in four full-time terms of attendance. This accumulation allows Student-Athlete R to be eligible for basketball in the fall term. What is the eligibility requirement for Student-Athlete R to continue basketball into the spring term?

**ANSWER:**
Once the season began for Student-Athlete R in basketball (a two-term sport) the student-athlete may become eligible by utilizing Section 4.E.1, 4.E.2, 4.E.3 and 4.E.4. Section 4.E.3 cannot be used for the spring term of basketball because the fall term was Student-Athlete R’s initial term (first term) of participation. The spring term is the student-athlete’s second term of participation and this rule can no longer be used in eligibility for this student-athlete in the sport of basketball. If the student-athlete had not participated during the fall term, the spring term would then become his/her first (initial) term of participation and then 4.E.3 could be used in determining the student-athlete’s eligibility.

**NOTE:** Section 4.E.3 does not constitute eligibility for a full season of participation in a two-term sport, but only for the initial term (first term) of participation.

### ARTICLE V, SECTION 4.E.4 - First OR Second Season Participant Rule

**Case 1**

**Second Season Participant with Total Accumulation**

**SITUATION:**
Student-Athlete R has attempted four previous full-time semesters and two different part-time summer terms, and has never passed 12 credit hours in any previous full-time term. Student-Athlete R has a total accumulation of 40 credit hours with a 2.08 GPA. Is Student-Athlete R eligible for the upcoming football season as a second season participant?

**ANSWER:**
Yes. Even though Student-Athlete R does not satisfy the provisions of 4.E.1 or 4.E.2 or 4.E.3, he does satisfy the provisions of 4.E.4. A second season participant for a fall sport must have passed a minimum accumulation of 36 credit hours with a 2.00 GPA or higher, regardless of previous term requirements.

**Case 2**

**Second Season Requirements for a Spring Sport**

**SITUATION:**
Student-Athlete R has been at Community College A for five previous full-time semesters. Student-Athlete R is a baseball student-athlete that has red-shirted one season and participated one season. According to Section 4.E.4, what are the academic requirements for Student-Athlete R to participate in the upcoming spring term?

**ANSWER:**
If Student-Athlete R does not satisfy 4.E.1 or 4.E.2, he may be eligible for his second season of spring baseball by having a total accumulation of 48 credit hours with a 2.00 GPA or higher satisfying 4.E.4.
Case 1 – Semester Example, Ineligible

SITUATION:
The following credits were earned by Student-Athlete R:
  - Fall semester - enrolls in 12 and passes 12 with a 2.00 (basketball, first season)
  - Spring semester - enrolls in 12 and passes 12 with a 2.00 (basketball, first season)
  - Fall semester - enrolls in 12 and passes 9 with a 2.00 (basketball, second season)

Is this student-athlete eligible to continue basketball in the spring term?

ANSWER:
No. This student-athlete does not meet any provision of Section 4.E. Did not pass 12 credit hours in previous full-time term nor 4.E.2: 
  \[3 \times 12 = 36\] total accumulation. Also, 4.E.4 would require 48 credit hours with a 2.00 GPA for a second season spring sport.

Case 2 – Quarter Example, Ineligible

SITUATION:
The following credits were earned by Student-Athlete R:
  - Fall quarter - enrolls in 12 and passes 12 with 2.00 (Participates in volleyball.)
  - Winter quarter - enrolls in 12 and passes 10 with a 1.85
  - Spring quarter - enrolls in 12 and passes 10 with a 2.50
  - Summer session - enrolls in 2 and passes 2 with a 4.00

Is this student-athlete eligible for the second season volleyball season?

ANSWER:
No. This student-athlete is not eligible under 4.E.1 because she did not pass 12 credit hours in the previous full-time term. She is not eligible under 4.E.2 because she did not pass 36 credit hours for the three previous full-time terms. This student-athlete also does not satisfy the provisions of 4.E.4. Additionally this student-athlete does not meet the second season provisions of Section 4.F.

NOTE:
The 2-credit hours earned in the summer session cannot be added to the 10 earned in the spring quarter to meet 4.E.1.

Case 1 – Semester Example, Ineligible

SITUATION:
Student-Athlete R, a freshman, enrolls in 15 credit hours at Community College A and participates in soccer. At the completion of the semester, Student-Athlete R has earned 15 credit hours with a 4.00 GPA. Student-Athlete R does not attend the spring term and returns to college the following fall semester. Is Student-Athlete R eligible to participate in soccer?

ANSWER:
No. In this case Student-Athlete R has earned only 15 credit hours and he/she must have earned a total accumulation of 24 semester credit hours with a 2.00 GPA or higher to participate in a second season.

Case 2 – Quarter Example – Requirements Prior to a Second Season of Participation

SITUATION:
The following quarter credits were earned by Student-Athlete R:
  - Fall quarter - enrolls in 12 credit hours and passes 12 credit hours with a 1.75 (Participates in ice hockey, 1st season.)
  - Winter quarter - enrolls in 12 credit hours and passes 12 credit hours with a 2.25 (Participates in ice hockey, 1st season.)
  - Spring quarter - enrolls in 10 credit hours and passes 10 credit hours with a 2.00

Is Student-Athlete R eligible for a second season of ice hockey?

ANSWER:
Yes. Section 4.F requires 28 quarter credit hours with a 2.00 GPA prior to a second season of participation, if the student-athlete has attempted only 2 or less full-time quarters. If the student-athlete was full-time during the spring quarter then he/she would need 36 credit hours earned for 3 full-time quarters.

NOTE: Part-time summer session attendance will not count as a term of attendance for Section 4.F, however if the student-athlete attempts 12 or more hours during the summer this will then be counted as a full-time term.
Case 4  
Semester Example – Requirements Prior to a Second Season of Participation  

SITUATION:  
The following credits were earned by Student-Athlete R.  
Fall semester - enrolls in 12 credit hours and passes 12 credit hours with a 2.50 (Participates in cross country, 1st season.)  
Spring semester - enrolls in 15 credit hours and passes 13 credit hours with a 3.50  
Is Student-Athlete R eligible for a second season of cross country?  

ANSWER:  
Yes. Student-Athlete R has attempted two semesters and must have earned 24 credit hours with a 2.00 GPA or higher prior to a second season of participation. In this case, Student-Athlete R has earned a total of 25 credit hours and is eligible. The student-athlete also satisfies Section 4.E.1 and 4.E.2.

Case 5  
Use of Part-Time Credits to Meet Second Season Requirement  

SITUATION:  
The following is the academic record for Student-Athlete R.  
Fall semester - enrolls in 12 credit hours and passes 12 credit hours with a 2.75 (Participates in basketball, 1st season.)  
Spring semester - enrolls in 12 credit hours and passes 9 credit hours with a 2.00 (Participates in basketball, 1st season.)  
Summer session - enrolls in 3 credit hours and passes 3 credit hours with a 2.00  
Is Student-Athlete R eligible for the upcoming basketball season, his second season?  

ANSWER:  
Yes. Credit hours used in the accumulation requirements of Section 4.F can be acquired anytime prior to the second season of participation.  

NOTE: Transfer student-athletes must meet the requirements of Section 4.F prior to the start of his/her second season.

Case 6  
Eligibility at Mid-Year for Second Season Participant  

SITUATION:  
What are the eligibility requirements of a second season student-athlete entering his/her third semester or fourth quarter of full-time attendance?  

ANSWER:  
Before a student-athlete can participate in a second season of competition the requirements of Section 4.F must be satisfied.

Case 7  
Counting Developmental Classes for a Second Season Athlete  

SITUATION:  
Student-Athlete R is a second-season athlete and has earned a total of 36 hours over 3 full-time terms. Three (3) of the 36 hours are from a developmental class (Math 001) which Student-Athlete R successfully completed during his/her last term of enrollment. Can the three (3) credits for the Math 001 course be counted to meet NJCAA eligibility requirements?  

ANSWER:  
Due to the fact Student-Athlete R successfully exited the developmental class, three (3) hours may be used to meet NJCAA eligibility requirements for a second season of participation. However, if student-Athlete R had not successfully exited the class, no hours could be used to satisfy section 4.E and or 4.F.

ARTICLE V, SECTION 4.G – Full Time, Start of Season  

Case 1  
Joining Team after Season Begins  

SITUATION:  
Student-Athlete R passes 12 credit hours with a GPA of 2.54 during the first quarter at Community College A and decides to join the basketball team at the beginning of the second quarter. Assuming that basketball spans the first and second quarters at Community College A, is Student-Athlete R eligible to participate?  

ANSWER:  
Yes. Even though the sport was in progress, Student-Athlete R was enrolled as a full-time student at Community College A by the 15th calendar day of the term and is therefore immediately eligible.

Case 2  
Sections 4.B and 4.G – Student-Athlete Enrolls Full-time after the 15th Day of the Term but before the Start of the Season – Eligible  

SITUATION:  
The men’s basketball season at Community College A starts on November 2. Student-Athlete R does not enroll full-time by the 15th calendar day of the fall term and is therefore ineligible for participation during the fall term as per Section 4.B. However, if Student-Athlete R enrolls full-time on October 20, is he eligible to participate during the spring term if he is academically eligible after the end of the fall term?  

ANSWER:  
Yes. According to Section 4.G, Student-Athlete R would need to be enrolled full-time before the regular season of the sport begins which in this case is November 2. Again, if he is academically eligible satisfying the eligibility requirements in Section 4, he will be eligible for the spring term by enrolling full-time before the start of the basketball season during the fall term.
Case 3
Sections 4.B and 4.G – Student-Athlete Enrolls Full-time after 15th Day of the Term and after the Start of the Season – Ineligible

SITUATION:
Student-Athlete R wants to participate in basketball during the season which starts on November 5, however he does not enroll full-time until November 15. Is he eligible to compete during the spring term if he is academically eligible?

ANSWER:
No. Because the student-athlete was not enrolled full-time before November 5, the start of the basketball season, he is not eligible as per Section 4.G. Student-Athlete R must have been enrolled full-time before the regular season schedule of a sport begins to be eligible to compete during the second term of a two-term sport.

Case 4
Two-Term Sport Example: New Enrollee for 2nd Quarter with Season in Progress

SITUATION:
Community College A begins their basketball season on November 16. Their fall quarter ends on November 16 and the winter quarter begins on November 28. Can Student-Athlete R, a new enrollee for the winter quarter, participate as a member of Community College A's basketball team?

ANSWER:
No. The basketball season began during the fall quarter, which did not end until midnight November 16.

NOTE: The NJCAA utilizes the date listed in the current college catalog to determine the ending date of the term, and the beginning date of the next term.

Case 5
Two-Term Sport Example: New Enrollee for Spring term with Season in Progress

SITUATION:
Following Student-Athlete R's high school graduation in June, Student-Athlete R does not attend any college in the following fall term and then enrolls at Community College A during the spring semester. Is Student-Athlete R eligible to compete on Community College A's basketball team, which has a schedule that spans both the fall and spring semesters?

ANSWER:
No. Student-Athlete R is ineligible to compete in basketball during the spring semester because the first possible enrollment period into Community College A following the student-athlete's official graduation from high school was the fall semester, the term in which the sport started.

Case 6
Four-Year Institution Transfers – Two-Term Sport Example (Transferring Mid-Year)

SITUATION:
Student-Athlete R enrolls at a four-year institution as a freshman during the fall term following high school graduation. Student-Athlete R does not participate in any athletics. At the completion of the term, can Student-Athlete R transfer to Community College A for the spring term and participate as a member of their basketball team which began its schedule during the previous fall term?

ANSWER:
No. Section 4.G requires that a student-athlete be enrolled full-time at the college he/she chooses to participate during the term which the season of that sport begins.

Case 7
Joining the Team after Part-time Enrollment

SITUATION:
Student-Athlete R who had never previously attended college enrolls at Community College A for the fall semester in 9 credit hours which he/she passes with a GPA of 1.50. The basketball season at Community College A spans over the fall and spring semesters. Is Student-Athlete R eligible to compete on the intercollegiate basketball team at Community College A during the spring semester if he/she enrolls as a full-time student-athlete?

ANSWER:
No. This Section requires a student-athlete to be in full-time enrollment during the term the sport starts in order to be eligible to compete in that sport during the following term.

Case 8
Joining the Team after Part-time Enrollment

SITUATION:
Student-Athlete R enrolls in 12 credit hours at Community College A at the beginning of the fall term. Before the 15th calendar day, Student-Athlete R withdraws from a 3-credit hour course. Will Student-Athlete R be eligible to participate on Community College A's basketball team at the conclusion of the fall term?

ANSWER:
No. Student-Athlete R's status during the fall term is that of a part-time student even though he/she initially enrolled as a full-time student-athlete. Student-Athlete R must maintain enrollment in 12 or more credit hours beyond the 15th calendar day to be considered full-time during the fall term.
Case 9
Dropping Below Full-time Status and Adding to Become Full-time by the 15th Calendar Day

SITUATION:
Student-Athlete R is a member of the softball program at Community College A and enrolls in 14 credit hours by the 15th calendar day of the spring term. The spring term began on January 15 and on January 20 she drops a 3-credit hour class bringing her to part-time status with 11-credit hours. On January 25, she adds a 3-credit hour class and she maintains full-time status throughout the spring term. The softball season starts on February 1. Is she eligible to participate during this season?

ANSWER:
Yes. Student-Athlete R was full-time by the 15th calendar day of the term (January 29) and she is compliant with Article V, Section 4.B. The drop of the one class and addition of a different class all occurred before the 15th calendar day of the spring term, therefore she was full-time by the 15th calendar day of the term to become eligible for the term.

Case 10
Participation between Terms

SITUATION:
Community College A begins their basketball season on November 26. Their fall quarter ends on November 22 and the winter quarter will begin on December 1. Student-Athlete R has not attended any college since his/her high school graduation and plans to enroll for the winter quarter. Is Student-Athlete R eligible to begin participation on November 26?

ANSWER:
Yes. Student-Athlete R may participate in basketball during the winter quarter providing he/she is appropriately registered or pre-enrolled in full-time hours for the next term.

Case 11
Section 4.G.1 – First Opportunity for Enrollment After Released from the Military

SITUATION:
After completing one academic year at Community College A, Student-Athlete R enlists in the military service. Student-Athlete R serves 24 months and is released from the military with an honorable discharge. Student-Athlete R was released in time to enroll at Community College B for the fall term. However, the student-athlete decides to wait until the next term to enroll in order to earn money to attend college. Is Student-Athlete R eligible to participate in basketball which spans over the fall and spring term?

ANSWER:
No. Section 4.G.1 requires student-athletes to enroll at the first possible enrollment date following their official Honorable Discharge from the military.

Case 12
Section 4.G.2 – First Opportunity for Enrollment after Completing a Religious Mission

SITUATION:
Student-Athlete R returns from a religious mission on September 22 and would like to enroll at Community College A. Because September 22 was the last day to register for enrolling new students, Student-Athlete R was not allowed to enroll until the spring term. As a result, Student-Athlete R enrolls in a four-year institution located in his/her home town. If Student-Athlete R transfers to Community College A for the spring term, will he/she be eligible to participate in those sports which began during the first term?

ANSWER:
Yes. In this particular case, Student-Athlete R will be enrolling at Community College A on the first possible opportunity following his/her release from a religious mission and therefore, eligible under the provisions of Section 4.G.2. Approval must be granted by the Office of Eligibility prior to the student’s participation in the spring term.

Case 13
Section 4.G.3 – Mid-Year High School Graduate

SITUATION:
Student-Athlete R graduates from high school in January and enrolls in Community College A shortly thereafter at the beginning of the spring semester. Is Student-Athlete R eligible to play basketball which spans the fall and spring semesters?

ANSWER:
Yes. Student-Athlete R is eligible to play immediately because he/she enrolled as a full-time student on the first possible enrollment period following his/her official graduation from high school even though basketball spans both semesters. Student-Athlete R may begin participation in a scheduled contest any time after the completion of the preceding term. Student-Athlete R must be submitted on an eligibility form to be officially eligible.
Case 14
Section 4.G.3 – Mid-Year High School Graduate – Requirement Prior to Second Season

SITUATION:
Student-Athlete R graduates from high school in January and enters Community College A shortly thereafter, which is at the beginning of the spring semester, participating in basketball. Student-Athlete R passes 12 credit hours with a 2.00 GPA during the spring semester. What are the requirements for Student-Athlete R prior to a second season of participation?

ANSWER:
Student-Athlete R may participate during the subsequent fall semester at Community College A even though he/she may not have satisfied Section 4.F from one full-time term. Because his/her eligibility cannot be submitted online, a hard copy of the Preview Copy of the eligibility form must be mailed/faxed to the National Office along with the appropriate documentation prior to participation. At the completion of the fall semester Student-Athlete R must meet the academic requirements of Section 4.F.

NOTE:
If the student-athlete did not earn 12 hours with a 1.75 GPA from his/her first term of attendance and participation, which in this case is the spring term, he/she would not be eligible for the following fall term.

Case 15
GED Recipient after Season Begins

SITUATION:
Student-Athlete R does not graduate with his/her high school graduating class and does not complete his/her high school requirements prior to the beginning of the fall term. Instead, Student-Athlete R takes and passes the GED in November. Can Student-Athlete R enroll at Community College A for the spring semester and participate in basketball which opened its season during the fall semester and when can Student-Athlete R begin participating on the team?

ANSWER:
If Student-Athlete R satisfies the entry requirements at Community College A, he/she can participate as a member of the basketball team which began its season during the fall semester. Student-Athlete R can participate in a scheduled contest any time after the completion of the preceding term and must be enrolled full-time by the 15th calendar day of the spring term. Student-Athlete R must be submitted to the online eligibility form before participating.

Case 16
Section 4.G.4 – NJCAA College that Drops a Sport

SITUATION:
Student-Athlete R initially enrolls at Community College A with the anticipation of participating on their basketball team. Six weeks after the beginning of the school year, Community College A drops their basketball program. Immediately upon notification of the status of the basketball program, Student-Athlete R drops out of college. At the beginning of the following term, Student-Athlete R enrolls at Community College B which has a basketball program that began its season during the fall term. Is Student-Athlete R eligible to participate in basketball upon enrollment at Community College B?

ANSWER:
No. The fact that Student-Athlete R did not finish the term at Community College A eliminates any possibility that he/she will be eligible at Community College B. If Student-Athlete R had finished the term at Community College A and satisfied the academic requirements, he/she could have joined the team at Community College B beginning anytime after the completion of the fall term.

Case 17
Section 4.G.4 – NJCAA College that Cancels remainder of Season after Games have been Played

SITUATION:
Community College A begins their basketball season during the fall term. At the end of the fall term, Community College A decides to discontinue their basketball program. Can student-athletes who participated as members of the Community College A team transfer to Community College B and join their team during the following term?

ANSWER:
Yes. The student-athletes may transfer to any member NJCAA college and begin participation after the completion of the term as long as they are academically eligible. Student-athletes may also apply for a hardship to regain that year of eligibility only if he/she does not participate at another college during that same academic year.

Case 18
Section 4.G.4 – NJCAA College that Cancels remainder of Season after Games have been Played

SITUATION:
Community College A begins their basketball season during the fall term. At the end of the fall term, Community College A determines that an insufficient number of players remain on the team due to academic and discipline issues and is unable to complete the season. Community College A makes the decision to cancel the remainder of the season. The college will field a basketball team the following year. Can student-athletes who participated as members of the Community College A team transfer to Community College B and join their team during the following term?

ANSWER:
No, Community College A has only cancelled the remainder of the season and has not dropped the program. Student-athletes may apply for a hardship to regain that year of eligibility provided they meet the hardship parameters.
Case 19
Section 4.G.5 – Multi-Campus Interpretation

SITUATION:
Multi-campus institutions paying a single NJCAA membership, may allow athletes to participate at a campus while simultaneously being enrolled full-time at another campus, under the following guidelines:
1. The various campuses involved have a common title.
2. The various campuses involved have a common CEO.
3. The various campuses involved are not individually accredited.
4. The various campuses do not duplicate any sports.
5. The various campuses must designate one individual per system as the contact.
6. Multi-campus designation must be approved by the NJCAA.

Case 20
Section 4.G.5 – Multi-Campus Participation

SITUATION:
Student-Athlete R enrolls full-time in an NJCAA institution with three campuses. Each campus pays dues to the NJCAA for the upcoming academic year. Basketball is offered on Campus A and on Campus B. Student-Athlete R attends Campus C, which does not offer basketball. May Student-Athlete R participate in basketball at Campus A? May Student-Athlete R participate in basketball at Campus B?

ANSWER:
No, the three campuses do not qualify for the multi-campus designation as they duplicate sports as well as have three independent NJCAA memberships. Student-Athlete R is not eligible to play basketball unless enrolled as a full time student at either Campus A or Campus B. Student-Athletes must be enrolled in 12 or more credits at the college at which they choose to participate.

ARTICLE V, SECTION 4.H – Fall Term Records

Case 1
Sport Season Which Spans Over Two Terms – GOLF

SITUATION:
Community College A is a member of a conference which conducts regular season golf matches during the fall and spring terms. The matches which are conducted during the fall and spring terms are used to determine a regional champion. If a student-athlete participates only during the fall term, but not during the spring, will he/she have used a season of spring golf?

ANSWER:
Yes. Because the records are carried over into the spring term, golf at Community College A is a two-term sport and not a sport with two seasons (a fall season and a separate spring season). The eligibility requirements will be like the sport of basketball with a continued season. A student-athlete's participation during the fall term will count as a full season of golf eligibility.

Case 2
Participation at Two Different Colleges during the Same Year – TENNIS

SITUATION:
Student-Athlete R attends Four-Year Institution X during the fall term and participates in their fall tennis program. Is Student-Athlete R eligible to participate in tennis at Community College A during the spring term of the same academic year if all other eligibility rules are satisfied?

ANSWER:
Yes. In those sports listed under Section 4.H, a student-athlete can participate at two different colleges during the same academic year providing the fall season at the four-year institution was not their regular season of competition and the fall season records at Community College A are not carried over from the fall to the spring season.

Case 3
Records Carried over to the Spring Season – BASEBALL

SITUATION:
Community College A utilizes their fall baseball season as their league season, and wants to carry the records over to the spring season. May student-athletes that were not full-time students at Community College A in the fall participate in the spring baseball season?

ANSWER:
No. In this case the baseball season at Community College A will be considered as a two-term sport and not a sport with two seasons (a fall season and a separate spring season). The eligibility requirements will be like the sport of basketball with a continued season.

ARTICLE V, SECTION 4.I – Part-time Rule

Case 1

SITUATION:
Can a student who had been enrolled at a member college for the past two years and has never been enrolled as a full time student participate on a NJCAA certified athletic team without enrolling as a full-time student?

ANSWER:
No, effective August 1, 2012 all student-athletes participating in the NJCAA must be full-time students. The exception which had previously existed for part-time students has been deleted from the bylaws.
### Case 1

**Section 4.J.2.a – Student’s Class Schedule**

**SITUATION:**  
Student-Athlete R’s class schedule for the fall term is showing that he/she is enrolled in 13 hours. Will a certified learning disability be approved by the National Office?

**ANSWER:**  
No. As per Section 4.J.2 the “appropriate institutional academic authority (e.g., registrar) that the institution has defined the student-athlete's full-time enrollment to be less than twelve (12) credit hours to compensate for the student-athlete's disability.” Therefore if the student is enrolled in more than 12 hours, the college has not deemed that less than 12 hours is appropriate for the student’s disability.

### Case 2

**Section 4.J.4.d – Written Documentation of Certified Disability**

**SITUATION:**  
Community College A submits documentation to the NJCAA National Office relative to a certified disability for Student-Athlete R. The documentation is from the summer of 2007, during Student-Athlete R's high school enrollment. Will this documentation suffice, or will an updated evaluation be required?

**ANSWER:**  
The NJCAA would like to have a current diagnosis, which should have been made within the last three years. Circumstances of the case may allow the NJCAA to waive this requirement.

### Case 3

**Institutional Policies on Disabled Student-Athletes**

**SITUATION:**  
Community College A does not have a policy or a program in place for disabled students at their institution. Can Community College A receive relief under the provisions of the NJCAA disabled student-athlete policy?

**ANSWER:**  
No. The NJCAA’s policy requires that the student-athlete in question be in the college program designed to support and accommodate the student-athlete's disability.

### Case 4

**Exempt Rules for Disabled Student-Athletes**

**SITUATION:**  
Which NJCAA regulations can be adjusted or exempted under the disabled student-athlete policy?

**ANSWER:**  
The eligibility regulations set forth in Article V, Sections 4.C, 4.D, 4.E and 4.F may be granted adjustments to or exemptions from. These sections refer to full-time enrollment and previous term eligibility requirements. Disabled Student-Athlete adjustments and or exemptions must be approved by the NJCAA National Office prior to participation.

### Case 5

**Student-Athlete Notification to the College**

**SITUATION:**  
Does the student-athlete have an obligation to notify the college of his/her disability prior to the beginning of the academic term or year?

**ANSWER:**  
Yes. Any student-athlete applying for relief under this section must notify the college of his/her disability prior to the beginning of the academic term or year as per the American Disabilities Act (ADA) of 1990. If the student-athlete does not notify the college and therefore does not enroll in the support program offered by the college, relief cannot be granted until the following academic year.

### Case 6

**Disabled Student-Athlete – Second Season**

**SITUATION:**  
Student-Athlete R has a certified learning disability and has been approved through the NJCAA National Office to participate while being enrolled in less than 12 credit hours. Student-Athlete R participated in one season of intercollegiate soccer. What is the number of credits the student will need to have successfully accumulated in order to participate in a second season of NJCAA soccer?

**ANSWER:**  
The second season requirement for Student-Athlete R under these circumstances would be as follows. Assuming the NJCAA National Office approved the student for participation while being enrolled in nine (9) credit hours during his/her first season of participation, the number would double for the second year requirement. Student-Athlete R would be required to have passed 18 credits with a 2.0 GPA prior to their second season of participation to be eligible. If the approval had been for eleven (11) hours then the second year requirement would be 22 credits at a 2.0 level.
### Case 7

**Disabled Student-Athlete – Continued Participation in a Two Term Sport**

**SITUATION:**
Student-Athlete R has a certified learning disability and has been approved through the NJCAA National Office to participate while being enrolled in less than 12 credit hours. Student-Athlete R has been approved to participate while being enrolled in nine (9) credits hours. Student-Athlete R is a basketball athlete. What is the requirement for this student to continue to participate on the basketball team during the spring term?

**ANSWER:**
The student is required to have accumulated nine (9) credits at a 1.75 level in order to meet the requirements of Article V, Section 4.D (one previous full time term) and maintain his/her eligibility.

### ARTICLE V, SECTION 4.K – CLEP Credits

#### Case 1

**SITUATION:**
Student-Athlete R wants to use CLEP Tests to earn college credits towards his degree. How many CLEP credits may Student-Athlete R use towards academic eligibility at the NJCAA?

**ANSWER:**
According to Bylaw Article V, Section 4.K, "student-athletes may use a maximum of eight (8) earned credits accumulated from passing CLEP examinations for the NJCAA athletic purposes. This limit of eight (8) credits is per discipline.

#### Case 2

**SITUATION:**
Student-Athlete R is scheduled to take two CLEP tests (6 credits) the first week of the fall term. Is the student able to use these CLEP tests as part of his/her enrollment requirement for the fall term? If possible they want to take a traditional six (6) credits of classes along with the six (6) credits of CLEP tests and have that count as full time enrollment for the fall term. Is this permissible?

**ANSWER:**
No. CLEP exams may not be used for enrollment purposes. If the student passes these courses, they may only be used to meet accumulation rules of NJCAA eligibility.

### ARTICLE V, SECTION 5 – Withdrawing from Classes

*Also refer to the Cases regarding withdrawing from full-time status located in Article V, Section 4.C – Maintaining Full-Time Status.*

#### Case 1

**Section 5.A – Withdrawal within Fifteen Calendar Days and HAS NOT Participated**

**SITUATION:**
Student-Athlete R, a first term freshman, enrolls at Community College A as a full-time student for the fall term. Within 15 calendar days of the fall term Student-Athlete R withdraws to part-time status. What is Student-Athlete R's status for participation during the current academic year?

**ANSWER:**
Student-Athlete R may not participate in any sports during the fall term if he/she remains part-time past the 15th day of the term. However, if Student-Athlete R does enroll full-time within the first 15 calendar days of the fall term, he/she will be able to participate during that term.

Student-Athlete R would be eligible for participation in those sports during a subsequent spring term provided he/she enrolls in 12 credit hours. Since Student-Athlete R withdrawal within the first 15 days of the fall term, this term would count as a part-time term due to his/her non-participation.

#### Case 2

**Section 5.A – Withdrawal after Fifteen Calendar Days and HAS Participated**

**SITUATION:**
Student-Athlete R enrolls full-time at Community College A, has participated in one soccer game and withdraws after 15 calendar days of the fall term. Will this withdraw effect Student-Athlete R for future NJCAA eligibility?

**ANSWER:**
Yes. This term must count as a full-time term of attendance for any future NJCAA eligibility evaluation because he/she withdrew after the 15th calendar day of the term. This season will also count as Student-Athlete R’s first season in soccer.
Case 3

Section 5.B – Withdrawals within Fifteen Calendar Days and HAS Participated

SITUATION:
Prior to the beginning of the fall term Student-Athlete R, a first term freshman, participates in a cross country meet. Subsequently, Student-Athlete R completely withdraws from the college before the 15th calendar day of the fall term. What is the status of Student-Athlete R for participation during the spring term in outdoor track and field? Did Student-Athlete R use a season of eligibility in cross country?

ANSWER:
Yes. Student-Athlete R used a season of eligibility in cross country because of his/her participation and must accumulate 24 semester or 28/36 quarter hours with a 2.0 GPA prior to a second season in cross country (Section 4.F). Student-Athlete R would not be eligible for his/her first season of outdoor track and field because his/her participation makes the fall term count as a term of attendance and therefore he/she does not satisfy Section 4.D or 4.E prior to the subsequent spring season of outdoor track and field.

Case 4

Withdrawal while Season is in Progress

SITUATION:
Student-Athlete R enrolls at Community College A as a full-time student for the fall semester. The basketball season at Community College A begins on November 26. The fall term at Community College A ends on December 20. Student-Athlete R drops to part-time status on December 4. When does Student-Athlete R become ineligible for competition? Will Student-Athlete R be eligible for the spring term?

ANSWER:
Student-Athlete R becomes immediately ineligible for competition 48 hours from the time of the drop. However if Student-Athlete R enrolls in enough credits to regain full-time status during the fall term, he/she may reinstate his/her eligibility and be eligible to participate as long as those hours start before the end of the season; in this case because the sport is basketball all 12 hours of class must start before the end of the fall term. Student-Athlete R must satisfy Section 4.D or 4.E to be eligible for the subsequent spring term.

Case 5

Withdrawing from Late Start Classes

SITUATION:
Student-Athlete R is a baseball player at Community College A and enrolls in 14 hours within the first 15 calendar days of the spring term. Eleven hours of class start with the first day of the term and a 3-credit hour class starts on March 1. Student-Athlete R is thinking about withdrawing from the late start class on March 4. Assuming he does not add another class during the spring term to maintain full-time status. Does Student-Athlete R have 15 calendar days from March 1st (the first day of the late start class) to withdraw from that class and NOT have that term count as a full-time term?

ANSWER:
The 15 calendar days to withdraw from class starts with the first day of the term. Therefore in this case the spring term will count as full-time for Student-Athlete R since he did not withdraw to part-time status within the first 15 calendar days of the spring term. Fifteen calendar days from the start dates for each individual class cannot be used in this rule. Because Student-Athlete R withdrew to part-time on March 4th that term will count as a full-time term due to his withdrawal after the 15th calendar day of the spring term. If he does not add enough hours to maintain full-time status, he will remain ineligible for the remainder of the spring term.

Case 6

Withdrawing from the Summer Session

SITUATION:
Student-Athlete R has enrolled as a full-time student at Community College A for the summer term that is made up of two, 8-week sessions. The student is taking 3 hours during Summer session I and 9 hours in Summer session II. If Student-Athlete R wishes to withdraw from one of his/her classes in Summer session II does the 15-calendar day from the beginning of the summer apply in this case to not have that term count as a full-time term?

ANSWER:
Student-Athlete R has 15-calendar days from the start of the summer session I to withdraw from those classes and 15-calendar days to withdraw from the summer session II to withdraw from those classes to part-time status and not have that term count as a full-time term towards eligibility. Although the student-athlete has taken and completed the summer session I class, he/she still has by the 15th calendar day of Summer session II to withdraw from the one class and not have that term count as a full-time term. In this case, the summer term is treated differently than a 16-week fall or spring semester.

However, if the college offers only one session during the summer and the student enrolls full-time by the 15th calendar day of the summer term that term counts as a full-time term. Likewise, the student would have until the 15th calendar day of the summer term to withdraw down to part-time status and not have that term count as a full-time term.
ARTICLE V, SECTION 6 – 18 Calendar Months Non-Attendance Rule

Case 1
Method of Counting Eighteen Calendar Months

SITUATION:
Before the completion of a term, Student-Athlete R withdraws from college. After a time lapse of approximately a year and a half of non-college attendance, Student-Athlete R decides to enroll at an NJCAA member college. How does one determine if Student-Athlete R satisfies the 18-calendar month rule of Section 6?

ANSWER:
The procedure is to count 18 full months beginning with the student-athlete’s official date of withdrawal as recorded by the college (i.e. February 15 to March 14 = 1 month). If the student-athlete did not officially withdraw, the countdown begins after the last day of the term which the student-athlete was enrolled as a full-time student. A 15-calendar day allowance will be given to benefit the student-athlete. If a student-athlete was not in full-time attendance 17 months and 15 days he/she will have satisfied this rule.

NOTE: If the student-athlete did not serve in the U.S. Armed Forces, a church mission or with a recognized foreign aid service of the United States Government the provisions of Section 4.F, 24 semester or 28/36 quarter hours prior to a second season of participation, must be met prior to participation.

Case 2
Eighteen Calendar Months after Participation

SITUATION:
Student-Athlete R attends Community College A during the course of two semesters and participates in basketball. Student-Athlete R has an accumulation of 22 semester credits. Student-Athlete R chooses to serve in the Armed Forces of the United States for the next two years. If Student-Athlete R returns to Community College A after not attending college for a period of 18-months or longer, is he/she immediately eligible to participate in a second season of basketball competition?

ANSWER:
Yes. Student-Athlete R is exempt from Section 4.F of the eligibility rules.

NOTE: Student-Athlete R must serve in the United States Armed Forces, a church mission or with a recognized foreign aid service of the United States Government to be exempt from the 24 semester or 28/36 quarter hour requirement for a second season athlete (4.F). Documentation of this service must be included in the eligibility packet.

Case 3
Eighteen Months Out, One Term Back

SITUATION:
Student-Athlete R attends college two full-time terms, passing only 15 credit hours with a 1.50 GPA, but does not participate in sports. Student-Athlete R joins the U.S. Military for two full calendar years, then returns in the fall term to participate in wrestling. Student-Athlete R is eligible for the fall term based upon the 18 calendar month rule exempting him from Section 4.E. However, Student-Athlete R passes only 10 out of 12 credit hours from the fall term. Is Student-Athlete R eligible for the spring term?

ANSWER:
No. Student-Athlete R is responsible for three previous full-time terms and therefore must have passed either 12 credit hours with a 2.00 GPA in the previous full-time term or 12 x 3 = 36 credit hours with a 2.0 GPA. Once the student-athlete enrolls full-time after the 18-month break, he/she may no longer use this exemption.

Case 4
Section 6 – 18 Month Non-Attendance Rule – Occurring Twice

SITUATION:
Student-Athlete R graduates from high school and attends Community College A for two terms during the 2005-2006 academic year and does not participate in intercollegiate athletics. He joins the military in August 2006 and is deployed for a period of 24 months. He comes back to Community College A, attends full-time, and participates in baseball during the spring 2009. He qualified for the 18-Month Non-Attendance Rule for spring 2009 eligibility. After the spring 2009 term he is unable to attend college as a full-time student for another 30 months. May he use the 18-Month Non-Attendance rule again and be eligible to compete for his second season of participation?

ANSWER:
Yes, as long as he has met Section 4.F prior to the start of his second season he is eligible to participate.

Case 5
Ten Month Church Mission

SITUATION:
Student-Athlete R participates in football at Community College A during the 2004 season. Student-Athlete R then goes on a certified mission with his church for a period of ten months. At this time, Student-Athlete R then enters the work force for one year. Is Student-Athlete R exempt from Article V, Section 4.F (second season requirement)?

ANSWER:
No. Section 6.B requires that the student-athlete be on a mission for eighteen (18) calendar months or longer in order to receive an exemption from Section 4.F. However, he/she is exempt from Sections 4.D and E.
ARTICLE V, SECTION 7 – Number of Seasons of Participation

Case 1
Section 7.A – Eligibility after Diploma

SITUATION:
Student-Athlete R was awarded a diploma upon completion of a one year drafting program at Community College A. After the lapse of a number of years, Student-Athlete R enrolls in the two-year construction technology curriculum at Community College A. Does the diploma preclude Student-Athlete R from being eligible to compete in the intercollegiate athletic program of Community College A?

ANSWER:
No. Even though awarded a diploma, Student-Athlete R remains eligible to participate for two seasons in any one sport, subject to the eligibility rules of the NJCAA.

Case 2
Certificate Programs at Technical or Trade Schools – How to count credits

SITUATION:
Student-Athlete R has attended a trade school for a period of time after high school graduation and has earned a certificate as well as 30-credit hours in welding. He is now attending Community College A full-time and wants to participate in athletics. How are these 30-credit hours counted towards his overall eligibility?

ANSWER:
If the welding program is only a certificate program and not a college degree program, the hours earned may not be used for eligibility purposes. Only if the certificate is earned in a college degree program, can those hours be counted towards eligibility.

Case 3
Section 7.A – Eligibility of a Community College Graduate

SITUATION:
After two years of college attendance, Student-Athlete R completes the degree requirements and graduates from Community College A. During the two years of college attendance, Student-Athlete R was a member of the basketball team during his/her freshman year and did not go out for the team during his/her second year of college. After graduating from Community College A, Student-Athlete R decides to return to the same college to obtain a degree in another subject. Can Student-Athlete R participate in basketball during his/her third year of college?

ANSWER:
Yes. The fact that he/she has already graduated from Community College A does not affect his/her eligibility in any one particular sport. Student-Athlete R's academic eligibility is based on the previous term or terms of full-time enrollment.

Case 4
Section 7.A – Eligibility of a Four-Year Institution Graduate

SITUATION:
Student-Athlete R, a graduate with a Bachelors Degree from a four-year institution, enrolls in Community College A as a full-time student. Is Student-Athlete R eligible to compete in bowling at Community College A if he/she has never competed collegiately?

ANSWER:
Yes. Even though Student-Athlete R has graduated from a four-year institution, he/she has two seasons of eligibility in any one of the certified sports of the NJCAA, subject to the academic provisions of the NJCAA.

Case 5
Section 7.A – Prep Schools- First year

SITUATION:
Student-Athlete R graduates from high school in May of 2011. During the 2011-2012 academic year he/she attends a prep school and participates in their basketball program and wishes to attend Community College A for the 2012-2013 year. Has he/she used a season of eligibility during the 2011-2012 year?

ANSWER:
No. The NJCAA would not count his/her participation at the prep school towards the two years of eligibility in the NJCAA. Therefore the 2011-2012 season will not count as a season of eligibility and Student-Athlete R will have two seasons of NJCAA eligibility in the sport of basketball. He/she would be entering Community College A as an incoming freshman and his/her delay of enrollment statement will need to be documented on the eligibility form.
Case 6
Section 7.a – Prep Schools- Second Year

SITUATION:
Student-Athlete graduates from high school in May 2010. He enrolls in a NJCAA member college for the fall 2010 and spring 2011 academic term and participates in his first season of basketball. In the 2011-2012 academic year the student attends a prep school and participates on their basketball team. The student enrolls at a NJCAA member school for the fall 2012 academic term as a full time student. Does this student have any NJCAA eligibility remaining in the sport of basketball?

ANSWER:
No. The NJCAA allows a student to attend a prep school immediately out of High School and participate in a sport without using a season of eligibility. The fact that this student has competed at a member college using his first season of NJCAA eligibility, then attends a prep school, it is the NJCAA’s interpretation that this student has used two seasons of eligibility in basketball and has exhausted his NJCAA eligibility. The only exception the NJCAA has for not counting prep school participation is when it is their first year of post high school participation.

Case 7
Section 7.A – Eligibility after a Break in Enrollment

SITUATION:
Student-Athlete R initially enrolls at a four-year institution. After four consecutive full-time terms of attendance, Student-Athlete R withdraws and does not attend for a period of five years. While at the four-year institution, Student-Athlete R did not participate in any athletics. If Student-Athlete R enrolls at a NJCAA member college, will he/she be eligible to participate in athletics?

ANSWER:
Yes. A student-athlete has unlimited terms (semesters, quarters, trimesters) to complete two seasons in any one particular sport.

Case 8
Section 7.A – Definition of a Season – FALL BASEBALL Example

SITUATION:
Student-Athlete R attends Community College A for one term and participates as a member of the fall baseball team. At the completion of the term, Student-Athlete R does not enroll at any college. The next academic year, Student-Athlete R enrolls at Community College B and after satisfying the transfer rules, is permitted to participate in the spring baseball program. How many seasons of baseball eligibility has Student-Athlete R completed after the spring season at Community College B?

ANSWER:
One. Student-Athlete R has completed one season in the fall and one season in the spring, and will have one season left at a NJCAA member college to compete in both fall and spring baseball. (Refer to Section 4.H).

Case 9
Section 7.A – Definition of a Season – GOLF Example

SITUATION:
Student-Athlete R attends Four-Year Institution X during the fall term and participates as a member of their golf team. After completing the term passing 15 credit hours with a 3.00 GPA, Student-Athlete R withdraws from Four-Year Institution X. The next academic year, Student-Athlete R enrolls at Community College B and participates in golf during the spring season. Is Student-Athlete R participating in his/her first or second season of spring golf?

ANSWER:
First. Since fall golf is considered a separate sport season from spring golf in the NJCAA, Student-Athlete R has two seasons of spring golf and one season left in fall golf. (Refer to Section 4.H.)

Case 10
Section 7.A – Number of Seasons – TENNIS Example

SITUATION:
Student-Athlete R participates in two seasons of fall tennis at a NJCAA member college which does not carry its record over to the spring term. How many seasons of spring tennis does Student-Athlete R have left?

ANSWER:
Two. Section 4.H provides for a fall season and a spring season in the following sports: Baseball, Bowling, Golf, Lacrosse, Softball, Soccer and Tennis. 
Note: If the records are carried over to the spring term then the student has exhausted their NJCAA eligibility in tennis as their participation in the fall will constitute a full year of participation both fall and spring season being used.

Case 11
Section 7.A – NJCAA College Offering Four-Year Degree

SITUATION:
Community College A offers four-year degrees in certain specialized areas of emphasis. May student-athletes at Community College A participate even though they may be in their junior or senior year academically?

ANSWER:
Yes. Student-athletes may only participate two seasons in each one of the NJCAA certified sports. Student-athletes may be in their junior year academically yet have only participated one season previously. Such student-athletes must be academically eligible and may only participate two seasons. The degree must be through the NJCAA member college, not part of a satellite program of a separate college. 
NOTE: Transcript must show hours gained through that NJCAA member college.
Case 12
Section 7.A – First Season in Two Different Sports

SITUATION:
The following is the academic record of Student-Athlete R:
- Fall semester - enrolls in and passes 12-credit hours with a 2.00 (Participates in soccer.)
- Spring semester - enrolls in and passes 6-credit hours with a 2.50
- Fall semester - enrolls in and passes 3-credit hours with a 3.00
Is Student-Athlete R eligible to participate in tennis in the upcoming term?

ANSWER:
Yes. This upcoming season will be the first season of participation in spring tennis. Student-Athlete R's eligibility is based upon the last full-time term of attendance in which Student-Athlete R passed 12-credit hours with a 2.00 GPA. Student-Athlete R does not need 24 semester hours because this will be the first season of participation in tennis.

Case 13
Section 7.B – Participation at Four-Year Institution (Junior Varsity)

SITUATION:
Student-Athlete R participates in one junior varsity basketball contest at a four-year institution. The next year Student-Athlete R transfers to Community College A. How many seasons in basketball does Student-Athlete R have at Community College A?

ANSWER:
One. This section allows only two seasons in any one sport regardless of the amount of playing time. It should also be noted that junior varsity participation is considered the same as varsity participation.

Case 14
Section 7.B – Dresses for Competition but No Participation

SITUATION:
Student-Athlete R, a member of a team competing on an intercollegiate level in an NJCAA certified sport at a community college or a four-year institution, dresses for and is a member of the squad or team for one game on the college's published schedule. Student-Athlete R did not compete in such athletic contest and immediately thereafter returned his/her uniform and withdrew as a member of the squad or team. Is Student-Athlete R charged with a year of competition in that particular sport?

ANSWER:
No. Student-Athlete R will not be charged with a season of competition because he/she did not actually participate in an athletic contest in that sport. Even if Student-Athlete R had participated in the pre-game warm-up and had his/her name been included in the official game book, the student-athlete would not be charged with a season of competition. In this case the member college must complete the non-participation form and submit the form online.

Case 15
Section 7.B – Participation in only One Contest

SITUATION:
Student-Athlete R, a member of Community College A's intercollegiate basketball team, dresses for and is a member of the basketball squad for the full year. Student-Athlete R only participates in one contest during the regular season. Has Student-Athlete R used a season of the eligibility for his/her participation in this one contest?

ANSWER:
Yes. Participation in any fraction of any regularly scheduled contest during the collegiate year shall constitute one season of participation in that sport.

Case 16
Section 7.B. – Community College Junior Varsity Program

SITUATION:
Community College A offers a junior varsity program in baseball, offering a schedule against other colleges' junior varsity teams and/or varsity teams. If the student-athletes participate in the junior varsity program do they use NJCAA eligibility?

ANSWER:
Yes. Community College A must file eligibility for all student-athletes involved and must furnish a schedule for the junior varsity program. No student-athlete may participate in more than the maximum number of contests allowed in that sport as defined by the NJCAA Sports Procedures. Each student-athlete involved in the junior varsity program should be informed that NJCAA eligibility is being utilized.
Case 17
A “How To” for Junior Varsity Eligibility

SITUATION:
If a member college has a varsity and a junior varsity team in the same sport, how is the college to submit eligibility?

ANSWER:
* The college is to keep records of those who are on each team and when they participate; varsity and JV. Student-athletes may not participate in more than the number of games scrimmages allowed as listed in the Sport Procedures. Baseball example: student-athletes are only allowed to play in 56 games in the spring season therefore if a student-athlete who participates on the JV team in 30 games and is moved up to the varsity team may only participate at the varsity level for a maximum of 26 games for a maximum of 56 games for the entire regular season.

* Stats accumulated in JV games are not to be submitted as national stats. Only stats earned at the varsity level are to be entered into the online stats program.

* Eligibility must be submitted for all students participating on either the JV or varsity team.

* Participation on either the JV or the varsity team constitutes a season of eligibility being used regardless of the number of games which they participated.

* In the case of an eligibility audit, all information for all student athletes in the program must be submitted regardless if they are on the JV or varsity program.

Case 18
Section 7.B – College “Club” team participation

SITUATION:
Student-Athlete R attended University X for two semesters and participated on the “club” soccer team during the fall semester. The club soccer team at University X regularly competes against other university club teams in the area but never against a varsity team. Student-Athlete R transfers to Community College A and wants to play soccer. How many seasons of NJCAA eligibility does he have remaining?

ANSWER:
Student-Athlete R has one (1) season of NJCAA eligibility remaining in the sport of soccer. Participation in intercollegiate sports regardless of the level (varsity, JV, club) will utilize a season of NJCAA eligibility.

Case 19
Section 7.B – Participation in the Canadian College Baseball Conference (CCBC) or a Similar Canadian College or University Affiliated Baseball League

SITUATION:
Student-Athlete R graduated high school in May 2011 and spent that following academic year (2011-2012) attending a college in Canada that has a baseball program affiliated with the Canadian College Baseball Conference (CCBC), formally known as the British Columbia College Baseball League (BCCBL). After the end of the academic year and his first season of baseball participation in the CCBC Student-Athlete R wants to transfer to an NJCAA member college to play baseball. Has Student-Athlete R used a season of eligibility participating for a team in the CCBC? Is Student-Athlete R eligible for participation at the NJCAA member college?

ANSWER:
Yes, Student-Athlete R has used one season of eligibility in baseball. The NJCAA will be counting participation on a CCBC team or similar Canadian college or university affiliated league as using eligibility within the NJCAA. This participation includes participation at the varsity and club levels as well as participating as either a part-time or full-time student at that college/university.

Therefore, Student-Athlete R’s participation on the CCBC team during the 2011-2012 academic year will be counted as a first season of eligibility. In order to be eligible for participation at the NJCAA member college, Student-Athlete R will need to satisfy Section 4.F as well as the other eligibility rules for a non-United States citizen and transfer student.

Case 20
Transfer Tracking Form

SITUATION:
If you have a transfer student from another college (member or non-member) is there a form used to gather information from that college regarding the student-athlete’s previous participation/non-participation?

ANSWER:
Yes. The Transfer Tracking Form, which is not mandated by the NJCAA, has been created for a member college to send to a student-athlete’s previous college(s) to gather information regarding that student’s previous participation or non-participation on a varsity, JV, club team, etc. This form is to be signed by the other college and if completed accurately by the college is a valid record of that student’s participation. The student-athlete’s word may be taken, however it is the NJCAA member college’s responsibility to gather all information needed in determining the student-athlete’s eligibility.
ARTICLE V, SECTION 8 – Hardships

Case 1

Procedure for Hardship Application

SITUATION:

What is the proper procedure for requesting a NJCAA Hardship Waiver?

ANSWER:

There are two types of hardships that can be applied for through the NJCAA Office of Eligibility.

Hardship #1 involves an injury or illness that results in the student-athlete's inability to complete a season and must be documented with a medical doctor's statement.

Hardship #2 involves cases other than those effecting a season of competition that are beyond the student-athlete’s control.

There are application forms for each type of hardship available on www.njcaa.org/schools. Each form must be completed and signed by all parties with each request. Hardships may not be submitted to the National Office by student-athletes, parents or other outside parties unrelated to the college. The following information must be included with each request:

1. Letter from the Athletic Director explaining the situation, circumstances, amount of participation, etc.,
2. All student-athlete's post-secondary/college transcripts,
3. Documented proof of the hardship (i.e., physician's statements, medical records, letters of verification from parents and others who are familiar with the case) and,
4. Printed schedule with the student-athlete’s participation in each contest identified on the schedule.

Case 2

Medical Hardship – Second Half of Season

SITUATION:

Community College A has an 11-game football schedule. Student-Athlete R is injured during the first half of the college's sixth game and as a result is incapacitated for the remainder of the college's intercollegiate football season. Is Student-Athlete R's injury considered to have occurred during the first half of the college's season?

ANSWER:

No. In as much as the injury or illness occurred in the sixth contest of an 11-game schedule, the participation would be considered as having occurred during the second half of the institution's season and would not be approved by the National Office.

Case 3

Medical Hardship – Second Half of Season

SITUATION:

Student-Athlete R participates in the first two outdoor track and field meets of a 10-meet schedule prior to an injury. Student-Athlete R did not participate in any other scheduled meets until the last meet of the regular season schedule, the conference championship. Will Student-Athlete R qualify for an additional year of eligibility under the hardship rule if he/she enters an event at the conference championship meet and immediately drops from the event because of the original injury?

ANSWER:

No. If Student-Athlete R competed during the second half of the season schedule, he/she will not be granted a hardship season even though his/her competition during the conference championship was on a limited basis and came as a result of the original injury. In reality, the original injury did not result in incapacity to compete for the remainder of the season.

Case 4

Medical Hardship – Participation in More than 20% but in Only 2 Contests

SITUATION:

Student-Athlete R is in training for the NJCAA Half-Marathon Championship. In preparation for that event, Community College A registers Student-Athlete A to compete in four road races. During the second road race, Student-Athlete R incurs a season ending injury. Is Student-Athlete R eligible to receive a medical hardship for that season?

ANSWER:

Yes. Although participation in two of four road races constitutes 50% of the regular season schedule, NJCAA hardship regulations allow for a student-athlete to participate in no more than 20 percent of the college’s regular season schedule OR have participated in no more than two of the institutions’ completed events in that sport, whichever is greater. Because Student-Athlete R participated in only two road races and those races were in the first half of the schedule, he/she would be eligible to receive a hardship.

Case 5

How Post-Season Contests Affect the Hardship Rule

SITUATION:

Community College A conducts a 30-game schedule in basketball which includes a conference championship at the end of the season. Subsequent to the 30 games, Community College A participates in regional competition. When determining 20 percent and the first half of the regular season schedule for the application of the hardship rule, does one include post-season contests such as the regional tournaments?

ANSWER:

No. For the purpose of this bylaw, the regular season schedule excludes any games or contests which are used to qualify teams for national competition. In this case, a student-athlete must be incapacitated as the result of an illness or injury during the first 15 games of the 30-game schedule and he/she could not have participated in more than six games which is 20% of the regular season.
Case 6
When to Apply for the Hardship

SITUATION:
Student-Athlete R participates for Community College A in one wrestling match during the 2011-2012 season and is injured. Student-Athlete R wants to participate for Community College A during the 2012-2013 season. When should Community College A file for NJCAA hardship approval?

ANSWER:
Community College A should file for hardship approval immediately following the end of the 2011-2012 season in case the student-athlete returns to participation during that season. Under no circumstance may Student-Athlete R begin a third season of wrestling under the assumption that "approval will be granted". Prior hardship approval must be granted by the NJCAA National Office before Student-Athlete R may begin participation in his hardship season.

NOTE: Hardships may not be granted retroactively after participation in a third season of competition has already begun.

Case 7
Application of the Hardship Rule for Multi-Team Events

SITUATION:
A college offers individual sports (i.e., cross country, golf, swimming, tennis, track and field, wrestling) as well as team sports (baseball, basketball, ice hockey, lacrosse, soccer, softball, volleyball). For the purpose of determining the number of contests in which a student-athlete participates prior to an incapacitating injury or illness, how are tournaments and multiple team vs. team events treated in terms of being considered a contest?

ANSWER:
In individual sports as listed above, any competition involving participants from more than two institutions conducted and organized as one event at one location on one calendar day (i.e., triple dual meet in wrestling, team invitational track meet) shall count as one contest, even though team scores against all participating colleges are kept separately or the student-athletes participate against more than one opponent. Each day of an individual's participation in a tournament or meet in an individual sport shall count as one contest.

An institution's participation against another institution in each contest in a tournament, doubleheader or multiple team engagement in team sports shall count as one contest. For example, a doubleheader on the same day in baseball would count as two games. A doubleheader in softball would count as one date. (Please refer to Article V, Section 19 – Sport Procedures for when to use games/contests and dates for hardship submissions to the National Office.)

Case 8
Hardship during First Season

SITUATION:
Student-Athlete R participates in the first cross country meet of his/her first term of college. Prior to the next scheduled meet, Student-Athlete R becomes seriously ill and withdraws completely from the term and does not attend the following spring term. If Student-Athlete R returns to college the following year, will he/she be eligible to participate in cross country?

ANSWER:
If a hardship is approved by the NJCAA Office of Eligibility, Student-Athlete R may participate in his/her first season of competition. To participate in a second season, regardless of hardship approval, Student-Athlete R must have passed an accumulation of 24 semester credit hours or 28/36 quarter credit hours with a 2.00 GPA or higher.

Case 9
Application of the Hardship Rule

SITUATION:
Student-Athlete R is injured and incapacitated during the third game of a 32-game schedule. The NJCAA Office grants a hardship season. Are there any stipulations connected with the hardship?

ANSWER:
Yes. The hardship granted by the NJCAA only pertains to eligibility within the NJCAA, and is not subject to automatic approval by any other intercollegiate athletic organization. Beginning with August 1, 1996 those hardships awarded by the NJCAA will grant an entire season of participation back to the student-athlete.

Case 10
Application of the Hardship Rule

SITUATION:
While enrolled at Community College A, Student-Athlete R becomes ill and withdraws completely from college prior to the completion of the term. Prior to the term in which he/she withdrew, Student-Athlete R did not satisfy the provisions of Section 4.F. Will Student-Athlete R be granted a hardship based on the illness which prevented him/her from completing the term?

ANSWER:
No. Student-Athlete R will not be eligible to participate in a subsequent term because he/she was not academically successful prior to the hardship term. It should be noted that there will be no exceptions to Section 4.F; student-athletes must pass an accumulation of 24 semester credit hours or 28/36 quarter credit hours prior to a second season of competition.

Case 11
Application of the Hardship Rule

SITUATION:
Student-Athlete R initially enrolls in Community College A and participates in football. Student-Athlete R is injured during the second game and as a result is incapacitated for the remainder of the college's intercollegiate football season. How many contests must Student-Athlete R sit out during the hardship season?

ANSWER:
No contests. Hardship situations that occur after August 1, 1996 will not be required to sit out any games if the hardship is awarded.
Case 12
Application of the Hardship Rule – Baseball Example

SITUATION:
Student-Athlete R is a pitcher for Community College A’s baseball team and pitches in the first 8 games of a 56-game schedule. In the 40th game, he pitches in 3 innings then has a season ending injury. Will a medical hardship be approved for Student-Athlete R?

ANSWER:
No. Although Student-Athlete R has played under 20% of the season, he has played past the halfway point during the season. The halfway point of the season was game 28. Participation in any fraction of any regularly scheduled contest shall constitute as one contest. In this case, pitching in one inning constitutes as playing in one game.

Case 13
Hardship from a Four-Year Institution

SITUATION:
Student-Athlete R attends a four-year institution as a first year student-athlete and is injured in the first soccer match of the season. What process should be followed in order to regain that season of eligibility if the student-athlete transfers to a NJCAA member institution?

ANSWER:
The four-year institution must first apply for hardship status with the association/athletic conference that governs athletics at their level. If Student-Athlete R gains hardship approval from the NCAA or the NAIA, the NJCAA will then review this approval to see if the student-athlete meets NJCAA guidelines. Approval from the four-year governing body must be granted prior to review by the NJCAA.

NOTE: The NJCAA cannot rule on hardships of an academic or athletic nature that occurred at a non-member institution.

Case 14
Definition of a “Red-Shirt”

SITUATION:
Student-Athlete R participates in two baseball games early in the season, and then does not participate for the remainder of the season. There is no injury or illness situation present that causes Student-Athlete R to cease participation. May Student-Athlete R regain this season of NJCAA baseball?

ANSWER:
No. Once a student-athlete participates in one contest, the only avenue to regain a season of eligibility is through the injury/illness provisions of Section 8. Within the NJCAA, the term red-shirt would only refer to a student-athlete that does not participate in any game or contest during the season. During this red-shirt season, the student-athlete may not participate in open competition using college expenses, equipment, etc.

Case 15
Required in the Medical Documentation

SITUATION:
When applying for a NJCAA Medical Hardship what is the minimum information that is required from the doctor?

ANSWER:
At a minimum, the information from the Medical Doctor must include the following for hardship consideration.
1. Name of patient
2. Date patient was seen by doctor.
3. Detailed diagnosis of the injury.
4. Plan of treatment for the injury.
5. Projected recovery time.

This information must be on the doctor’s letterhead and signed by the Medical Doctor (MD).

ARTICLE V, SECTION 9 – Physical Exams

Case 1
Physical Examinations

SITUATION:
Community College A uses a player who did not pass a physical examination in compliance with this Section. Does this subject the college and/or the person involved to any penalty or sanctions?

ANSWER:
Yes. Community College A must forfeit all the games in which the player competed. In addition, if it can be proved that this was done knowingly, the college shall be subject to the penalty of Section 17.B.
Case 2
Date of Physical Examination

SITUATION:
In order to meet the entrance requirements of Community College B, high school Student-Athlete R receives a physical exam on March 15, 2012. Will this physical exam meet the provision of Section 9 qualifying Student-Athlete R to compete in all sports for the 2012-2013 academic year?

ANSWER:
The physical examination date of March 15 will qualify Student-Athlete R to participate in those sports which have their first scheduled contest on or before March 15, 2012. It will be necessary for Student-Athlete R to be re-examined for those sports which begin their season schedule after March 15, or participation continues beyond the March 15th date.

Case 3
Physical Exams – 12 Months

SITUATION:
Student-Athlete R, a second season men’s soccer player, receives a physical examination administered by a qualified health care professional licensed to administer physical examinations on September 15th of his initial season of competition. As a second season athlete, when will Student-Athlete R need to have another physical examination to remain eligible under the rules of the NJCAA?

ANSWER:
Student-Athlete R must receive another physical examination no later than 12 months after the original exam was given. In this case, the examination must be administered prior to September 15th of the current year to allow Student-Athlete R to continue his participation in men’s soccer.

Case 4
Physical Exam Prior to the First Practice

SITUATION:
Community College A holds their first volleyball practice on August 25th, and the first competition on September 5th. When must the student-athletes at Community College A have their physical exam?

ANSWER:
Each student-athlete must have completed their physical exam prior to the first practice date for that particular sport, for that particular student-athlete. If the student-athlete practices on August 25th, the exam must be successfully cleared prior to this date.

Case 5
Physical Exam for Off-Season Workouts

SITUATION:
Community College A holds off-season workouts for the volleyball team during the summer prior to August 1st. Does the prospective player need to have a physical in order to participate in off-season training?

ANSWER:
Yes. In order to participate in any workout associated with the college program, all participants must have a valid physical on file and be enrolled in the current academic term.

ARTICLE V, SECTION 10.A – General Transfer Provisions

Case 1
Using the Eligibility Affidavit in Determining Previous Participation for a Transfer

SITUATION:
Student-Athlete R has previously attended another college prior to transferring to Community College A. The athletic director at Community College A has the student-athlete complete the Eligibility Affidavit and the student indicates on the affidavit that he has not participated in any collegiate athletics. What should the athletic director’s next step be in determining Student-Athlete R’s participation or does the athletic director have enough information from the affidavit to determine the transfer’s eligibility?

ANSWER:
Although the student-athlete has completed the Eligibility Affidavit, the athletic director should follow up the student’s statement of non-participation by doing either of the following:

1. Contact the other college’s athletic or compliance director and receive in writing a signed statement regarding the student’s previous non-participation/participation; and/or
2. Send the Transfer Tracking form to the other college to complete and return back to Community College A. (This form is not mandatory to use by NJCAA member colleges – its purpose is to aid member colleges in determining previous collegiate participation. This form can be sent to member and non-member colleges and can be found on the website. Please be aware that this form is not a substitute nor serves the same purpose as the Transfer Waiver.)

COMMENT:
Please be aware that although verbal statements from other colleges regarding a transfer’s eligibility may be helpful, however statements and remarks should always be in writing preferably signed by the athletic or compliance director and not the coach.

It should also be mentioned that in some cases transfer students may not be entirely truthful with the athletic staff about their eligibility or participation either because they do not understand the eligibility rules or they will say anything to try to get another season of eligibility. If you do not follow up their statements by checking with their previous colleges and it turns out that these transfers are, in fact, ineligible, the responsibility lies on the athletic director and the result could be a reprimand, forfeitures and/or probation.

Article V, Section 1.F: “Student-athletes who falsify any academic and/or athletic participation record shall be ineligible for further competition in an NJCAA member college at any time.” By having the students complete and sign the Eligibility Affidavit and/or the
Amateurism Questionnaire they are telling the college about their previous eligibility and if they have falsified this information, they could be banned from participation in the NJCAA. And again, it is the responsibility of the athletic department to follow up on their statements.

**Case 2**

**Section 10.A.1 – Transfer Student-Athlete who withdrew in Previous Terms**

**SITUATION:**
Student-Athlete R, attends Community College A full-time for three terms. Student-Athlete R has withdrawn from all classes in each of the three terms because of personal and medical issues. Can Student-Athlete R transfer to Community College B and be eligible?

**ANSWER:**
Student-Athlete R must have withdrawn to part-time or completely from Community College A within the first 15 calendar days of that term in order to not have that term count as a full-time term. Because the student-athlete was full-time after the 15th day of that term, he/she is considered as a transfer student. If the student-athlete does not meet this rule, Community College A may submit Student-Athlete R’s case as a hardship using the appropriate hardship form found on the NJCAA website.

**Case 3**

**Section 10.A.1 – Transfer Student-Athlete who has Graduated from a Community College**

**SITUATION:**
Student-Athlete R graduates from Community College A. He/she decides to enroll at Community College B and pursue another course of study. Is Student-Athlete R eligible to participate in athletics at Community College B?

**ANSWER:**
Yes. Student-Athlete R is eligible in those sports which he/she has not participated in for two previous seasons. Student-Athlete R must satisfy the transfer rules of Section 10 even though he/she has graduated from Community College A.

**Case 4**

**Section 10.A.2 – Participation in a Two-Term Sport (Basketball) and Transfers within the Same Year – Eligible for Participation?**

**SITUATION:**
Student-Athlete R transfers from Four-Year Institution X to Community College B at the end of the fall quarter and in time for winter quarter enrollment. At Four-Year Institution X, he/she participated in one junior varsity basketball contest. Is Student-Athlete R eligible to participate in basketball at Community College B, which begins its schedule during the winter quarter?

**ANSWER:**
No. Participation in the basketball game at Four-Year Institution X prior to transferring exempts Student-Athlete R from being eligible for basketball at Community College B during the same academic year because of this rule: a student-athlete may not participate in the same sport during the same year at two different colleges.

Student-Athlete R will be eligible, however, for any other sport which begins during the winter quarter at Community College B providing he/she satisfies the provisions of Section 4.D or 4.E prior to his/her transfer to Community College B.

**Case 5**

**Section 10.A.2 – Participate in Fall Sport (Fall Golf) and Transfer in Same Year – Eligible for Participation?**

**SITUATION:**
At the completion of the fall term, Student-Athlete R transfers from Four-Year Institution X to Community College B. Both Four-Year Institution X and Community College B provide a fall and spring golf seasons in which the records do not carry over from the fall to the spring. If Student-Athlete R participated in fall golf at Four-Year Institution X, is he/she eligible to participate in spring golf at Community College B, providing he/she meets all other provisions of the Eligibility Rules when transferring?

**ANSWER:**
Yes. Student-Athlete R is not participating in the same sport season because fall golf is considered a separate sport season from spring golf in the NJCAA. Section 4.H provides for both fall and spring seasons in the following sports: Baseball, Bowling, Golf, Lacrosse, Soccer, Softball, and Tennis. However, if Community College B’s fall golf records carry over to the spring golf season, golf would be considered a two-term sport and therefore the student-athlete would be ineligible for the spring term because Section 4.G and 10.A.6.

**Case 6**

**Section 10.A.2 & 6 – Non-Member College Drops the Sport – Eligible to Participate?**

**SITUATION:**
Student-Athlete R participates in basketball during the fall 2012 term at Four-Year Institution X during the 2012-2013 academic year. Four-Year Institution X drops the sport after the end of the fall 2012 term. Can Student-Athlete R transfer to a member college in the NJCAA and be eligible to participate in basketball during the spring 2013 term?

**ANSWER:**
No. Section 10.A.6 would still be applicable. Because the student-athlete was not enrolled full-time by the 15th calendar day of the fall 2012 term at the NJCAA member college to which he is transferred when the basketball season began, he would be ineligible for the spring 2013 term.

Only if the student-athlete transferred from an NJCAA member college who dropped the sport mid-season will be allowed to transfer and be immediately eligible. (Section 10.A.2.)
Case 7
Section 10.A.3 – Probation Period – Member Colleges

SITUATION:
Student-Athlete R is a football player at Community College A and participates in the first game of the 2012 season which occurs before the start of the fall term. After participating in this game, Student-Athlete R decides to transfer to Community College B for their 2012 football season. Is Student-Athlete R immediately eligible to compete at Community College B during the 2012 season even if he receives a signed Transfer Waiver from Community College A, is academically eligible, and is enrolled full-time at Community College B by the 15th calendar day of that fall term?

ANSWER:
No. As per Section 10.A.3 because Student-Athlete R participated before the term began and then decided to transfer, he would have to serve one entire season of probation which in this case it would be the 2012 season.

Case 8
Section 10.A.4 – Probation Period – Dressing for a Contest

SITUATION:
May Student-Athlete R dress for a home game while serving his/her probationary period?

ANSWER:
No. Section 1.E states that ineligible student-athletes may not dress. This rule also applies to those student-athletes serving probation – they are ineligible and may not dress for any athletic contest while serving their probationary period.

Case 9
Section 10.A.5 – Probationary Period – Full-time Status

SITUATION:
Are student-athletes who are serving probation because of not satisfying one of the transfer provisions in Section 10.B.1.b required to be enrolled full-time if he/she is academically eligible immediately after transferring?

ANSWER:
No. If the student-athlete is academically eligible but has not met one of the provisions in 10.B.1.b, he/she is not required to be full-time during his/her probation period. Only if a student-athlete is academically ineligible after transferring must be enrolled full-time at the college where he/she is serving the probation.

Case 10
Section 10.A.6 – Mid-Year Transfers of a Two-Term Sport – Ineligible

SITUATION:
Student-Athlete R attends Community College A during the fall 2012 as a full-time student and does not participate in intercollegiate sports. She transfers to Community College B after the end of the fall 2012 term and wishes to participate in swimming which is a two-term sport. Is she eligible to participate during the spring 2013 term if she meets all academic eligibility requirements in Section 4 and has a signed Transfer Waiver from Community College A?

ANSWER:
No. According to Section 10.A.6, Student-Athlete R needs to be full-time at the college where she wishes to participate during the term in which the sport starts. In this case, she was attending Community College A during the fall term (the term in which the sport started), therefore she would be ineligible for competition during the spring term at Community College B.

Case 11
Section 10.A.6 – Two-term Sport (Basketball) Athlete Transferring after the end of the First Term

SITUATION:
Student-Athlete R attended Community College A during the fall 2012 term as a full-time student-athlete past the 15th day of the term. Student-Athlete R is also a member of the men’s basketball team at Community College A but does not participate during the fall term and wishes to transfer to Community College B after the end of the fall term. He is also looking to participate at Community College B during the spring term. Is he eligible to participate during the spring term?

ANSWER:
No. Because Student-Athlete R was not enrolled full-time during the fall term at the college where he wants to participate (Community College B) he is ineligible to compete during the spring term at Community College B. There are 5 exceptions to this rule which can be located in Article V, Section 4.G.1-5. In this case Student-Athlete R does not meet one of these exceptions so he would remain ineligible for the spring term.

NOTE: This same ruling applies if the student-athlete attends and/or participates during the first term of a two-term sport at a four-year institution and then transfers to a NJCAA member college.
ARTICLE V, SECTION 10.B.1 – Transfers from a NJCAA Member College

Case 1
Ineligible Student Immediately After Transferring with a Transfer Waiver

SITUATION:
Student-Athlete R has a Transfer Waiver from Community College A in order to participate in basketball at Community College B in the following academic year. However, Student-Athlete R is ineligible for the fall term of basketball. How long is Student-Athlete R ineligible?

ANSWER:
Student-Athlete R because he/she is only academically ineligible for the fall term must be full-time during the fall term to reestablish his/her academic eligibility. Therefore if he/she after the end of the fall term satisfies Section 4.E.1 or 4.E.2 and 4.F, he/she will be eligible for the spring term of basketball.

Case 2
Section 10.B.1 – Accumulation of Credits after Transferring

SITUATION:
Student-Athlete R attends Community College A during the fall and spring semesters of his/her first year of college. He/she does not participate in cross country during his/her first year of college enrollment; however he/she has already satisfied one of the five transfer provisions in Section 10.B.1.b. During the fall semester, Student-Athlete R passes 12 credit hours with a 2.00 GPA. Spring semester, Student-Athlete R passes only 10 of the 12 credit hours with a 2.00 GPA. Can Student-Athlete R transfer to Community College B and make up the 2-credit hours during the summer session so that he/she can participate in a season of cross country during the following fall semester at Community College B?

ANSWER:
Yes. Student-Athlete R can make up deficient credits necessary for the total accumulation of credits (Section 4.E/4.F) at any college of his/her choice, including Community College B. If Student-Athlete R does not satisfy the provisions of Section 4.E by the 15th calendar day of the following fall term at Community College B, he/she will be ineligible during that fall term. A transcript from both Community College A and Community College B must be submitted with the eligibility forms to verify the eligibility of Student-Athlete R.

Case 3
Section 10.B.1 – Transfer of Credit Hours

SITUATION:
Student-Athlete R takes a 1-credit hour course at Community College A. After the semester he/she then transfers to Community College B. That 1-credit class at Community College A is worth 3-credit hours at Community College B. Can Community College B use 3-credit hours in establishing eligibility for Student-Athlete R?

ANSWER:
Community College B must first refer to Student-Athlete R’s official transcript from Community College A. This official transcript should have the 1-credit hour class conversion of what that class' credit is worth at other institutions. If this conversion does not exist on the transcript, Community College B must contact the registrar’s office at Community College A for this conversion.

Case 4
Section 10.B.1 – Transferring – Using a +/- Grading System

SITUATION:
Community College B has Student-Athlete R who transferred from Community College A. Community College A uses a +/- (plus/minus) scoring system while Community College B does not. If Student-Athlete R got a B- at Community College A, which would be a B at Community College B (with different point values), how would this be calculated into the GPA at Community College B?

ANSWER:
Community College B may use the grade as a B- even though Community College B does not use the +/- grading system since the grade of B- is recorded as such on an official college transcript.

Case 5
Section 10.B.1 – Conversion of Semester and Quarter Credits

SITUATION:
Section 4.F requires that a student-athlete accumulate 24 credit hours or 28/36 quarter credit hours prior to a second season of participation. How does one compute this requirement when a student-athlete has been in attendance at a college which offers quarter credits and another that offers semester credits?

ANSWER:
The proper procedure is to convert the credits from all previous colleges to the same type of credits which the college uses where the student-athlete will be participating.
- The formula for converting quarter credits to semester credits is to multiply 2/3 x quarter credit hours = semester credit hours (2/3 x 36 quarter credit hours = 24 semester credit hours).
- The formula for converting semester credits to quarter credits is to multiply 3/2 x semester credits = quarter credit hours (3/2 x 24 semester credit hours = 36 quarter credit).
- FYI: Likewise the number of full-time terms must be adjusted, 2 full-time semesters becomes 3 full-time quarters.

NOTE: The general rule is that the conversion itself can not make a student-athlete eligible. (This same case is located in Article V, Section 1.H.)
Case 6

Section 10.B.1 – Transfer from a Semester System to a Quarter System

SITUATION:
The following is the academic record of Student-Athlete R:
   Fall semester - enrolls in and passes 15 semester credit hours with a 2.00 GPA.
   Spring semester - enrolls in 12 and passes 10 semester credit hours with a 2.50 GPA on the 10 passing credit hours.
If Student-Athlete R transfers to Community College B which operates on the quarter system does he/she satisfy the provision of Section 4.F?

ANSWER:
Yes. Student-Athlete R passed an accumulation of 25 semester hours, which computes to 37.5 quarter hours to meet the provisions of Section 4.F. Multiply the 25 semester hours and those quality points by 3/2 to calculate the equivalent quarter hours. Likewise you must multiply the 1 full-time semester by 3/2 to calculate the equivalent of quarters: 1.5 quarters.

Case 7

Section 10.B.1 – Transfer from a Quarter System to a Semester System

SITUATION:
The following is the academic record of Student-Athlete R:
   Fall semester - attends Community College A, enrolls in and passes 12 credits while participating in his/her first season in cross country.
   Winter quarter - attends Community College B, enrolls in 12 credits and passes 10 credits with a 2.00 GPA.
   Spring quarter - attends Community College B, enrolls and passes 12 credits with a 2.00 GPA.
If Student-Athlete R transfers back to Community College A, will he/she be eligible to participate in a second season of cross country?

ANSWER:
Yes. Student-Athlete R passed 12 credit hours in the previous full-time term with a 2.00 GPA to satisfy the requirements of Section 4.E. Additionally Student-Athlete R meets the second season requirements of Section 4.F by accumulating 24 semester credits prior to a second season. [12 semester credit hours + (22 quarter credit hours x 2/3 = 14.67 semester hours) = 26.6 semester credit hours.] (Refer to Case 5 - Conversion of Semester and Quarter Credits above.)

Case 8

Section 10.B.1 – Accumulation of Semester Credits and Quarter Credits

SITUATION:
Student-Athlete R attends Community College A which awards quarter credit hours. At the completion of three quarters, all of which included enrollment in 12 or more credit hours, Student-Athlete R passed an accumulation of only 21 quarter credit hours. If Student-Athlete R attends summer school at a four-year institution which offers semester credits, how many semester credit hours does he/she need to be eligible for the following fall quarter at Community College A, to participate in a second season?

ANSWER:
Student-Athlete R will be required to take at least 10 semester credits at the four-year institution: (10 semester x 3/2 = 15 quarter credit hours). These 15 added to the original 21 make 36, meeting the provisions of Section 4.F.

Case 9

Section 10.B.1 – Transfer Grade Reports vs. Transcripts

SITUATION:
Community College A has a transfer student-athlete that they would like to certify for the fall semester. The student-athlete has grade reports from their prior institutions, but not official transcripts. Does the grade report suffice as a document to use for credit and GPA certification, and will this be accepted as part of the audit process?

ANSWER:
Although the NJCAA would prefer to receive official transcripts for the obvious reasons, the NJCAA does not mandate the requirement for official transcripts. Official and unofficial transcripts as well as grade reports may be used for eligibility purposes.

Case 10

Section 10.B.1 – Transfer Student-Athlete who accumulates enough Credits Prior to a Second Season

SITUATION:
The following is the academic record of Student-Athlete R:
   Fall quarter - attends Community College A, enrolls in and passes 12 credits with a 2.00 GPA. (Participates in football, 1st season.)
   Winter quarter - attends Community College B, enrolls in 12 credits and passes 10 credits with a 2.00 GPA.
   Spring quarter - attends Community College C, enrolls in and passes 14 credits with a 2.00 GPA.
If Student-Athlete R transfers to Community College D, is he eligible to participate in a second season of football competition at the beginning of the fall term?

ANSWER:
Student-Athlete R does satisfy the provisions of Sections 4.E and 4.F prior to his transfer to Community College D. However, Student-Athlete R must also satisfy one of the transfer provisions of Section 10.B.1.b.
Case 11

Section 10.B.1 – Using Summer School to make up Credits

SITUATION:
Student-Athlete R attends Community College A full-time during the fall and spring semesters and participates in a fall sport. At the completion of the spring semester, Student-Athlete R did not pass 24 credit hours as required under Section 4.F. Student-Athlete R would like to transfer to Community College B for his/her second season in the fall sport. Can Student-Athlete R make up deficient credits during a summer session at another college in order to satisfy the provisions of Section 4.F prior to his/her enrollment in the following fall term at Community College B?

ANSWER:
Yes. Student-Athlete R can make up deficient credits during a summer session at any college including Community College B. Once Student-Athlete R enrolls full-time in the fall term at Community College B, he/she must satisfy Section 4.F prior to the start of his/her second season. If Student-Athlete R does not satisfy the provisions of Sections 4.E and 4.F, he/she will be ineligible during the fall term even if he/she has already satisfied one of the five provisions in Section 10.B.1.b. If Student-Athlete R has not also satisfied one of the provisions in section 10.B.1.b then he/she must serve one season of probation. Transcripts from both Community College A and Community College B are required in order to determine his/her eligibility. (Refer to Article V, Section 1.G for Summer School Attendance and Section 10.B.2 for Academic Probation Requirements.)

Case 12

Section 10.B.1 – Double Transfer using the Previous Term’s Grades from Summer School

SITUATION:
The following is the academic record of Student-Athlete R:

Fall semester - attends Community College A, enrolls in and passes 12 credits with a 1.75 GPA. (Participates in cross country, 1st season.)

Spring semester - attends Community College A, enrolls in 12 credits and passes zero (0) credits.

Summer session - attends Community College B, enrolls in and passes 12 credits with a 2.00 GPA.

Can Student-Athlete R transfer to Community College C and participate in athletics during the following fall semester?

ANSWER:
Student-Athlete R is academically eligible at Community College C prior to his/her second season of participation. He/she must also satisfy one of the transfer provisions of Section 10.B.1.b as a transfer from both Community College A and B and if one of these provisions is not met he/she must serve a probationary period of one entire season in that sport.

Case 13

Section 10.B.1 – Double Transfer Using the Accumulation of Credits

SITUATION:
The following is the academic record of Student-Athlete R:

Fall semester - attends Community College A, enrolls in and passes 12 credit hours with a 1.75 GPA.

Spring semester - attends Community College A, enrolls in 12 and passes 10 credit hours with a 4.00 GPA.

Summer term - attends Community College B, enrolls in and passes 4 credit hours with 2.00 GPA.

If Student-Athlete R transfers to Community College C for the beginning of the following fall semester, will he/she have to transfer under one of the provisions of Section 10.B.1.b?

ANSWER:
Yes. Student-Athlete R’s last full-time attendance was at Community College A and therefore will need to satisfy one of the five provisions of Section 10.B.1.b as a transfer from Community College A and if one of the provisions is not met, he/she must serve one season of probation. His/Her attendance at Community College B will not affect his/her eligibility as a transfer other than the credits earned during the summer session can only be added to his/her overall accumulation that will enable him/her to satisfy the provisions of Sections 4.E and 4.F. A transcript from both Community College A and B will be required with the eligibility form.

Case 14

Section 10.B.1.b.i – Double Transfer from a Member College that does not have the Sport

SITUATION:
Student-Athlete R initially attends Community College A during the fall 2011 semester. While at Community College A, Student-Athlete R competes in volleyball. Student-Athlete R attends Community College B the following spring 2012 semester as a full-time student. Community College B does not have a volleyball program. Does Student-Athlete R need to obtain a Transfer Waiver to participate in volleyball at Community College C the following fall 2012 term?

ANSWER:
Yes, Student-Athlete R's would need a Transfer Waiver only from Community College A because this is a member college that has the sport of volleyball that she participated at and was enrolled full-time within the last academic year. She would not need a Transfer Waiver from Community College B because of not having a volleyball program. However, if Community College B had the sport of volleyball then Student-Athlete R would need two Transfer Waivers because of her full-time attendance at two different colleges during the last year. She will also be required to satisfy the academic provisions of Sections 4.E and 4.F. If she does not obtain a Transfer Waiver from Community College A she must serve one season of probation at Community College C.
Case 15

Rule of Thumb – Transfer Waiver

SITUATION:

What is the rule of thumb when determining if the student-athlete who has transferred from a member college needs a Transfer Waiver?

ANSWER:

The student-athlete will need a Transfer Waiver if all of the following apply:

1. The school he/she is transferring from is an NJCAA member college,
2. The member college has the sport (regardless of participation), and
3. The student-athlete was full-time at his/her previous school within the last academic year.

Case 16

Transfer Waiver Do's and Don'ts

If you have a student-athlete who has transferred from a member college who is required to have a Transfer Waiver from that member college and your college has not received the Transfer Waiver, that student-athlete is ineligible for all competition until your college receives that document from the previous college.

It is highly suggested by the National Office to keep a student-athlete from participating until you have received the signed Transfer Waiver complete with all signatures (athletic director and president) from the other college. Verbal approvals of the Transfer Waiver are not compliant with the rule.

If a student-athlete participates before receiving the Transfer Waiver, all games are required to be forfeited because all member college transfers must be academically eligible and meet one of the 5 provisions as listed in Article V, Section 10.B.1.b. The Transfer Waiver is the 2nd provision.

As you know if a student-athlete does not receive a Transfer Waiver, he/she is required to serve one entire season of probation. Please refer to the cases in the Handbook concerning the Transfer Waiver, eligibility, and probation.

Case 17

Section 10.B.1.b.ii – Transfer Student-Athlete who uses the Transfer Waiver Form

SITUATION:

Student-Athlete R attends Community College A for one full year (two full-time semesters) and participates in basketball. At the end of the year, Student-Athlete R has an accumulation of 24 semester credits, with a 2.75 GPA. Is Student-Athlete R eligible to transfer to Community College B at the beginning of the following fall semester and participate in basketball?

ANSWER:

Yes. If Community College A agrees to sign the Transfer Waiver, Student-Athlete R will be immediately eligible because he/she has satisfied the provisions of Sections 4.E and 4.F.

Case 18

Section 10.B.1.b.ii – Transfer Student-Athlete (non-participant) who uses the Transfer Waiver Form

SITUATION:

Student-Athlete R attends Community College A for one full year (two full-time semesters) the college offers the sport of baseball but the student-athlete did not participate. At the end of the year, Student-Athlete R has an accumulation of 24 semester credits, with a 2.75 GPA. Is Student-Athlete R eligible to transfer to Community College B at the beginning of the following fall semester and participate in baseball?

ANSWER:

Yes. If Community College A agrees to sign the Transfer Waiver, Student-Athlete R will be immediately eligible because he/she has satisfied the provisions of Sections 4.E.

NOTE: Transfer Waivers are needed when the college is a member of the NJCAA, offers the sport (regardless of participation), and if the student-athlete was enrolled full-time at that member college.

Case 19

Section 10.B.1.b.ii – Transfer Student-Athlete who was Part-Time in Previous Term

SITUATION:

The following is the academic record of Student-Athlete R:

- Fall semester at Community College A - enrolls and passes 12 credit hours with a 2.00 GPA.
- Spring semester at Community College B - enrolls and passes 13 credits hours with a 3.00 GPA. (Participates in first season of baseball.)
- Fall semester at Community College C - enrolls part-time in 11 hours.

What are the requirements for Student-Athlete R to be eligible at Community College D the following spring semester for his second season?

ANSWER:

Student-Athlete R must satisfy the following rules:

1. Satisfy one of the four provisions of Section 4.E.
2. Satisfy Section 4.F: earned 24 semester hours with a 2.0 GPA.
3. A Transfer Waiver from Community College A depends on if that college has baseball because he was full-time at a member college within the last academic year.
4. Secure a Transfer Waiver from Community College B because this college was his term of full-time attendance and participation.

NOTE: A Transfer Waiver from Community College C is not required because Student-Athlete R was a part-time student (11 credit hours).
Case 20
Transfer Waiver and Break of Enrollment

SITUATION: Student-Athlete R attended Community College A during the 2010-2011 academic year as a full-time student and did not participate in any sport; Community College A has the sport of men’s basketball. He did not attend any college during the 2011-2012 academic year. Now he is looking to transfer to Community College B for the 2012-2013 academic year and wants to participate as a first season athlete on the men’s basketball team. Does he need a Transfer Waiver signed by Community College A to participate at Community College B?

ANSWER: No, in this case a Transfer Waiver is not needed from Community College A because he attended this college over one academic year ago. Student-Athlete R’s non-attendance would be considered as serving one entire season of probation. 

NOTE: Transfer Waivers are needed when the college is a member of the NJCAA, offers the sport (regardless of participation), and if the student-athlete was enrolled full-time at that member college.

Case 21
Section 10.B.1.b.ii – Transfer Waiver Not Required after Sitting Out One Calendar Year

SITUATION: Student-Athlete R attends and participates at Community College A for one season for Community College A. Student-Athlete R then sits out one academic year, without attending any collegiate institution. If Student-Athlete R then attends Community College B in the third year, does he/she need a Transfer Waiver?

ANSWER: No, because Student-Athlete R’s year of non-attendance would be considered as serving one entire season of probation and is not required to have a signed Transfer Waiver from Community College A.

Case 22
Section 10.B.1.b.ii – Multiple Transfer Student-Athletes; Transfer Waiver Required

SITUATION: Student-Athlete R attends fall semester at Community College A as a full-time student then Student-Athlete R transfers to Community College B and participates in baseball. The following year, Student-Athlete R transfers to Community College C for the fall term as a full-time student. What requirements must be met for Student-Athlete R to be eligible to participate in baseball at Community College C the following spring semester?

ANSWER: Student-Athlete R must have an accumulation of 24 credit hours with a 2.00 GPA or higher prior to his/her second season of competition. A Transfer Waiver is required from those member colleges that have the sport (regardless of participation) and where the student-athlete attended full-time. Therefore if both colleges have the sport of baseball, he would need Transfer Waivers from both colleges since he was full-time at both schools.

Case 23
Section 10.B.1.b.ii – Using Summer School to Make Up Deficient Credits & Transfer Waiver

SITUATION: Student-Athlete R attends Community College A during the fall semester and passes 12 credit hours with a 1.50 GPA. Spring semester, Student-Athlete R enrolls in 12 credits and passes eight (8) credits with a 2.00 GPA. Student-Athlete R returns to his/her home during the summer and enrolls and passes four (4) credits with a 2.00 GPA in his/her home district Community College B. Is Student-Athlete R eligible the following fall semester if he/she transfers to Community College C?

ANSWER: Student-Athlete R does satisfy the provisions of Section 4.E.2 as a first season student-athlete. Student-Athlete R must also satisfy one of the transfer provisions of Section 10.B.1.b. The Transfer Waiver must come only from Community College A where the student-athlete was full-time within the last year. If the Transfer Waiver is not obtained the student-athlete must serve one season of probation which would be served at Community College C.

Case 24
Transfer Waiver – Fall Sport Example: College without the Sport – One Waiver

SITUATION: Student-Athlete R attends the fall 2012 semester at Community College A as a full-time student and participates as a member of their cross country team. Student-Athlete R then transfers to Community College B as a full-time student for the spring 2013 term. Community College B does not have a cross country program. Student-Athlete R earned 12 credit hours with a 2.00 GPA from both the fall 2012 and spring 2013 terms. Is it possible for Student-Athlete R to transfer to Community College C for the following fall 2013 term and not be required to serve a probationary period?

ANSWER: Student-Athlete R would be required to have a Transfer Waiver from Community College A where he/she was full-time and participated within the last academic year. A Transfer Waiver is not needed from Community College B because that college does not offer a cross country program. Student-Athlete R must also meet the requirements of Section 4.E and 4.F to be immediately eligible. 

NOTE: If Community College B has the sport of cross country then the student-athlete would need Transfer Waivers from both Community College A and Community College B.
Case 25
Transfer Waiver – Football Example – One Waiver

SITUATION:
Student-Athlete R, a football player, attends full-time and participates at Community College A during the fall 2011 term. After the fall term is over he transfers to Community College B for the spring 2012 term that does not have the sport of football. Then he transfers to Community College C for the fall 2012 term and wishes to compete in his second season. Does he need a Transfer Waiver and if so from one or both colleges?

ANSWER:
Student-Athlete R would need one Transfer Waiver from Community College A because of the following:
1. He was full-time and participated at that college within the last academic year.
2. Community College A is a member college.
3. Community College A has the sport of football.

NOTE: If Community College B had the sport of football and the student-athlete was full-time during the spring 2012 term, he would have also needed a Transfer Waiver from this college, therefore needing two Transfer Waivers to be eligible for participation at Community College C in the fall 2012 season: one from Community College A and one from Community College B.

Case 26
Transfer Waiver – Fall Sport Example: Full-time, Part-time – One Waiver

SITUATION:
Student-Athlete R is a soccer player at Community College A and participates during the fall 2011 term. He/she transfers to Community College B for the spring 2012 term and is a part-time student. Now he/she wants to participate during the fall 2012 term at Community College C and play soccer. If Student-Athlete R meets all academic eligibility requirements in Section 4, does he/she still need a Transfer Waiver? If yes, from which college(s)?

ANSWER:
Yes. Student-Athlete R would need one Transfer Waiver only from Community College A since he/she participated and attended there full-time within the last academic year.

NOTE: If Student-Athlete R had been full-time during the spring 2012 term at Community College B and the college has the sport, he/she would also need a Transfer Waiver from this college resulting in two Transfer Waivers, one from each institution.

Case 27
Transfer Waiver – Spring Sport Example – Two Waivers

SITUATION:
Student-Athlete R is a baseball player for Community College A in the fall and does not participate, however he was full-time. He transfers to Community College B in the spring and participates in his first season having received a Transfer Waiver from Community College A. After the spring term he then transfers to Community College C for the fall and spring terms. Does he need a Transfer Waiver in this case?

ANSWER:
Yes. He needs a Transfer Waiver from both Community College A and B because he attended both colleges as a full-time student within the last academic year and both schools have the sport.

Case 28
Transfer Waiver – Spring Sport Example – Part-time – No Waiver

SITUATION:
Student-Athlete R is part-time in the fall at Community College A. She is a softball player who transfers after the end of the fall term to Community College B. Does she need a Transfer Waiver to participate in the spring at Community College B?

ANSWER:
No. She has not participated previously and she was not full-time in the fall term at Community College A therefore she does not need a Transfer Waiver even though the college has the sport. However, if she was full-time in the fall then she would need a Transfer Waiver.

Case 29
Transfer Waiver – Two-Term Sport Example – One Waiver

SITUATION:
Student-Athlete R, a basketball player, attends Community College A during the fall term and participates in her first season. After the end of the fall term she transfers to Community College B for the spring term and is ineligible to participate because she was not enrolled full-time at Community College B by the 15th calendar day of the fall term when the sport started. If she remains at Community College B for the following season, does she need a Transfer Waiver from Community College A?

ANSWER:
Yes. She will need a Transfer Waiver from Community College A because she was full-time and participated at that college within the last academic year. Even if she did not attend a member college during the spring term she would still need a Transfer Waiver from Community College A for the same reasons.
Case 30  
Section 10.B.1.b.iii – Transfer Student-Athletes within a Community College District  

**SITUATION:**  
Within a Community College District are several NJCAA member colleges. All of the colleges have their own athletic programs. Can student-athletes transfer from one college to the next within the district and be eligible to participate in athletics if the student-athlete has never previously participated?  

**ANSWER:**  
Yes. Student-athletes that transfer within a Community College District must satisfy one of the transfer provisions of Section 10.B. Any student-athlete that does not meet the academic requirements and one of the provisions for transfer must serve one season of probation.

Case 31  
Section 10.B.1.b.iii – Home District  

**SITUATION:**  
Student-Athlete R attends Community College A for one year and does not participate in basketball, or any other NJCAA sponsored sport. At the end of the first year, Student-Athlete R wishes to transfer back to a college within his/her home district. Within the home district/county two or more NJCAA member colleges exist. Which Community College is considered the home district college?  

**ANSWER:**  
The NJCAA member institution that is geographically closest would be the one and only member college that Student-Athlete R may transfer back to, without requiring an NJCAA Transfer Waiver form. Student-Athlete R would also be required to be academically eligible as per Section 10.B.1.a.

Case 32  
Section 10.B.1.b.iii – Multiple NJCAA Institutions within Home County  

**SITUATION:**  
Within a large metropolitan area, six NJCAA member colleges exist. The entire metro area is contained within one county. How does Student-Athlete R determine which college is his/her home district college?  

**ANSWER:**  
The closest NJCAA member college to the student-athlete’s home is his/her home district college.

Case 33  
Section 10.B.1.b.iii – Home District, County, or Service Area College  

**SITUATION:**  
How does a student-athlete determine which college is his/her home district, county, or service area college?  

**ANSWER:**  
The following definitions are to be used for determining a student-athlete's home district, county, or service area college.  

- **Home Domicile** – Is the student’s home at the time of high school graduation.  
- **Home District College** - A determined geographical area in which a college serves, and the student’s home domicile is located within this district.  
- **County Community College** - The college which uses the county boundaries for the students it serves and the student’s home domicile is located within that county.  
- **Service Area College** - The closest NJCAA member college to the student’s home which is located within the same state provided the location of the student’s home domicile is not part of a county or district community college.  

**NOTE:** The home district/service area clause is based upon an athletic and/or educational opportunity. Therefore, the home of a student-athlete may be located within an area serviced educationally by a non-member community college. In this instance, a student-athlete may not have a home district/service area NJCAA member college.

Case 34  
Section 10.B.1.b.iii – Service Area College  

**SITUATION:**  
Student-Athlete R lives within ten miles of a state border. Community College A is located 50 miles from Student-Athlete R's home domicile in an adjoining state. Can Community College A be considered Student-Athlete R's service area college?  

**ANSWER:**  
Yes. It can be considered Student-Athlete R's service area college provided Community College A shows proof that it serves students from the area where he/she resides and there is no community college closer to the home. The college must have published material identifying the areas it services.

Case 35  
Section 10.B.1.b.iii – Area with no NJCAA Member College  

**SITUATION:**  
In the following situations, Student-Athlete R would not be able to utilize the NJCAA home district/service area exceptions.  

1. Student-Athlete R lives and attends high school in a state that does not have a NJCAA member college.  
2. The home domicile and high school for Student-Athlete R is 300 miles from the nearest NJCAA member college, and is not located within the same county as any NJCAA member college.  
3. Student-Athlete R lives and graduates from high school in a large metropolitan area that does not have a NJCAA member college. The closest NJCAA member college is 80 miles away. Several community colleges exist within this metro area, but none have athletics or join the NJCAA.  

**NOTE:** Remember the home district clause is based also upon an educational opportunity, not just athletic opportunity.
Case 36
Article V, Section 10.B.1.b.iv and Article VIII, Section 5 – New Athletic Program and Home District

SITUATION:
Community College B is starting a new athletic program in four sports for the 2011-2012 academic year. Student-Athlete R who has been attending Community College A for the 2010-2011 academic year and played soccer desires to transfer to Community College B which is in his/her home district. He/she has signed a Letter of Intent to return back to Community College A for his/her second year and season in soccer. What forms must Student-Athlete R obtain and how is this Letter of Intent related to the home district issue?

ANSWER:
Community College B must respect the signing of Student-Athlete R’s Letter of Intent to return back to Community College A for his/her second year. Until the student-athlete is released by Community College A, Student-Athlete R is not recruitable by any NJCAA member college. The only form that Student-Athlete R must have in order to participate immediately at Community College B is the Release Agreement. Now, any student-athlete who has signed a Letter of Intent at a member NJCAA college must be released in order to participate at another member college because the home district rule has been deleted from Article VIII, Section 5.A. There is no bylaw that exempts a student-athlete from the Release Agreement.

Student-Athlete R does not need the Transfer Waiver from Community College B because she will be attending a college in her home district that is offering a new athletic program.

ARTICLE V, SECTION 10.B.2 – Transfer Probation Period

Case 1
Requirements for Probation
SITUATION:
Student-Athlete R is required to serve a probationary period of one entire season at Community College B as a result of transferring without satisfying one of the five provisions in Section 10.B.1.b immediately after transferring. The basketball season spans over both terms of the year. Can Student-Athlete R begin participation on the basketball team at any time during the season?

ANSWER:
No. Student-athletes serving a probationary period of one season are ineligible until they serve the required time which includes the regular and post seasons during the term of probation. The student-athlete, although ineligible, may practice with the team and may sign an NJCAA Letter of Intent over the course of his/her probationary period. However, the student-athlete may not dress for any competition (Section 1.E). (Refer to Section 10.A.3-5 for more probation information.)

Case 2
Transfer after being Enrolled Part-Time – No Probation
SITUATION:
What is the eligibility status of a student-athlete who has only been enrolled part-time at Community College A and subsequently transfers to Community College B? Is a probationary period required before the student-athlete is eligible to compete in the intercollegiate athletic program at Community College B?

ANSWER:
No. The status of the student-athlete while enrolled at Community College A was that of a part-time student. The requirements of Section 10.B do not apply to such a student-athlete. The grades which were attained at Community College A are of no consequence and will not affect the student-athlete's opportunity to compete in the intercollegiate athletic program at Community College B. (Refer to Section 10.A.3-5 for more probation information.)

Case 3
Transfer Student-Athlete – Probation Requirements
SITUATION:
Student-Athlete R initially enrolls at Community College A for the 2011-2012 academic year. At the completion of one semester Student-Athlete R has passed 15 credit hours with a 2.75 GPA. Student-Athlete R did not participate in basketball while attending Community College A. Student-Athlete R would like to attend Community College B for the 2012-2013 academic year and participate in his first season of basketball. If Community College A refuses to sign a Transfer Waiver what is the length and terms of the probation period for Student-Athlete R?

ANSWER:
Student-Athlete R must sit out one entire season of participation. Student-Athlete R would be ineligible for basketball during the 2012-2013 academic year at Community College B. If the student is also academically ineligible, he/she must be full-time during their probationary period. (Refer to Section 10.A.3-5 for more probation information.)

Case 4
Section 10.B.2 – Probationary Period – Fall Sport Example
SITUATION:
Student-Athlete R is a volleyball player for Community College A and participates during the fall 2011 season. She transfers to Community College B for the fall 2012 season. Community College A will not sign a Transfer Waiver for Student-Athlete R and she needs this waiver to be immediately eligible. What is the probationary period for Student-Athlete R since she has not received a Transfer Waiver?

ANSWER:
Student-Athlete R must serve a probationary period of one entire season of volleyball which in this case would be the fall 2012 and spring 2013 seasons. The student-athlete would need to be full-time during this term of probation only if she is academically ineligible after transferring to Community College B.
Case 5
Section 10.B.2 – Probationary Period – Two-Term Sport Example

SITUATION:
Student-Athlete R is a basketball player for Community College A during the 2011-2012 season and participates. He/she attended Community College A the entire academic year and decides to transfer to Community College B for the 2012-2013 season. Because Student-Athlete R was full-time and participated at Community College A, he/she must receive a signed Transfer Waiver from Community College A to be immediately eligible to compete during the 2012-2013 season. What is the probationary period for Student-Athlete R due to not receiving a Transfer Waiver from Community College A?

ANSWER:
Student-Athlete R must serve one season of probation which in this case would be the entire 2012-2013 basketball season. The student-athlete would also need to be full-time during this term of probation only if he/she is academically ineligible immediately after transferring.

Case 6
Section 10.B.2 – Probationary Period – Two-Term Sport Example – Mid-Year Transfer

SITUATION:
Student-Athlete R wrestled for Community College A during the fall 2011 term and wants to transfer to Community College B for the spring term. He is not eligible for the spring 2012 term in wrestling at Community College B due to Article V, Sections 4.G and 10.A.6. He will remain at Community College B for his second season (2012-2013) of wrestling. He will need a Transfer Waiver from Community College A because he was full-time and participated within the last academic year prior to transferring; however Community College A will not sign a Transfer Waiver. What is the probationary period for Student-Athlete R since he did not receive a Transfer Waiver?

ANSWER:
Student-Athlete R must serve one season of probation in wrestling. Student-Athlete R’s one season of probation will be served during the spring 2012 and fall 2012 terms. Student-Athlete R can become eligible in spring 2012 if he meets the academic requirement in 4.E and 4.F.

Case 7
Section 10.B.2 – Probationary Period – Mid-Year Transfer – Fall Golf

SITUATION:
Student-Athlete R is a women’s golfer at Community College A. The main season in golf at Community College A is in the fall where golfers qualify for spring nationals. Student-Athlete R participates in fall golf season during the fall 2012 term and then transfers to Community College B for the spring term. Community College B’s main season in golf is in the spring. Student-Athlete R will need a Transfer Waiver from Community College A, however the college will not sign a waiver. Is Student-Athlete R eligible to compete during the spring golf season at Community College B without the Transfer Waiver? What is the probationary period for Student-Athlete R if she needs a Transfer Waiver?

ANSWER:
First, Student-Athlete R will need a Transfer Waiver from Community College A because she participated and was a full-time student prior to transferring to Community College B. Fall and spring golf may be considered as two different sports, however a Transfer Waiver is needed to be immediately eligible in this case.

Secondly, since Community College A will not sign a Transfer Waiver, Student-Athlete R must serve one season of probation. The season of probation must be served during the official season of the sport. Therefore Student-Athlete R’s probationary period will be the spring 20131 term as this is the official season for Community College B.

Case 8
Section 10.B.2 – Probationary Period – Fall Baseball Example

SITUATION:
Student-Athlete R is a baseball player at Community College A and participates during the fall baseball season during the fall 2012 term. He transfers to Community College B for the 2013 spring season. He needs a signed Transfer Waiver from Community College A, however the college will not sign the waiver. What is the probationary period for Student-Athlete R because he did not receive a Transfer Waiver?

ANSWER:
Student-Athlete R’s probationary period consists of serving one season of probation (The season of probation must be served during the official sport season). The official season for baseball is spring; therefore student-athlete R’s probationary period would be the spring 2013 season.

Case 9
Section 10.B.2 – Probationary Period – Spring Sport Example

SITUATION:
Softball player, Student-Athlete R, participates at Community College A during the spring 2012 term then transfers to Community College B for the fall 2012 term. She must have a Transfer Waiver from Community College A to participate during the next year at Community College B but Community College A will not sign this waiver. What is the probationary period for Student-Athlete R due to not receiving a Transfer Waiver?

ANSWER:
The season of probation must be served during the official sport season; therefore her probationary period would be the spring 2013 term.
Case 10
Section 10.B.2 – Ineligible Transfer – Probationary Period

SITUATION:
Student-Athlete R attends Community College A during the fall 2012 term and attempts 15 credits passing 7 credits with an associated GPA of 2.25. Student-Athlete R transfers to Community College B at the end of the fall term and wants to play baseball. If the student has a Transfer Waiver from Community College A is he eligible to play baseball during the spring 2013 season?

ANSWER:
No, Student-Athlete R is not eligible for the spring 2013 baseball season as he has transferred as an ineligible student Athlete. As an ineligible transfer he must be enrolled full time completing a 16 week term and meeting the academic requirements of Article V Section 4.E.1 or 4.E.2.

ARTICLE V, SECTION 10.C – Transfers from Non-Member NJCAA Colleges

Case 1
Requirements Prior to a Second Season

SITUATION:
Student-Athlete R attends a four-year non-member college institution fall semester and passes 10 semester credit hours after initially enrolling in 12 credit hours. Student-Athlete R participated in football during the fall semester. Spring semester, Student-Athlete R passes 12 semester credits with a 3.00 GPA. If Student-Athlete R transfers to Community College A at the beginning of the fall semester, will he be eligible to participate in a second season of football competition?

ANSWER:
No. Section 4.F requires student-athletes to have accumulated a minimum of 24 semester credit hours with a 2.00 GPA or higher prior to a second season of competition. Student-Athlete R would be eligible for a first season of competition in any other sport at Community College A because he does satisfy the provisions of Section 4.E. As per this Section, because the student-athlete is ineligible, he must serve a 16-week probationary period, be enrolled full-time and pass 12 hours with a 2.0 GPA to be eligible in the future.

Case 2
Accumulation of Credits after Transferring

SITUATION:
The following is the academic record of Student-Athlete R:
- Fall semester - attends Four-Year Institution X and passes 12 semester credits with a 2.00 GPA.
- Spring semester - attends Four-Year Institution X, enrolls in 12 credit hours and passes 6 credits with a 3.00 GPA; participates in baseball.
- Fall semester - attends Community College A, enrolls and passes 6 semester credit hours as a part-time student.
Is Student-Athlete R eligible to participate in baseball at Community College A during the following spring semester?

ANSWER:
Yes. If Student-Athlete R has passed an accumulation of 24 semester credit hours with a 2.00 GPA or higher prior to his full-time enrollment at Community College A, he will be eligible to participate. The 6-credit hours taken during the fall semester at Community College A can be used for satisfying the provisions of Sections 4.E.2 and 4.F.

Case 3
Eligible Transfer Student-Athlete based on Accumulation of Credits

SITUATION:
Student-Athlete R enrolls at Four-Year Institution X and earns the following credits:
- Fall semester - enrolls in 12 semester credits and passes 4 credits with a 1.75 GPA and does not participate.
- Spring semester - enrolls in and passes 12 semester credits with a 2.00 GPA and participates in tennis.
- Summer session - enrolls in 8 semester credits and passes all 8 credits with a 2.00 GPA.
Student-Athlete R transfers to Community College A at the beginning of the fall term and enrolls in only 4-credit hours. Is he/she eligible to participate in athletics the following term?

ANSWER:
Yes. Student-Athlete R is eligible for athletic competition in a spring sport, including tennis. Student-Athlete R has an accumulation of 24 semester credit hours prior to his/her transfer to Community College A.
Case 4

Summer School and the Accumulation of Credits

SITUATION:
The following is the academic progress of Student-Athlete R:
- Fall quarter - attends Four-Year Institution X, enrolls in 12 quarter credit hours and passes 9 credit hours with a 2.00 GPA; does not participate.
- Winter quarter - attends Four-Year Institution X, enrolls in and passes 12 quarter credit hours with a 2.00 GPA.
- Spring quarter - attends Four-Year Institution X, enrolls in 12 quarter credit hours and passes 10 credit hours with a 2.00 GPA.

Student-Athlete R transfers to Community College A and during the summer session, passes 5-quarter credit hours with a 3.00 GPA. Is Student-Athlete R eligible to participate in athletics at Community College A the following fall semester based on his/her accumulation of 36 quarter credits?

ANSWER:
Yes. Student-Athlete R has satisfied the provisions of Sections 4.E and 4.F prior to his/her enrollment in full-time work at Community College A. Part-time credits earned at any college can be used for the total accumulation of credits which a student-athlete may need for eligibility purposes. Transcripts from both the Four-Year Institution X and Community College A will be required with the eligibility form.

Case 5

Part-Time Summer Credits - Eligible Transfer

SITUATION:
The following is the academic progress of Student-Athlete R:
- Fall semester - attends Four-Year Institution X, enrolls in 12 credit hours and passes 9 credit hours with a 2.00 GPA; does not participate.
- Spring semester - attends Four-Year Institution X, enrolls in 12 credit hours and passes 9 credit hours with a 2.00 GPA; does not participate.
- Summer session - attends Community College A and enrolls and passes 6 credit hours with a 3.00 GPA.

If Student-Athlete R transfers to Community College B at the beginning of the following fall semester, will he/she be eligible to participate in athletics?

ANSWER:
Yes. Student-Athlete R is eligible based upon Section 4.E.2 - two previous full-time terms with an accumulation of 24 semester credit hours with a 2.00 GPA or higher.

Case 6

Double Transfer – Community and Four-Year Institution

SITUATION:
Student-Athlete R attends Community College A during the fall and winter quarter of his/her first year of college. Both quarters, Student-Athlete R enrolled in 12 credit hours and passed only 10 credit hours during each term. The following spring quarter Student-Athlete R transfers to Four-Year Institution X. At the completion of the spring quarter, Student-Athlete R passed 12 quarter credit hours with a 2.00 GPA. If Student-Athlete R transfers to Community College B at the beginning of the following fall semester, will he/she be eligible? Will a Transfer Waiver from Community College A be necessary?

ANSWER:
Student-Athlete R is an eligible transfer from Four-Year Institution X (4.E.1) and therefore will be immediately eligible for a first season of competition in a given sport. He/she would not be eligible for a second season because he/she does not have 36 quarter credit hours to meet the requirements of 4.F. Student-Athlete R will not be required to obtain a Transfer Waiver form from Community College A because he/she was a full-time student at the Four-Year Institution the term previous to his/her transfer.

Case 7

Student-Athlete Transferring from a Semester College to a Quarter College

SITUATION:
Student-Athlete R attends Four-Year Institution X one semester and earns 12 semester credit hours with a 3.00 GPA. During the fall semester, Student-Athlete R participates in cross country. Following the fall semester, Student-Athlete R does not attend college again until the following year when he/she enrolls at Community College A during the spring quarter. At the completion of the spring quarter, Student-Athlete R earns 12 quarter credit hours with a 3.00 GPA. Is Student-Athlete R eligible for a second season of cross country competition at Community College A the following fall quarter?

ANSWER:
No. Student-Athlete R does not meet the second season requirements set forth in Section 4.F. The conversion leaves Student-Athlete R with 20 semester hours or 30 quarter hours depending upon which conversion is used. Because this student-athlete is ineligible, he/she must serve a 16-week probationary period and be enrolled full-time while earning 12 hours with a 2.0 during that term. (Refer to Section 1.H for conversion of credits.)
Case 8

Section 10.C.1. – Double Transfer Involving a Four-Year Institution

SITUATION:
The following is the academic record of Student-Athlete R:

Fall semester - attends Community College A, enrolls in 15 credits and passes 12 credits with a 3.00 GPA; participates in football.
Spring semester - attends Four-Year Institution X, enrolls in 14 semester credits and passes 7 credits with a 2.00 GPA.
Summer session - attends Community College B, enrolls in and passes 5 semester credits with a 3.00 GPA.

If Student-Athlete R transfers to Community College C, will he be immediately eligible?

ANSWER:
Student-Athlete R needs an accumulation of 24 semester hours with a 2.00 GPA or higher to be immediately eligible at Community College C. With the 5-credit hours which Student-Athlete R earned during the summer session, he will be eligible upon transfer to Community College C. Student-Athlete R is considered a transfer from a four-year institution because his last attendance in 12 or more credit hours was at the four-year institution. Transcripts from all previous colleges will be required when the NJCAA eligibility form is certified.

Case 9

Section 10.C.2. – Probation Period for Ineligible Transfer from a Four-Year Institution

SITUATION:
Student-Athlete R initially enrolls in Four-Year Institution A for the fall 2011 term. After attending both the fall 2011 and spring 2012 semesters and participating in basketball, Student-Athlete R would like to transfer to Community College B for the fall semester, 2012. If Student-Athlete R transfers as being ineligible, what is the length of his/her probation period?

ANSWER:
The length of the probation period for ineligible transfers from a four-year college/university is 16 calendar weeks, and the completion of one academic term and meeting the requirements of Article V Section4.E.1 or 4.E.2. If the student-athlete does not satisfy Section 10.C.2, he/she must repeat the 16-week probationary period and remains ineligible until he/she satisfies this rule.

Case 10

Section 10.C.2. – Transcripts, Grade Reports from a Four-Year Institution

SITUATION:
After one term of attendance at a four-year institution, Student-Athlete R transfers to Community College A. The four-year institution does not release Student-Athlete R’s transcript. Can Student-Athlete R participate in athletics at Community College A without submitting a transcript to verify his/her eligibility?

ANSWER:
No. The transcript is necessary to verify Student-Athlete R’s academic standing at the four-year institution. Grade reports or unofficial transcripts are also accepted by the member college to determine the student-athlete’s eligibility. The student-athlete will remain ineligible until the grades are received by the college.

ARTICLE V, SECTION 11.A.8.c.v – Participation With Professionals

Case 1

SITUATION:
Student-Athlete R plays in the Metro X Pro-Am Summer Basketball League. He does not receive any compensation for competing in the pro-am league but there are professional basketball players who participate in the league as well as on his team. Does student-Athlete R forfeit his NJCAA amateur status by participating in this league?

ANSWER:
If the league or team calls itself professional and/or the league or team is paying some of the players participating then yes the player would lose their NJCAA amateur status and not be permitted to participate in the sport of basketball in the NJCAA. If the Pro-Am league and or team is not paying the players but some of the players are professional then yes the non-paid player would maintain their amateur status with the NJCAA.
ARTICLE V, SECTION 11.B – Rules Governing Amateur Status

Case 1
Section 11.B.1 – Winning a Contest for Cash Prizes

SITUATION:
Community College A has a half court shot contest during a women’s basketball game. A men’s basketball player from Community College A is chosen as one of the contestants. May the men’s basketball player from Community College A accept prize money of $100 should he win the shooting contest and retain his eligibility within the NJCAA?

ANSWER:
No. Because the contest is based on basketball skill, and the individual selected was a men’s basketball player, he could either accept the prize money/gift AND not retain his eligibility in the sport of basketball in the NJCAA OR he could not accept the prize money/gift AND retain his basketball eligibility within the NJCAA.

NOTE: However if the athlete is a baseball player who wins the half court shot, he does not jeopardize his eligibility or amateur status in the NJCAA in the sport of baseball if he accepts the prize money for winning the contest. This is due to his participation in one sport (baseball) that is not the same sport as the contest (basketball). He will forfeit any future eligibility in the sport of men’s basketball by accepting any prize money.

Case 2
Section 11.B.1 – Golf and Hole-In-One

SITUATION:
While competing in an open golf tournament, Student-Athlete R wins a car for a hole-in-one. May Student-athlete R accept the prize and retain his/her amateur status?

ANSWER:
Yes. The USGA Rules of Golf (Rule 3-2a) have been amended to allow an amateur golfer to accept a prize of any value for a hole-in-one made while playing golf.

Case 3
Section 11.B.1 – Participation in Road Races

SITUATION:
Student-Athlete R participates in summer 10K and road races to stay in condition for the upcoming cross country season. May Student-Athlete R accept prize money or gift certificates for merchandise?

ANSWER:
No. Any monetary award based upon participation would be a violation of the student-athlete’s amateur standing.

Case 4
Section 11.B.1 – Use of the TAC Trust Fund

SITUATION:
Student-Athlete R participates in both cross country and track and field for Community College A. Student-Athlete R participates in meets which pay athletes based upon their performance. Can Student-Athlete R place these funds into the TAC Trust Fund and continue to have eligibility within the NJCAA?

ANSWER:
No. Athletes with collegiate eligibility remaining are not allowed entrance into the TAC Trust Fund. Once the athlete enters into the TAC Trust Fund he/she forfeits all collegiate eligibility.

Case 5
Section 11.B.2 – Fee for Lesson

SITUATION:
Student-Athlete R would like to work at a golf or tennis pro shop giving lessons during the summer months. May a student-athlete give lessons if he/she charges a nominal fee to interested parties?

ANSWER:
No. A student-athlete may, however, assist with instruction when incidental to his/her total job (not consuming over 50% of his/her working time). In addition, the student-athlete's wage must be on a fixed hourly, weekly, or monthly basis that is commensurate with the going rate for the student-athlete's employment. (Refer to Section 11.A.4).

Case 6
Article V, Section 11.B.3 – Amateur Status – Student-Athletes Tutoring vs. Teaching/Coaching

SITUATION:
Student-Athlete R is a tutor at Community College A during the academic year. Is this a violation of Article V, Section 11.B.3?

ANSWER:
No. Tutoring is not considered as teaching a class. If Student-Athlete R was hired by the college to teach a class or coach any capacity at the college, the student-athlete would be in violation of this rule.
Case 7
Section 11.B.4 – Participation on a College Team after having Coached in that Sport

SITUATION:
Student-Athlete R, a former golf coach who was paid for his coaching duties at a senior high school, would like to participate as a member of the golf team at Community College A. If he/she satisfies all the academic requirements of Community College A, can Student-Athlete R participate as a member of the golf team?

ANSWER:
Yes. Provided that the employment was not arranged by Community College A or by any personnel of Community College A.

Case 8
Section 11.B.4 – College Arranging Employment for the Student-Athlete

SITUATION:
The men’s tennis coach at Community College A is employed outside of the college at a city owned tennis academy. In the recruitment of Student-Athlete R to their Division II program, the coach promises employment at this tennis academy should Student-Athlete R choose to sign with Community College A. Is this a violation of the Eligibility Rules?

ANSWER:
Yes. The maximum amount of athletic aid that can be provided to Student-Athlete R is tuition, fees and course related books at the Division II level. Community College A or a representative of their athletic interest may not arrange for, offer or guarantee a student-athlete employment of any kind during the recruitment process or at any time thereafter on or off campus regardless of the division of the sport. (Please refer to Article VI, Section 9 for the Athletic Scholarship Guidelines for Divisional Play.)

Case 9
Section 11.B.5 – Professional Baseball

SITUATION:
Before initially enrolling at Community College A, Student-Athlete R participated with a Class A baseball team. Student-Athlete R was unconditionally released 88 days after signing his professional contract. Has Student-Athlete R met the provisions of this Section to be eligible in baseball at Community College A?

ANSWER:
Yes, provided that written confirmation is received by the Regional Director and Office of Eligibility from Minor League Baseball prior to the student-athlete’s participation.

NOTE: Any time a student-athlete has signed a contract with a professional baseball league, written confirmation must come from that league’s office regarding the signing and release dates of that athlete’s contract.

Case 10
Section 11.B.5 – Professional Baseball, Released by Team after the First 90 Days

SITUATION:
Student-Athlete R signs a Professional Baseball contract with Team X. Ten days after the opening date of the season schedule, Student-Athlete R is placed on the injured reserve list but is not released by the club. Student-Athlete R does not participate in any other games and is finally released by Team X at the end of the season, after 120 days under the playing contract. Can Student-Athlete R enroll at Community College A and participate on their baseball team?

ANSWER:
No. The fact that Student-Athlete R was not released by the professional team within the first 90 days after the opening of the season schedule eliminates him from being eligible to participate in baseball at a NJCAA member college.

Case 11
Section 11.B.5 – Professional Baseball

The following guidelines should be utilized for those student-athletes dealing with professional baseball, in regard to contracts and evaluations.

1. If an individual or his parents reach a written agreement with an agent to represent that individual, his eligibility at a NJCAA member college will be jeopardized.
2. It is permissible for an individual to have an advisor (but not an agent) without jeopardizing his eligibility. This advisor should be utilized to give advice, view a proposed contract and provide suggestions about the contract. This advisor should not be used to solicit contracts and tryouts. The advisor should not have contact with the professional baseball club.
3. An individual will be ineligible if he accepts transportation or meals from any person who wishes to represent him in the marketing of his athletic ability.
4. An individual or his parents may negotiate directly with a major league team, so long as no agent is involved, and no contract is agreed upon, either verbally or in writing.
5. An individual jeopardizes his eligibility at a NJCAA member college if he receives any items of value from the major league team that drafted him. This includes entertainment expenses, meals, transportation, lodging, etc., for the individual or his parents.
6. An individual may receive a tryout with a major league team only if he is not currently enrolled full-time in a NJCAA member college.
Case 12
Section 11.B.5 – Signing of Professional Baseball Contract

SITUATION:
In January, Student-Athlete R signs a Professional Baseball contract with Team X. Student-Athlete R is not required to report to Team X until May of that same year. Is Student-Athlete R eligible to participate in baseball at Community College A after signing the professional contract?

ANSWER:
No. As long as Student-Athlete R is under a professional contract, he is not eligible to participate on a college team. If the professional team would agree to unconditionally release Student-Athlete R from his contract any time before the first 90 days after the opening of the season schedule and he did not participate at a level higher than Class A, he would be eligible to participate on a Community College baseball team (Major League Baseball within the United States only).

Case 13
Section 11.B.6 – PGA Apprentice Program

SITUATION:
May a student-athlete participate in golf at a member college if he/she has taken the Playing Ability Test (PAT)?

ANSWER:
Yes. An NJCAA student-athlete may maintain his/her amateur status even if he/she has participated in a Playing Ability Test. However, once the individual joins the PGA Apprentice Program, he/she forfeits their amateur status. Any question relative to amateur status within the USGA rules may be directed to the USGA at 908-234-2300.

Case 14
Section 11.B.6 – Professional Participation

SITUATION:
Non-Student-Athlete R played professional soccer prior to initially enrolling at Community College A. Does this participation preclude such a student-athlete from competing on their basketball team?

ANSWER:
No. Student-Athlete R's amateur standing in all sports except soccer would be retained.

Case 15
Section 11.B.6 – Declares for a Professional Draft

SITUATION:
Prospective Student-Athlete R declares for the NBA Draft, but does not get drafted by any NBA team. Is Student-Athlete R eligible to participate within the NJCAA in the sport of basketball?

ANSWER:
No. Once a student-athlete declares their intent to participate in professional athletics, by signing a contract, hiring an agent, participating professionally OR entering the professional draft, that student-athlete would no longer retain eligibility within the NJCAA in that sport.

Case 16
Section 11.B.8 – Participation with Amateur Team

SITUATION:
Student-Athlete R participates as a member of a Canadian Amateur Hockey Association team before enrolling at Community College A, which supports a hockey team. Will this participation jeopardize the individual's eligibility for participation in intercollegiate hockey at a NJCAA member institution?

ANSWER:
No. A student-athlete participating in any league under the jurisdiction of the Amateur Hockey Association of the United States or the Canadian Amateur Hockey Association (except the Major Junior A hockey leagues sponsored by CAHA) would be eligible to compete without adversely affecting the student-athlete's eligibility at a NJCAA member school.

Case 17
Section 11.B.9 – Professional Soccer

SITUATION:
If a student-athlete participated in professional soccer at any level but not limited to MLS, USL-1 or USL-2 they would be prohibited from any further participation within the NJCAA in the sport of soccer.

Case 18
Section 11.B.10 – Participation in the Superliga in the Brazilian Confederation of Volleyball

SITUATION:
Student-Athlete R is a non-US citizen who is from Brazil. She participated in the Superliga which is a professional league within the Brazilian Confederation of Volleyball (CBV). Student-Athlete R was never paid, never signed a contract, nor was given any “perks” during her tenure on this team within the Superliga. Is Student-Athlete R eligible to play within the NJCAA?

ANSWER:
No. Because of her participation and affiliation within this professional league, she is ineligible to participate within the NJCAA.
Case 19
Section 11.B.11 – Competing as a Professional in a Sport of a Different Format

SITUATION:
Student-Athlete R played beach volleyball professionally in the United States. Based on this bylaw, is she eligible to participate in varsity volleyball for a NJCAA member college?

ANSWER:
No. According to this bylaw, student-athletes shall not compete professionally or contract to compete professionally in a sport regardless of its format. Other examples include but are not limited to: football/arena football; soccer/indoor soccer.

Case 20
Section 11.B.12 – Acceptance of Prize Money – TENNIS

SITUATION:
Prior to enrollment in any college, Student-Athlete R participated in a tennis tournament and was awarded a winning prize of $75.00. Can the $75.00 be considered as expense money so that Student-Athlete R can participate in tennis at a NJCAA member college?

ANSWER:
No. In this case, the individual had to win to receive the money. Student-Athlete R is no longer eligible to participate in tennis at any NJCAA member college. Expense money is agreed upon prior to a tournament and is not subject to the individual's finish in the tournament.

Case 21
Use of ITA (Intercollegiate Tennis Association) Expense Form

SITUATION:
A prospective or current student-athlete participates in a tennis tournament for which money is paid to the players based upon finish position. Can this student-athlete retain his/her amateur status for competition within the NJCAA?

ANSWER:
Yes. Each NJCAA tennis program must carefully review the amateur status of every student-athlete on their tennis rosters (men’s and women’s). This review should include a search of the available websites, including but not limited to the men’s professional website and the women’s professional website as well as the ITF website. Any NJCAA tennis student-athlete that appears on the websites or the review determines possible problems with strict adherence to NJCAA amateur status regulations, must be cleared in writing by the NJCAA National Office. In order to receive clearance the guidelines established for allowable amateur expenses and the ITA Reimbursement Form must be utilized. Clearance must be received in writing from the NJCAA National Office prior to any participation within the NJCAA. The ITA forms must be included in the institutions eligibility file along with a copy of the approval/clearance letter from the NJCAA in case of eligibility audit as required by Article V, Section 13.C.5.l.

NJCAA and ITA Allowable Amateur Expenses
1. A tennis player (student-athlete) starting play in a tournament as an amateur remains an amateur for the purposes of that tournament.
2. All expenses claimed must be reasonable and actually incurred.
3. Where practical, expenses must be supported by receipts or other evidence of payment.
4. The tournament director may reimburse the student-athlete directly for actual and necessary expenses (including a per diem for food and lodging, travel, and certain miscellaneous – i.e., stringing, laundry, etc.) only if funds remain available from the prize monies allocated, but not awarded for the event, and such reimbursement is not based on the student-athlete's place finish.
5. An amateur cannot accept reimbursement for an expense if someone else (for example, a sponsor) has paid such expense, unless the amateur actually returns such payment to the sponsor.
6. Travel expenses are allowable for travel to the tournament from home or previous tournament (if in fact travel was from previous tournament). Travel expenses are also allowable for actual return to the amateur's home from the tournament. Reimbursement shall be limited to the following:
   A. Air, rail and/or bus fare at coach rate.
   B. Local transportation.
   C. Automobile expenses (at the prevailing mileage reimbursement as established by the U.S. Government IRS tax code) per vehicle, plus tolls.
7. Entry fee is an allowable expense.
8. Expenses for a parent, coach, chaperone, or non-playing spouse are allowable in accordance with these rules. Expenses of a coach shall be related to practice for and participation in the tournament at the tournament sites. Payments to coaches/parents of all amateurs may be available and payable directly to the coaches/parents toward actual, allowable expenses. It is understood that such expense reimbursement must be made available to the parent/coach of all participants in the competition.

Case 22
ITA Amateur Reimbursement Form and NJCAA Certification

SITUATION:
May Community College A, who has a squad of 10 student-athletes on their tennis team, submit their ITA (Intercollegiate Tennis Association) Amateur Reimbursement forms to the National Office in April, which is several weeks before the start of the national tournament?

ANSWER:
No. The ITA Amateur Reimbursement form must be submitted to the National Office for those student-athletes who have received prize money in the sport of tennis prior to the start of the tennis season. This is prior to the start of the season for that individual. No tennis student-athlete may participate in any match (fall or spring) until clearance is received by the college from the National Office.
Case 23
Article V, Section 11.B.13.b Semi-Professional Team

SITUATION:
Student-Athlete R participates on the Up-State Marauders Semi-Professional Football team for one season following high school graduation. Student-Athlete R did not receive any compensation for playing on the Up-State Marauders Semi-Professional Football team and was responsible for all of his expenses including travel. Does Student-Athletes R’s participation with the semi-professional team affect his NJCAA eligibility in any manner?

ANSWER:
Yes. Due to the fact the Up-State Marauders refer to themselves as a semi-professional team, Student-Athlete R’s participation with the team has nullified his NJCAA eligibility. Student-Athlete R is not eligible for participation in the NJCAA due to the Marauders identifying themselves as a professional team.

ARTICLE V, SECTION 12 – Adding & Deleting Participants on Eligibility Forms

Case 1
Section 12.A – Supplementing Individuals

SITUATION:
Community College A begins their basketball season on November 20. Student-Athlete R joins the team on December 1 and is not listed on the original eligibility form. Can Student-Athlete R be supplemented to the eligibility roster?

ANSWER:
Yes. Student-Athlete R must be submitted online through the official NJCAA eligibility program before participating. Student-athletes can be supplemented at any time during the regular season schedule if they satisfy all provisions of the NJCAA Rules of Eligibility (see deadline dates in Section 12.A).

Case 2
Section 12.A – Supplementing Individuals

SITUATION:
Community College A begins their cross country schedule on September 5. When is the last day Student-Athlete R may be added to the eligibility form, and be eligible for Regional and National competition?

ANSWER:
Section 12.A lists the deadline dates for submitting, approval and additions for each sport. The deadline date established for cross country is October 12, 2012. Any additions after this date will not be accepted by the NJCAA online eligibility program, and any participation will result in forfeiture.

Case 3
Section 12.A – Adding Players to Roster

SITUATION:
The last day of the spring semester at Community College A as shown on its academic calendar, is May 15th. The regular baseball schedule ends on May 10th. Can student-athletes who were not eligible during the spring term participate in post-season play if they satisfy the provisions of Section 4?

ANSWER:
No. Once the regular season schedule has ended, no additions can be made to the team's roster. It should be noted that because the regular season schedule ended before the last day of the term, all student-athletes who were team members during the spring term remain eligible through all post-season games as long as the student-athletes maintained full-time hours throughout the end of the spring term.

Case 4
Section 12.A – Regional Qualifications for the Spring National Tournament

SITUATION:
If a region conducts a Regional qualifying tournament during the fall term and the National Championship is held during the spring, what academic requirements must the student-athlete satisfy to be eligible for the National Championship?

ANSWER:
The student-athlete must be enrolled full-time in 12 or more credit hours during the semester or quarter that the Spring National Championship is held. Spring class schedules must be provided for those athletes that plan to participate in the National Championship no later than the deadlines listed in Section 12.A. Also refer to Article VI, Section 2.
Case 5

Section 12.B – Eligibility of Student-Athletes if Season begins Between Terms

SITUATION:
The basketball season at Community College A begins on December 20. The fall term ended on December 15, five days prior to the beginning of the basketball season. Because the season schedule begins after the fall term ends, basketball at Community College A is not conducted during the fall term but is considered as having its season conducted during the spring term. What are the requirements for student-athletes to be eligible for the first contest which is being played between the fall and winter terms?

ANSWER:
Student-athletes must satisfy the following rules:
1. Register or pre-enroll in 12 or more credit hours for the spring term.
2. Satisfy the provisions of Section 4.D or 4.E from the previous term(s) of full-time enrollment if the student-athlete has previously attended college.
3. Satisfy the provisions of Section 4.F if the student-athlete is beginning his/her second season of competition.

NOTE: In this case, student-athletes were not required to have been enrolled full-time or even enrolled at all during the immediate previous term. The student-athlete's eligibility is based on the last term of full-time enrollment.

Case 6

Section 12.B – Eligibility of a New Student-Athlete Between Terms

SITUATION:
The first indoor track and field meet at Community College A begins on January 15. The January 15 date falls between the end of the fall semester and the beginning of spring semester. Can Student-Athlete R, a new student-athlete, participate at the first indoor meet scheduled for January 15?

ANSWER:
Yes. Student-Athlete R, a first term freshman, is eligible if he/she is appropriately registered or pre-enrolled at Community College A.

Case 7

Section 12.C – Participation after Completion of Term

SITUATION:
The last day of the spring semester at Community College A is May 5th. The last regularly scheduled baseball game (excluding post-season competition) is May 3rd. Student-Athlete R, a member of the baseball team, completes the spring semester having earned only 9-credit hours. Is Student-Athlete R eligible to compete in the Regional Tournament scheduled on May 10th and if his team wins, continue to play in the District and National Tournament?

ANSWER:
Yes. Because the last regularly scheduled game occurred on or before the last day of the spring semester, Student-Athlete R remains eligible for the duration of the post-season tournaments. Article V, Section 12.C states “if the regular season schedule of a sport ends before the last day of the term, all student-athletes remain eligible for post-season competition (Regional and National competition), provided full-time enrollment is maintained throughout the term.”

Case 8

Section 12.D – Supplementing Individuals after Academic Probation

SITUATION:
Student-Athlete R, a transfer from a four-year institution, is serving 16-calendar weeks of probation when the basketball season at Community College A begins. Student-Athlete R's probation ends after the first semester but will be completed before the beginning of the next semester. Can Student-Athlete R participate before the beginning of the next term?

ANSWER:
Yes. Student-Athlete R can be supplemented on a submitted online eligibility form after the first semester ends provided the 16-calendar weeks of probation has expired. Student-Athlete R becomes eligible on the date in which he/she was submitted online through the NJCAA online eligibility program. Student-Athlete R must also pass 12 credit hours with a 2.00 GPA or higher during the term to satisfy Section 10.C.2.

Case 9


SITUATION:
When determining eligibility for the spring term for basketball, what grades should Community College A use? Can letters from teachers containing the student-athletes’ grades suffice or are official posted grades necessary?

ANSWER:
Community College A should wait until official grades from the registrar’s office are posted prior to determining and submitting eligibility for the basketball team for the spring term. Only those grades from the registrar’s office are official. (Please refer to the Recertification section in Sections 12 and 13 for when to submit for the second term of a two-term sport.) A Letter from the teacher stating the Student-Athletes grade is not sufficient for NJCAA eligibility purposes.

Case 10

Section 12.D

SITUATION:
Community College A actively recruits international players for their soccer program. They always sign four non-US Citizen athletes to full scholarships. How many non-US citizen athletes may be certified on the eligibility form for soccer in addition to the four (4) athletes that are signed to non-US citizen scholarships?

ANSWER:
Article V Section 12.D limits member schools from certifying no more than four (4) non-US Citizen athletes in the sport of soccer regardless if they are on scholarship or not.
Case 11
Section 12.D LOI vs. Eligibility Certification

SITUATION:
Community College A signs six (6) Non-US Citizens to LOIs for the upcoming baseball season. Section 12.D limits Community College A to certifying a maximum of six (6) Non-US Citizens to the NJCAA eligibility roster. Is Community College A forced to certify the six (6) students they have signed to Non-US Citizen LOIs on the eligibility roster or can they certify a different six (6) Non-US Citizens on eligibility?

ANSWER:
Community College A may certify any six (6) Non-US Citizens they choose to the NJCAA eligibility roster. Community College A is not forced to certify those students that are signed to LOIs. The NJCAA allows member colleges to sign ineligible students to LOIs and in this case just because a student is signed to an LOI does not require the member school to certify that student on the eligibility roster. It is the member colleges choice who they certify on eligibility while remaining within the maximum limits allowed by the bylaw.

Case 12
Section 12.D - Replacing Non-US Citizens on the Eligibility Form

SITUATION:
Community College A certified six (6) Non-US Citizens on the softball eligibility roster for the spring season. Mid-season, one of the Non-US Citizen athletes suffer a season ending injury. Is Community College A permitted to replace this injured Non-US Citizen Athlete on the Eligibility roster with another Non-US Citizen who had not yet been certified on the eligibility roster?

ANSWER:
No, Community College A may not replace the injured player on the eligibility roster. The team is allowed a maximum of six (6) Non-US Citizens on the eligibility roster. Once they have been added they remain on the roster and are not removed regardless if they are injured or leave the team.

Case 13
Section 12.D - Tennis

SITUATION:
Community College A certifies two (2) Non-US Citizens for the fall tennis season. Does the college have to certify the same two (2) non-US Citizens for the spring season?

ANSWER:
Community College A has certified the maximum of two (2) Non-US Citizens for tennis. In the spring they may certify the same two Non-US Citizens but they may not certify any additional Non-US Citizens to the eligibility roster since they have reached the maximum. If one of the Non-US Citizen players leaves school between terms they may not be replaced by a third Non-US Citizen athlete. The maximum number of Non-US Citizens that may be certified for tennis is two (2) for the fall and spring term combined.

Case 14
Section 12.D – Two Term Sports

SITUATION:
Community College A certifies three (3) Non-US Citizens in the fall for the current basketball season. At the end of the fall term one of the Non-US Citizens that were certified on the eligibility roster leaves the team and returns home. Is Community College A able to replace this student when they recertify the eligibility for the spring term?

ANSWER:
No. Community College A is not able to replace the Non-US Citizen player who left the team with another Non-US Citizen athlete. Community College A reached the maximum of three (3) Non-US Citizen athletes when they certified in the fall term. Basketball, Indoor track, bowling, swimming, ice hockey and wrestling have one season that covers parts of two terms and are not two separate seasons such as tennis and golf.

Case 15
Section 12.E – The Purpose of the Non-Participation Form

SITUATION:
What is the purpose of the Non-Participation Form that is required to be completed online beginning with the 2007-2008 academic year with a deadline of July 1st for each academic year?

ANSWER:
Submitting the information for all participants and non-participants online for each sport season every year will create a database of all student-athletes who have been submitted on the NJCAA Eligibility System. Therefore member colleges and the National Office can search for this information to know which student-athletes have participated and have not participated within the NJCAA.
Case 16
When a Sport has been Dropped or the College will not be Fielding that Sport?

SITUATION:
Community College A has paid for the sport of women’s lacrosse for the 2012-2013 academic year. Prior to the start of the lacrosse season, Community College A determines they do not have enough players to field a team and drops the sport. Therefore the college will not be submitting an online eligibility form. When should the National Office be notified that the college has dropped or cannot field the sport?

ANSWER:
The National Office should be notified of Community College A officially dropping the sport as soon as the college has made this decision. That way, the Office of Eligibility can update the NJCAA website as well as other office records to avoid having to ask for Community College A’s women’s lacrosse eligibility form during the season.

ARTICLE V, SECTION 13 – Certifying Eligibility Form/Audit Information

Case 1
Section 13.C – Common Questions Concerning Eligibility Audits

1. What information is required for Eligibility Audits? Please look in Section 13.C for all required information for an Eligibility Audit. This information is also included on the Notification of Eligibility Audit Form that a college will receive via email from the National Office once chosen for an Audit.

2. How will the college be notified by the National Office of an Eligibility Audit? The National Office will contact the college via email sending the Notification of Eligibility Audit Form and by phone. Once the college is contacted, the college has 72 hours from the initial date of contact to have all audit information into the National Office.

3. What form of postal service should the college use to ensure on-time delivery of the Audit? The college should use overnight or comparable tracking means.

4. How are the teams chosen for audits at the college? First, the National Office will audit those teams/sports that are currently in season unless the National Office has other reasons to audit a team outside of the regular season. Secondly, the National Office randomly chooses but reserves the right to initiate an audit at any time.

5. How many teams/colleges will be audited every year? The National Office will audit a minimum of 5% of the teams in each sport every academic year.

6. How will the college be notified about the outcome of the audit review? The National Office will notify the college by email regardless if there is information missing, if the audit has cleared, if there are ineligible student-athletes, if there are corrections, or a violation of the eligibility or Letter of Intent rules.

7. Will the same college be audited more than one time per academic year? If the college is on probation during an academic year, every sport team will have an audit conducted during that academic year or if the National Office deems it necessary to audit more than one team at a college that is not on probation.

Case 2
Section 13.C.1 – The Submitted Copy vs. Preview Copy of the Eligibility Form – Audits

SITUATION:
Which of the online eligibility forms must be submitted with eligibility audits?

ANSWER:
The “Submitted Copy” is the only copy of the eligibility form the National Office will accept in eligibility audits. The “Preview Copy” is the " unofficial" copy of the eligibility form that can be printed off any time before submission of the form. As per Section 12.A eligibility forms must be successfully submitted online and student-athletes become eligible on the date of their eligibility submissions. If a Preview Copy form is the only online form that has been included in an eligibility audit, the National Office will request a signed copy of the Submitted Copy before clearing the eligibility audit.
Case 3  
What to do after Submitting an Eligibility Form  
1. After submitting an eligibility form, the online program will immediately take you back to the "Student-Athlete Eligibility Form" page which will show the creation date of the form, the term, the status of the form, and the date that form was submitted.  
2. On the "Student-Athlete Eligibility Form" webpage you will need to make sure that all student-athletes are on the form that you have just submitted. You can do this by clicking once or twice directly on the line of the form that you have recently submitted to reopen the form. The submitted form will pop up in a new window. In addition this is the official eligibility form that must be signed by all parties.

What to do if you see a new “NOT SUBMITTED” form:  
If you see a new “Not Submitted” form this means that at least one student-athlete did not go through on the newly submitted form or there was a problem submitting the form. The new “Not Submitted” form is automatically created when student-athletes are ineligible and have “X’s” by their names. The “X” means that the program determined that the student-athlete is ineligible and will not allow ineligible athletes to be submitted on an eligibility form, thus a new form is automatically created. Your next step here is to determine why there is an "X" by the student's name. Maybe this is because the student is ineligible, a box was left blank or a box was typed incorrectly - i.e. the GPA of 3.25 is typed in as 3,25 (a comma instead of a decimal).

CONFIRMATION EMAILS:  
° The eligibility program will send a confirmation email when the form has been submitted online. Although these emails are helpful, sometimes a submitted form can be blank so do not solely rely on these emails to confirm that your forms have been submitted. Again go through the process of reopening all forms immediately after submitting them.
° If you do not receive your confirmation emails it could be because of a number of reasons: the email address was entered incorrectly or your junk mail or spam blocker is preventing the email from going through to your inbox.
° It is important to check the submissions of your eligibility forms to remain compliant with the deadlines located in the bylaws. It is also wise to take the initiative in starting the eligibility process early enough to give yourself enough time to enter the eligibility and to solve any problems that may occur along the way.
° Again if you are ever late submitting an eligibility form notify the Office of Eligibility at NJCAA Headquarters.
° The online eligibility instructions are located on the NJCAA website under the school site.

Case 4  
Section 13.C.2 – Transfer Transcripts from Four-Year and Community Colleges  
SITUATION:  
Student-Athlete R attends a four-year institution and two different community colleges prior to his/her transfer to Community College K. Student-Athlete R’s eligibility at Community College K is based on the accumulation of credits from all previous colleges. Which transcripts does Community College K need to have to establish eligibility as well as preparing for an NJCAA audit of Student-Athlete R’s team – transcripts from all colleges or a transcript from only the last college which he/she attended as a full-time student?

ANSWER:  
Transcripts from all previous colleges which he/she attended are necessary because Student-Athlete R is basing his/her eligibility on the accumulation of credits earned. (Section 13.C has listed the required information necessary for Eligibility Audits. This information should be kept in hard copy in case of notification of an Eligibility Audit.)

NOTE: The rule of thumb in counting credits for eligibility is that all credits must show on a college transcript in order to count those credits for eligibility. If a transcript cannot be obtained for eligibility, those credits cannot be counted for eligibility.

Case 5  
Section 13.C.5 – Break of Enrollment and Delay of Enrollment Statement Definitions  
Break of Enrollment – A break of enrollment is when a student-athlete attends college full-time for at least one term and after the end of that term he/she takes a “break” of not attending full-time for at least a period of one term, then enrolls again as a full-time student. A statement must be provided in the eligibility for this student-athlete explaining what he/she was doing during this break of enrollment. Was he/she attending part-time or none at all, was he/she working or not working, was he/she living at home, etc?

Delay of Enrollment – A delay of enrollment is when a student-athlete does not enroll full-time in the term immediately following high school graduation. (This term is not considered as the summer term for a May/June/July high school graduate.) Like the break of enrollment, a statement as to why this student-athlete was not enrolled immediately after high school graduation must be provided in the eligibility. The statement also needs to include what the student was doing during this time.

Case 6  
Section 13.D.1 – Online Eligibility Submission  
SITUATION:  
Community College A begins its fall term on September 1. The first date of competition in volleyball is September 6th. When must the online eligibility for all participating student-athletes be submitted?

ANSWER:  
Online eligibility for all student-athletes must be submitted within the first 15 calendar days of the beginning of the term of participation OR prior to the first game date (Article V, Section 13.D.1). Penalties for failure to submit are identified within Article V, Section 13.E and due to student-athletes not becoming officially eligible until the eligibility forms have been submitted online, all games in which the team has participated must be forfeited as per Article V, Section 17.A. (When counting the fifteen calendar days the first day of the term counts as day one)
Case 7

Section 13.D.1 – Beginning Date of Outdoor Track and Field Season

SITUATION:
Community College A participates in the NJCAA National Championship Indoor Track and Field Meet. Because of their geographic location and the cold weather conditions, Community College A continues to participate in indoor track and field meets after the National Championship Meet. Are the meets which are held indoors following the NJCAA National Championship Indoor Meet considered a part of the indoor or the outdoor season?

ANSWER:
Any meets which are conducted after the NJCAA Championship Indoor Meet must be considered as part of the outdoor track and field season even though they may be conducted as indoor meets. An outdoor eligibility form is required to be submitted online as per the deadlines in Section 13.D.

Case 8

Section 13.D.1 – Deadline for Submitting Eligibility Forms

SITUATION:
The fall quarter at Community College A ends on November 15 according to their college catalog. The first basketball game of the published schedule is November 15 at 9 p.m. Must Community College A submit a basketball eligibility form online for the fall quarter?

NOTE: The next quarter begins on November 16.

ANSWER:
Yes. The first basketball game was played during the fall quarter; therefore, the college must submit an eligibility form online on or before the first regularly scheduled contest as well as submitting a form for the following quarter as per the recertification deadlines in Section 13.D.3 - Recertification. If the game would have been played on November 16 instead of November 15, the eligibility would be required to be submitted by the deadlines in Section 13.D.1.

Case 9

Section 13.D.1 – Submitting Eligibility Forms for All-Star and Open Competitions – (Fall Baseball/Softball/Golf/Tennis)

SITUATION:
Community College A has three softball players that have been chosen to compete in a conference All-Star game in October. Does Community College A have to file fall softball eligibility for these players?

ANSWER:
Yes. Community College A must file eligibility for all players who participate in any open or all-star competitions that are sponsored by a conference or region.

NOTE: If the student-athletes are competing in an open or all-star event not sponsored by a region or conference then the student-athlete cannot represent Community College A and eligibility does not need to be filed. Community College A may not provide entry fees, equipment, transportation, lodging, meals, etc. to the student-athlete to these non-conference/region sponsored events. (Please refer to Article V, Section 16 for more information about Student-Athlete Participation in All-Star and Open Competitions.)

Case 10

Section 13.D.1 – Submitting an Eligibility Form for Participants in Open Tournaments

SITUATION:
Does an eligibility form have to be submitted for Community College A's wrestling team which competes only in open tournaments during the fall term?

ANSWER:
Yes. Any scheduled tournaments which student-athletes enter as representatives of a member college, either open or invitational, all student-athletes must satisfy the NJCAA Rules of Eligibility and an eligibility form must be submitted online prior to participation in order for those student-athletes to be eligible to compete. (Please refer to Section 16.D for more Open Tournament Information and Section 12.D.2 for more Recertification information since wrestling is a two-term sport.)

Case 11

Section 13.D.2 – Seasons which begin between Terms (Outdoor Track example)

SITUATION:
At Community College A, the winter term ends on March 15 and the spring term begins on March 20. The first outdoor track and field meet is scheduled for March 16. Is the outdoor track and field season part of the winter term or the spring term?

ANSWER:
Spring term. Whenever the first scheduled meet or game begins between terms, the sport season shall be considered a part of the next term. Eligibility form must be submitted online 15 calendar days from the March 16 meet.

Case 12

Section 13.D.2 – Seasons which begin between Terms (Basketball example)

SITUATION:
The fall semester at Community College A ends on December 10 and the spring semester begins on January 12. The first basketball contest is scheduled for January 2. When must eligibility information be submitted online to the Office of Eligibility?

ANSWER:
On or before January 16th. Those colleges which begin their season between terms must submit eligibility information 15 calendar days from the date of the first regularly scheduled contest. (Please refer to Section 12.D.2 for more Recertification information.)
Case 13
Section 13.D.3 – When to File for the Second Term of a Two-Term Sport when Student-Athlete is Taking a Winter-Intercession Class

SITUATION:
Community College A ends their fall term on December 20th, and conducts a winter intersession from January 2nd to January 18th, with the spring term beginning on January 25th. What are the key dates for a student-athlete becoming ineligible as of the 20th of December, who is trying to establish eligibility for second term basketball?

ANSWER:
This student-athlete would have 20 calendar days from December 20th to establish his/her eligibility. On or before January 8th this student-athlete would have to meet the eligibility requirements or be dropped from participation. If the student-athlete satisfactorily completes the course on January 18th and establishes eligibility by Section 4, he/she may be added to the eligibility form, eligible on the online submission date. This course must be completed prior to the 15th calendar day of the spring term if he/she is trying to satisfy Section 4.D or E. (Please refer to Section 12.D.2 for more Recertification information since basketball is a two-term sport.)

Case 14
Section 13.D.3 – Recertification – Submitting Mid-Year Eligibility

SITUATION:
Community College A has a 30-game basketball schedule which spans both the fall and the spring semesters. Must an eligibility form be submitted for the second term?

ANSWER:
Yes. The eligibility forms needs to be submitted through the online eligibility program for the second term and is due 15 calendar days from the beginning date of the spring semester. (Please refer to Section 12.D.2 for more Recertification information.)

Case 15

All athletes remain eligible from the fall.
~ Recertify the team on or before the 15th calendar day of the spring term.

All athletes who participated during the fall are all eligible for the spring and ineligible athletes who did not participate in the fall but have become eligible for the spring term.
~ If you are adding these athletes before the 20th calendar day after the end of the fall term, the entire team must be recertified for the spring term at the same time. Those athletes completing a probationary period can be added once their terms of the probation are completed.
~ If you are adding these athletes after the 20th calendar day after the end of the fall term, then you must certify that athlete on a spring term eligibility form and recertify the remainder of the team before the 15th calendar day of the spring term.

There are ineligible athletes from the fall who cannot play during spring term and there are no new athletes to add for the spring term.
~ Ineligible athletes may participate during the next 20 days following the end of the fall term. On the 21st day those ineligible athletes may not continue participating.
~ Recertify the remainder of the team on or before the 15th calendar day of the spring term.

There are ineligible athletes from the fall who cannot play during spring term and newly eligible athletes to be added for the spring term (2 different scenarios):
1. If you allow ineligible athletes to participate for the 20 days following the end of the fall term, you may not allow the newly eligible athletes to participate during those 20 days. If you choose this scenario, the ineligible athletes must cease participation on the 21st day and the newly eligible athletes can be added anytime on or after this 21st day on a spring eligibility form. These athletes must be certified prior to participation.
   ** The remaining team members must be recertified before the 15th calendar day of the spring term.
2. If you choose to exchange the ineligible athletes for the newly eligible athletes before the 20th day after the end of the fall term, the remainder of the team must be recertified for the spring term at the same time. The exchange of these athletes must occur on the same day. Ineligible and newly eligible athletes cannot be participating at the same time.

Case 16
Section 13.D.4 – Fall Qualification for Spring Championships

SITUATION:
Does an eligibility form have to be submitted for an individual or a team which qualified during the fall term for a National Championship held in May?

ANSWER:
No. An eligibility form does not need to be submitted, but instead, a list of the names of the student-athlete qualifiers for the Spring National Championship must be submitted to the National Office on college letterhead showing the number of credit hours each student-athlete is enrolled in for the spring term or the college may provide spring class schedules for each student-athlete verifying full-time status. The student-athletes must have valid physical examinations. This information will need to be submitted to the National Office prior to the deadlines listed in Section 12.A and the athletic director will need to sign this letter. (Also refer to Article VI, Section 2.)
Case 17  
Section 13.D.4 – No Schedule – Deadlines for Eligibility Information  

SITUATION:  
Community College A does not schedule any regular season bowling matches. They do however, plan on entering the National Championship Bowling Tournament. When is it necessary for Community College A to submit eligibility information online?  

ANSWER:  
Eligibility information must be approved before the deadline dates established in Section 12.A. The form must be submitted online to the National Office in advance of the printed deadline.

ARTICLE V, SECTION 14 – Scrimmage Definition

Case 1  
Scrimmage Dates are Required to be Posted on the Regular Schedule  

SITUATION:  
Is it mandatory to post scrimmages to the regular schedule?  

ANSWER:  
Yes. As of August 1, 2006 all scrimmages must be included and designated as such on the official schedule as published by the intercollegiate department. (Please refer to Article V, Section 14.1.)

Case 2  
First Scrimmage Date  

SITUATION:  
When can the first scrimmage occur for a sport?  

ANSWER:  
As per the Sport Procedures, the first scrimmage may occur as per the “start date” listed in the Sport Procedures for that sport.

Case 3  
Classifying Scrimmages  

SITUATION:  
There is an early season “competition” between the soccer programs at Community College A and Community College B. Can Community College A call the competition a scrimmage and Community College B call the same competition a regular season game?  

ANSWER:  
No. Both colleges must classify the competition in the same manner – scrimmage or regular season competition. This should be agreed to by both colleges prior to the start of the competition.

Case 4  
Ineligible Student-Athlete Participating in Scrimmages  

SITUATION:  
Student-Athlete R, currently enrolled in 12-credit hours as a freshman at Community College A, has not graduated from high school nor has he passed his GED. Would the student-athlete be eligible to compete in a basketball scrimmage scheduled in the last week of October?  

ANSWER:  
Yes, Student-Athlete R may compete in the scrimmage, however he/she will not be eligible for regular season play until official documentation of the passing of the GED is received at the office of eligibility (Article V, Section 3.A) or until they have passed 12 credit hours with a 1.75 GPA (Article V, Section 3.B). Also, the student-athlete must have a valid physical on file in order to participate in a scrimmage.  

NOTE: The NCAA could deem participation in a scrimmage as a year of eligibility.

Case 5  
Section 14.A.4 – Scrimmages  

SITUATION:  
Student-athletes are required to have physicals on file and must be enrolled at the college in order to practice at the college. Are these the same requirements necessary for student-athletes to participate in scrimmages?  

ANSWER:  
Yes. Student-Athletes must be enrolled at the college and must have valid physicals on file in order to practice, compete and scrimmage with a member NJCAA college.

Case 6  
Scrimmages Against Non-Member Colleges/Teams  

SITUATION:  
Community College A begins basketball practice on October 1. A local NAIA college team would like to join Community College A once a week for a combined practice. Would this activity constitute a scrimmage date for Community College A?  

ANSWER:  
Yes. Participation versus any outside and or organized program would qualify as a scrimmage date even if the participation is strictly practice oriented.  

NOTE: The number of scrimmages for some sports is limited. Refer to the Sport Procedures for the allowed number of scrimmages per sport.
Case 7
Scrimmages and Media Coverage
SITUATION:
Community College A conducts fall baseball practice. Included in their practice schedule are some scrimmages with four-year institutions. If the four-year institution newspaper prints an article about the scrimmage, is Community College A in violation of the scrimmage rule?
ANSWER:
No. The bylaw that prohibited media coverage of scrimmages has been eliminated.

Case 8
Varsity Game Uniforms in Scrimmages
SITUATION:
May current varsity game uniforms be used in scrimmage contest?
ANSWER:
Yes. Member colleges may use official game uniforms in scrimmages if they so choose.

Case 9
Pre-Season Scrimmages
SITUATION:
Community College A attends a pre-season basketball scrimmage attended by many NJCAA basketball programs. Student-Athlete R participates in the scrimmage under the scrimmage definition of the NJCAA, then Student-Athlete R does not participate in any regular season games for Community College A. Did Student-Athlete R utilize a season of NJCAA eligibility?
ANSWER:
No. The bylaws of the NJCAA only charge a season of participation for participation in a regular season contest or post-season play. However, it should be noted that both the NCAA and the NAIA may charge a season of participation for any competition against an outside opponent. This includes exhibition, scrimmage or regular contest. Therefore, Student-Athlete R may be jeopardizing a season of eligibility at the four-year level by taking part in the pre-season scrimmage.

Case 10
Spring Volleyball Scrimmages – Participation of High School Athletes
The NJCAA has received numerous calls regarding high school athletes participating with NJCAA colleges during the spring volleyball season. Based upon those questions, the following rulings were developed using current NJCAA guidelines:
1. Anytime the participation of a high school athlete is concerned, the respective state high school activities association should be contacted and presented with the situation. Participation with a NJCAA college could jeopardize a players remaining high school eligibility in volleyball and/or in another sport at the high school level.
2. Anyone can participate in an open gym as governed by the individual institution. All expenses, however, must be incurred by the participants. The college cannot pay for or reimburse a high school athlete for any expenses.
3. To be eligible to participate in practice sessions and scrimmages, the student must be currently enrolled at the member college and have a valid physical on file at the member college.
4. Participation must be conducted within the guidelines of a scrimmage. (Please refer to items #2 and #3 above.)
5. A high school athlete representing a NJCAA member college will be considered to have used a year of eligibility at the NCAA level, whether charged with a year of eligibility by the NJCAA or not. As an example, wearing a t-shirt with the NJCAA colleges name is considered representing that school. Please be extremely cautious when inviting a high school athlete to participate with your program in the spring season.

Case 11
Scrimmaging and Practicing Prior to the Start of the Fall Term in a Fall Sport
SITUATION:
The fall term starts on August 30, however the start date for scrimmaging and practicing for football starts on August 1. How is a student-athlete eligible to practice and scrimmage as per the bylaws (Article V, Section 14 and Article VIII, Section 6.A) that state that “participants must be enrolled/registered at the college he/she is representing and have a valid physical on file in order to participate in a scrimmage/practice”?
ANSWER:
The student-athletes in this case must be pre-enrolled/pre-registered for the fall term in order to practice or scrimmage at this time since for that time of the year, summer classes have ended and the fall term has not begun. There is not a limit to the number of credit hours these student-athletes (football players) must be pre-enrolled in for the fall term, just as long as the student-athletes are pre-enrolled/pre-registered for the fall term they can practice and scrimmage.
Please also remember that students must be enrolled full-time by the 15th calendar day of the fall term in order to participate in any sport during the fall term. Those participants who have been practicing and scrimmaging and have not yet pre-enrolled/pre-registered for the fall term must immediately cease practicing and scrimmaging.
Case 12
Scrimmaging Prior to or During Post-Season Play

SITUATION:
Community College A has qualified through the region to participate in National Championship play in the sport of basketball. During the season, Community College A only utilized three of their allowable four scrimmage dates. May Community College A participate in a scrimmage following regional play, and before the National Championship?

ANSWER:
Yes. Community College A can utilize their final scrimmage date in preparation for National Championship play. A college that has not qualified for further post-season competition, however, may not participate in a scrimmage once their season is completed even though they may have scrimmage dates still available.

Case 13
Scrimmages – Spring Soccer

SITUATION:
Community College A plays 18 soccer games in the fall. How many games and scrimmages can Community College A play in the spring season?

ANSWER:
Community College A is limited to two (2) scrimmage dates in the spring. This maximum of two scrimmage dates remains constant regardless of the number of official games and scrimmages that were played in the fall.

Case 14
Multi – Team Scrimmages – Spring Soccer

SITUATION:
Community College A wants to bring three (3) teams in on a Saturday in the spring and scrimmage each visiting team for 45 minutes. Under the soccer scrimmage allowances is this permissible? How many scrimmages would this count as?

ANSWER:
Yes. Community College A may bring in three teams and scrimmage each of them for 45 minutes on the same day. This type of event would use one (1) of Community College A two allowable scrimmage dates.

ARTICLE V, SECTION 15 – Club Team Information

Case 1
Section 15.A – Declaring Club Team Status after the Start of a Varsity Season

SITUATION:
Community College A begins the women’s soccer regular season and participate in the first two contests on their schedule. Due to uncertain circumstances, the women’s soccer team wishes to become a club team. What is the correct procedure for Community College A to follow to become a club team after the varsity season has started?

ANSWER:
Community College A must first make this request in writing to the National Office. Upon approval, Community College must complete and submit a Club Declaration Form. These student-athletes have used one season of eligibility within the NJCAA.

Case 2
Section 15.C – Individual Competition after Club Designation

SITUATION:
Community College A files an NJCAA Club Declaration Form for wrestling prior to the season schedule. At the completion of the regular season schedule, can Community College A enter as a team in the regional tournament?

ANSWER:
No. Once a college declares themselves as club status for the season they must remain as a club team for the entire season. Effective August 1, 2010, student-athletes competing in a recognized individual sport (bowling, cross country, golf, indoor track and field, outdoor track and field, swimming and diving, tennis, or wrestling) no longer may qualify for region, district or national competition.

Case 3
Section 15.C – Competition during a Regional or National Championship meet

SITUATION:
Community College A's swimming season spans over two terms. At the beginning of the season, Community College A filed an NJCAA Club Declaration Form. Can student-athletes compete in the Regional or National Meet?

ANSWER:
No. Only those student-athletes who have been certified through the NJCAA online eligibility system are eligible for post season competition. Members of a designated club team are not eligible for post-season competition.
Case 4
Section 15.C – Club Team Participation in Regional, District of or National Competition

SITUATION:
Community College A files an NJCAA Club Declaration Form for their track and field team. Several members of the team have met the qualifying standards and satisfy NJCAA Rules of Eligibility. If an eligibility form is submitted prior to the date in Section 12.A. Can these student-athletes participate in post season competition as individuals?

ANSWER:
No. Effective August 1, 2010 the NJCAA eliminated the bylaw which allowed individuals from club teams to compete in Regional, District and National competition.

Case 5
Section 15.D – Varsity and Club Teams in the Same Sport

SITUATION:
Can a member college sponsor a club team and an intercollegiate varsity or JV team in the same sport?

ANSWER:
No. A college must either compete on a club basis or on an intercollegiate varsity level in any one sport. A college competing on a varsity level may also field a JV team, all members must meet the NJCAA Rules of Eligibility and have their eligibility submitted online prior to competition. Each student-athlete must conform to the regulation regarding the number of contests per sport.

Case 6
Section 15.D – Varsity and Club Teams in the Same Sport

SITUATION:
Can a member college sponsor a basketball club team administered by the student-activities office and an intercollegiate basketball team administered by the Athletic Department?

ANSWER:
No. A member college may not sponsor a club team and a varsity team in the same sport even if the teams are administered by different areas of the college. The member college is the member and must adhere to all NJCAA rules not just the college’s athletic department.

Case 7
Section 15.D – Fall Club Declaration in a Spring Sport

SITUATION:
Community College A conducts their regular baseball season during the spring term. They also conduct a season during the fall term and schedule a few games. Is it possible for Community College A to declare their fall program as a club and also have a regular intercollegiate program during the spring, all of which takes place during the same academic year?

ANSWER:
No. Once a college designates a sport as being club, they cannot revert to a varsity intercollegiate program during the same academic year.

Case 8
Section 15.E – Club Participation and Transferring

SITUATION:
Community College A has a varsity sport that shifts to club status after 2 games. If student-athletes transfer from Community College A to Community College B, will Student-Athlete R lose a year of eligibility?

ANSWER:
Yes. Article V, Section 7.B states that participation in a fraction of any regularly schedule contest during the academic year constitutes one (1) season of participation in that sport. The NJCAA charges a season of eligibility for participation on a collegiate club team.

Case 9
Section 15.E – Eligibility Charged for Club Participation

SITUATION:
Student-Athlete R participates in basketball at Community College A for one season on a club level basis. Community College A plans to participate on a varsity level the following year. What requirements must Student-Athlete R meet to be eligible the following season?

ANSWER:
Student-Athlete R has used one season of eligibility for his/her participation on the club team the previous season. Therefore Student-Athlete R must have 24 semester credit hours or 28/36 quarter credit hours with a 2.00 GPA or higher in order to participate at the varsity level. (Satisfy Article V, Section 4.E and 4.F.)

NOTE: Participation on a “club team” at the four-year and/or two-year non-member college level will constitute a season of NJCAA eligibility in that sport.
Case 10
Participation on a Club Team at a Four-Year Institution

SITUATION:
Student-Athlete R participates in lacrosse at Four-Year Institution X during the previous academic year. Does his/her participation on this team constitute as using a season of eligibility even though the club lacrosse team is not affiliated with the athletic department at the university and that the team’s coach is not employed by the athletic department?

ANSWER:
Yes. As the bylaw states, any participation on a collegiate club team in any one of the certified sports of the NJCAA is counted as using a season of eligibility. Therefore Student-Athlete R would be an incoming second season athlete at the NJCAA member college he/she is transferring to.

Case 11
Participation on Club Teams before becoming a Member of the NJCAA

SITUATION:
Student-Athlete R participated on a club team for Community College A during the last two (2) basketball seasons. Community College A was not a member of the NJCAA during that time and therefore was not required to file the Club Declaration Form in the NJCAA. Community College A is now a member of the NJCAA and is planning to sponsor a varsity basketball team. How many seasons of eligibility does Student-Athlete R have remaining within the NJCAA in the sport of basketball?

ANSWER:
None. Student-Athlete R would not be eligible for varsity participation within the NJCAA because of the two previous seasons of participation on Community College A’s club team. Even if the college was not a member of the NJCAA and/or the Club Declaration Form was not filed with the National Office, Student-Athlete R will still be charged with a season of eligibility for each season of participation on a college sponsored club team.

ARTICLE V, SECTION 16 – All-Star & Open Competitions

Case 1
Section 16.C – Playing Two Sports at Same Time

SITUATION:
Student-Athlete R, a basketball player at Community College B, would like to compete in an indoor track and field meet during basketball season. Will Student-Athlete R's participation in the indoor track meet jeopardize his/her eligibility to continue playing basketball?

ANSWER:
No. Student-Athlete R will be eligible to compete in both basketball and indoor track and field for Community College B. This bylaw is referring to participating for more than one team in the same sport while the season of that sport is in progress.

Case 2
Section 16.C – Practice with another College while the Season is in Progress

SITUATION:
While a member of Community College A's program, Student-Athlete R practices with Four-Year Institution X. Is this considered a violation of Section 16.C?

ANSWER:
Yes. While the season is in progress, Student-Athlete R may not play or practice with another collegiate program.

Case 3
Section 16.C – Participation on Two Different Teams

SITUATION:
While a member of Community College A’s basketball team, can Student-Athlete R participate with a recreational basketball team while also participating with his/her college team?

ANSWER:
No. This section prohibits participation on any team in the same sport other than the college team while the season of that sport is in progress.

Case 4
Section 16.C – Participation after the Season

SITUATION:
After the basketball season at Community College A has ended, members of the basketball team join teams which are not associated with the college. Can a freshman who plans to return to Community College A the following year participate on a non-college team without having an NJCAA sanction?

ANSWER:
Yes. Once the season has been completed, student-athletes may participate on non-college teams without it affecting their eligibility.

Case 5
Section 16.C – Team Participation in Community Recreation League

SITUATION:
Community College A wants to have their baseball team participate in the local fall men’s league which is run by the local Recreation Commission. Is this possible in place of having a traditional fall college baseball season?

ANSWER:
No. Teams that are associated to member institutions are not permitted to participate in Non-intercollegiate leagues. The Community College team may participate against some of those same teams but would not be permitted to join the league.
Case 6
Section 16.D – Participation in Open Meets

SITUATION:
Community College A enters student-athletes in an open wrestling tournament which is listed as an open event on their regular schedule. The college provides transportation and pays the entry fees for the student-athletes. Can Community College A enter student-athletes in this tournament who are not academically eligible, and listed on the college eligibility form?

ANSWER:
No. Only those student-athletes who satisfy all provisions of the NJCAA Rules of Eligibility shall be allowed to compete in the open tournament. Any type of competition in which student-athletes represent the college must be a part of the college wrestling schedule. NJCAA member colleges may not provide funding for student-athletes not listed on the eligibility form for that sport and that year. This funding includes but is not limited to transportation and meals. The community college coaching staff may not coach or provide assistance to an athlete not listed on the NJCAA eligibility form for that sport, submitted online by the member college to the NJCAA National Office.

Case 7
Section 16.D – All Star, Combine and Showcase Competition

SITUATION/ANSWER:
NJCAA student-athletes may compete in all-star competitions, only if the event is sponsored by a conference and/or region of the NJCAA. An NJCAA Athletic Event Questionnaire must have been filed by the conference or region with the NJCAA National Office. If the conditions listed above are satisfied, the student-athlete may receive the support of the NJCAA member college. Also, those student-athletes participating in these all-star competitions where the college is paying for all expenses, eligibility for each participant must be submitted prior to that competition.

If the event is not sponsored by a conference or region, the NJCAA member college may not be involved with providing support for this event. This would mean that the NJCAA member college may not provide which include but are not limited to: entry fees, equipment, transportation, lodging, meals, etc. for the student-athlete.

Most of the so-called combines, showcases, and evaluation camps are not sanctioned by a conference or region. Therefore NJCAA member colleges may not support their student-athletes in these events. Student-athletes may attend these events on their own, without the support of the member institution.

Case 8
When to Submit Eligibility for Fall Golf and Tennis when the College’s Main Season in the Spring

If any of the following occur for any team, eligibility must be submitted:
1. The college pays for any or all expenses for a team or individual student-athlete participating in an open competition. Expenses include but are not limited to the following: food, lodging, transportation, gas money, entry fees. Expanding further on #1: students cannot travel in college provided transportation or in a coaches’ vehicle. Students cannot borrow a coach’s vehicle for transportation to an open competition.
2. Student-athletes are representing the college by wearing college uniforms and/or showing in the results as representing the college.
3. Any member of the coaching staff coaches the student-athlete before, during and/or after the competition.
4. Due to this bylaw, eligibility must be submitted for those players/teams that participate in competitions that are outside of the regular season. This rule does not only apply to fall tennis and golf - this is the same rule for any sport: wrestling, track, baseball and softball, etc.

If any of the 4 items above apply, eligibility must be submitted online prior to the first competition date even if the team’s main season occurs in a different term.

Eligibility is not required to be submitted for a scrimmage season, however be aware that in order for a scrimmage to be counted as a scrimmage, it must 1. fall under the scrimmage definition in Article V, Section 14 and 2. all teams/colleges participating in the competition must distinguish the competition as a scrimmage. One team/college cannot count the competition as a scrimmage and all other teams/colleges count it as a regular season game. Therefore prior to going to an invitational or tournament, please know to count the competition.

Case 9
Section 16.E – Unattached Participant

SITUATION:
While attending Community College A, Student-Athlete R becomes academically ineligible to compete in track and field during the spring term. Is it permissible for Student-Athlete R to travel with the track team and compete as an unattached entry?

ANSWER:
No. Ineligible athletes may not be transported or receive expenses from a member college to attend or participate as an unattached competitor in open contests or events. This student-athlete may transport him/herself to this competition, however the student may not represent the college in any fashion (wearing clothes with the college’s name, showing in the results as a representative of the college, etc.), the coaches may not advise or coach the student-athlete, the student-athlete should not sit in the college’s team area, the student must pay for all expenses (food, travel, lodging, entry fees, etc.) associated with this competition, etc.
Case 10
Section 16.E – Participation with Outside Club Teams during the College Season

SITUATION:
Student-Athlete R, a member of Community College A's track and field team, is invited to participate in a track and field meet which is not a part of Community College A's schedule. Can Student-Athlete R participate in the track and field meet?

ANSWER:
Yes. Student-Athlete R can participate in the track meet as an "unattached" entry. Under no circumstances can Student-Athlete R be a representative of another track team or club and also be a member of a college track team.

Case 11
Section 16.E – Individual Participation in Non-Scheduled Events

SITUATION:
Student-Athlete R is a member of the cross country team at Community College A. While the cross country season is in progress, Student-Athlete R enters a "road race" which is not a part of Community College A's schedule. Can Student-Athlete R participate in such an event without NJCAA approval?

ANSWER:
Yes. Student-Athlete R may participate in the "road race" without NJCAA approval providing he/she does not in any way represent Community College A. Student-Athlete R may not wear the college uniform nor shall the college pay the entry fee or any expenses related to the event.

Case 12
State Games
NJCAA coaches and facilities may be involved with the official “state games” of their respective state under the following guidelines:

- The state games must request approval from the NJCAA National Office by use of the NJCAA Event Questionnaire AND a letter of request from the appropriate authority for the state games (ex. Nebraska Sports Council).
- The state games must be multi-sport.
- The state games must be held during the off season (as defined by NJCAA Sports Procedures for each sport).
- The state games may be the one and only “official state games” for that year.
- If the event is held on a member campus, NJCAA coaches may also be involved in the administration of the event.
- No member of the member college’s staff, or the college itself including its respective booster club members, may be involved in providing expenses to any student-athlete, including transportation.
- There currently is no limit as to how many student-athletes from each NJCAA member college may be on a given team, in any sport.
- No college apparel may be used, and no college equipment may be used if the games are held off campus.
- No participant may sign an NJCAA Letter of Intent at the state games location, during the state games event.
- The NJCAA website will list those state games receiving approval.

This ruling will allow NJCAA coaches to be directly involved with administration and coaching of their own student-athletes during those official state games receiving NJCAA approval and posted as such on the NJCAA website. (This case is also located in Article VIII, Section 6.G.)

Case 13
Section 16.F – Approval of Open Events

SITUATION:
Community College A desires to enter its track and field team in a meet sponsored by USA Track and Field. Must it receive official approval from the Office of Eligibility before entering such a meet?

ANSWER:
No. While this section provides that no member college or student-athlete(s) of a member college may participate on an All-Star team, in an open meet or a similar contest unless approved by the Office of Eligibility, such approval is not necessary for contests sponsored by federations which the NJCAA is an affiliate member such as USA Track and Field. Refer to the NJCAA Handbook for a listing of the NJCAA affiliations.

Case 14
Section 16.F – Competing Against International Teams

SITUATION:
Community College A schedules a basketball game with a team from a foreign country. Does such a game require NJCAA notification?

ANSWER:
Yes. NJCAA member college teams participating in games involving international competition must send a NJCAA Athletic Event Questionnaire to the NJCAA National Office. The game must also be sanctioned by the National Governing Body of the sport involved.
ARTICLE V, SECTION 17 – Penalty for Violation of Eligibility Rules

Case 1
Section 17.A – Using an Ineligible Player during the Regular Season

SITUATION:
After the basketball season, Community College A learned that Student-Athlete R who had participated in all of the regular season games was ineligible. An investigation revealed that Community College A had no knowledge until after the season that Student-Athlete R was ineligible and in reality had used due diligence in checking the eligibility of each player prior to the start of the season. Must Community College A forfeit all of the games in which Student-Athlete R participated?

ANSWER:
Yes. The penalty for using an ineligible player is forfeiture of all of the games in which such player participated even though it was not done knowingly by the school and/or the student-athlete. If it was done knowingly by the school and/or the student-athlete, additional sanctions as prescribed in Sections 1.F and 17 will be imposed.

Case 2
Reporting Forfeitures
If your college is required to forfeit a game(s) there are two things that the National Office is requesting of your college:
1. Send forfeiture letters to those teams/colleges for the games/events that are being forfeited. Copies of these forfeiture letters should be sent to the National Office and to your regional director and/or conference office.
2. Update the win/loss record on that sport's schedule posted on the NJCAA website by indicating “Forfeit” for those games that are being forfeited. Game and individual statistics will remain the same, however any records broken during that game(s) will not count.

Case 3
FYI's about Forfeitures
1. Only games that have been won are required to be forfeited. Losses are not to be forfeited.
2. When a forfeit of a game is required, the college must send a letter of forfeiture regardless if that team is at a non-member or a member college. There have been false assumptions that if a game was played against a non-member college/team then the forfeit does not count or that college/team does not need to be notified which is not true.
3. Forfeiture letters can contain any information that the college feels is pertinent. Some colleges give detailed descriptions as to the reason of the forfeiture, the name of the student, etc. The National Office would like to see at least the name of the sport and the dates of those games that have been forfeited.
4. Forfeiture letters need to be written on college letterhead and have the athletic director’s signature for verification of the forfeited game(s).
5. The National Office would like to see faxed, mailed or scanned copies of the signed forfeiture letters for office files. Emails without scanned letters will not be accepted as a substitute for a forfeiture letter.
6. Individual sport forfeitures – if a student-athlete in an individual sport (bowling, cross country, golf, half marathon, swimming/diving, tennis, track and field, and wrestling) is found ineligible, what is to be forfeited? The student-athlete’s individual scores and place/rank are to be forfeited; essentially as if the student-athlete never participated in that competition. If the student-athlete participated as part of a team (doubles in tennis, a golf tournament, or relay, for example) then that team’s rank/place and scores will be forfeited.
7. Double forfeitures – there have been cases of both teams who have participated in the same competition who are required to forfeit. In that case, both teams record the game as a forfeit where there is no winner.

Case 4
Section 17.B – Using an Ineligible Player during the Post-Season

SITUATION:
After the volleyball season, it was discovered by Community College A that Student-Athlete R dropped to below full-time status before the start of the regional tournament which is a post-season competition. Participating while being enrolled in less than 12 hours is a violation of Section 4.C and Student-Athlete R was ineligible for competition on the day she dropped below full-time. What penalties are enforced at this point seeing that this ineligible student-athlete participated in the post-season? Does Community College A forfeit all of the games in which Student-Athlete R participated?

ANSWER:
Yes. The penalty for using an ineligible player is forfeiture of all of the games in which such player participated even though it was not done knowingly by the school and/or the student-athlete. An automatic penalty of athletic probation for Community College A’s volleyball program will follow for the following academic year for an ineligible student-athlete to participate in the post-season according to Section 17.B and Article XI, Section 15.E. The volleyball program will not be allowed to participate during the following year in any Regional, District, or National Championship/Invitational competitions (post-season competitions). All athletic teams will be audited as per Article V, Section 17.C.5.
ARTICLE V, SECTION 18 – Eligibility Rule Changes

Case 1
Deadlines for Eligibility Rule Changes for Handbook

SITUATION:
Community College A is interested in proposing their own eligibility rule change. Is a member college able to make this proposal?
When are eligibility bylaw proposals voted on by the membership?

ANSWER:
Member colleges may not propose their own bylaw proposals, however if a college has a proposal, they must receive approval of their region before submission. Only the National Office, the Executive and Eligibility Committee members, duly elected presidential representatives and sport committees may submit proposals. All proposals are due to the National Office no later than January 1 of that academic year. Once proposals are approved by the Executive and Eligibility Committees they go to the membership for voting in that year at the Annual Meeting.

ARTICLE V, SECTION 19 – Sport Procedures

Case 1
Sport Procedures – Playing Date Limitation

SITUATION:
Wrestling is allowed 20 dates in which to compete throughout the season. Community College A is scheduled to compete in a three-day tournament. Is this tournament considered one or three dates of competition?

ANSWER:
The tournament would be considered three dates, leaving Community College A to schedule competition on 17 alternate dates.

Case 2
Sport Procedures – Participating in Different Divisions/Sports

SITUATION:
Community College A competes in Division I Cross Country, but would like to run at the Division III Track and Field Championship. Is this allowable?

ANSWER:
No. Any college competing in both cross country and track and field must retain the same non-scholarship status in both sports. A college which gives no athletic aid would be allowed to compete at the Division I level in either cross country or track and field, provided that no student-athlete on the team receives any athletic aid.

Case 3
Sport Procedures – Track and Field – Multiple Dates of Competition

SITUATION:
In the sport of track and field there are multiple day competitions. An example is a student-athlete participating in the decathlon on a Friday and then in the long jump on Saturday of the Texas Relays. How many dates does this meet count as per the number of dates allowed in the Sport Procedures?

ANSWER:
Only one day would be counted for this multiple day competition within the 20 dates allowed in the sport of track and field as per the Sport Procedures. However, competition in multiple divisions (i.e. college vs. open) in the same meet on different dates would constitute two dates.

NOTE: This case is only dealing with track and field and not other sports with the same multiple-day situation.

Case 4
Sport Procedures – Alumni Games

SITUATION:
Community College A would like to hold an alumni game with their current student-athletes and former alumni athletes in women’s basketball. Does this game count towards the maximum number of contests allowed as per the Sport Procedures?

ANSWER:
No. The NJCAA will allow member colleges to hold one alumni game per academic year and this game will not count towards the number of regular season games nor will statistics from the alumni game be counted.
Case 5
Manager Scholarships

SITUATION:
Community College A has signed the maximum number of non-U.S. citizen student-athletes as per the Sports Procedures in the sport of volleyball. May Community College A use athletic money to scholarship an non-U.S. citizen student who will be working in the capacity of team manager?

ANSWER:
Yes, however if institutional athletic money is used to scholarship this student-athlete, and subsequently the student chooses to participate in any sport at any time at Community College A, the NJCAA would reserve the right to sanction Community College A if the addition of this student to the roster would have exceeded the number of allowable non-U.S. citizen student-athletes during the year in which he/she was a team manager.

NOTE: Colleges who are giving athletic scholarships to managers are NOT to submit Letters of Intent online for those managers. (Refer to another case about manager scholarships in Article VIII, Section 5.)

Case 6
Cross Country/Track and Field Scholarship Limitations

SITUATION:
Community College A sponsors both track and field and cross country. For the 2012-2013 academic year, how many scholarship student-athletes are allowed in each sport? Will scholarship cross country student-athletes count towards the maximum number of scholarship allowed in track and field based on the “counter” rule?

ANSWER:
Community College A may have a maximum of 10 student-athletes receiving athletic aid in the sport of cross country. Community College A may have an additional 20 student-athletes (maximum) receiving athletic aid in the sport of track and field. In addition, cross country and track and field have been exempted from the “counter” rule. In other words, a scholarshipped cross country student-athlete would not count as one of the 20 allowable track and field scholarship student-athletes but can participate in track and field.

Case 7
Section 19.B.10 – Tennis Scholarship Counters in Other Sports

SITUATION:
Student-Athlete R at Community College A is receiving a Division I scholarship in the sport of volleyball. She also wants to participate in spring tennis. Because Student-Athlete R is receiving a Division I scholarship in volleyball, how is this scholarship counted within the number of tennis scholarships?

ANSWER:
The Division I volleyball scholarship will be counted as one of the three Division I scholarships allowed in tennis. Letters of Intent must be submitted online in each sport for this student-athlete.

Case 8
Being a Counter & Article VIII, Section 1.G – Athletic Aid – Professional Baseball Example

SITUATION:
Student-Athlete R begins attending Community College A following a professional playing career in baseball. Upon leaving the professional ranks the team he was affiliated with provided funds to pay for his future schooling. Would Student-Athlete R be considered a “counter” in the sport of basketball relative to the number of scholarships given in that sport?

ANSWER:
Article VIII, Section 6 in the NJCAA handbook states, “An ‘athletic scholarship’ is defined as any financial assistance awarded to the student-athlete from any source, because of his/her athletic capabilities and is considered to be a counter under Article V, Section 19.” The funds provided by a professional sports organization would be considered an award based on his athletic capabilities and therefore Student-Athlete R would have to be considered a “counter” in the sport of men’s basketball at Community College A.

Case 9
Section 19.B.4 and B.5 – Fall Soccer - Number of allowable scrimmages and games

SITUATION:
Community College A is scheduling for the fall 2012 soccer season. How many games are they permitted to schedule?

ANSWER:
Community College A may schedule a maximum of 22 games or scrimmages in the fall.

Case 10
Section 19.B.4 and B.5 – Spring Soccer - Number of allowable scrimmages and games

SITUATION:
Community College A played 18 games and no scrimmages during the 2011 fall soccer season. How many scrimmages can they schedule for the 2013 spring season?

ANSWER:
Community College A is limited to two (2) scrimmage dates for the spring 2013 season. No games are permitted. The two allowable scrimmages remains constant regardless of the number of soccer games and scrimmages contested in the fall season.
Case 11
Section 19 B.4 and B.5 – Fall Volleyball - Number of allowable scrimmage and game dates

SITUATION:
Community College A is scheduling for the fall 2012 volleyball season. How many dates are they permitted to schedule during the fall season?

ANSWER:
Community College A may schedule a maximum of 28 dates in the fall for scrimmages, contests and/or tournaments.

Case 12
Section 19 B.4 and B.5 – Spring Volleyball - Number of allowable scrimmage and game dates

SITUATION:
Community College A played 25 regular season dates in the fall 2012 season. How many dates do they have available during the spring season for games, scrimmages or tournaments?

ANSWER:
Community College A is limited to the number of unused dates from the fall for spring scrimmages. If Community College A played in 25 regular season dates in the fall of 2012, they would have seven (7) scrimmage dates available to them during the spring 2013 season. If Community College A participated in two scrimmage dates and 26 game dates during the fall season, they would have four (4) scrimmage dates available to them for the spring season.

ARTICLE VI – NJCAA Policy Statements

Case 1
Section 2 – Fall Qualifying for Spring Nationals

SITUATION:
Community College A’s regular season in golf is in the fall. At Community College A’s regional tournament, teams compete to qualify for Nationals which is in the spring. This region does not play during the spring term. What are the eligibility requirements of those student-athletes who have qualified in the fall for spring Nationals?

ANSWER:
According to this bylaw student-athletes may participate in the spring Nationals provided that the student-athletes are enrolled full-time at the college where they have qualified during the term when spring Nationals are held. The spring class schedules for each of these student-athletes must be submitted to the National Office prior to competition in Nationals.

Case 2
Section 6 – Participation Prior to Post-Season Competition

SITUATION:
Community College A qualifies for National tournament play in softball. Can Community College A continue to compete following the district play in preparation for the National tournament?

ANSWER:
If Community College A has not utilized their 30 playing dates (scrimmages and game dates combined) during the regular season, they may continue to compete in preparation for National tournament play. However, once a team is eliminated at the regional or district level, their season is over and the team is not allowed to continue participating even if they have playing dates available as per the Sports Procedures.

Case 3
NJCAA National Office Contact Policy

SITUATION:
The basketball coach at Community College A calls the National Office with an eligibility question. The coach states that his/her athletic director is out of the office. What is the contact policy of the National Office regarding this coach’s question?

ANSWER:
The National Office’s Contact Policy is that only three people from each member college may contact the National Office: 1. the college president, 2. the athletic director, and 3. the designated representative. If the basketball coach is not one of these three people, the National Office staff will not answer his/her question. The basketball coach would then need to go through one of the three people on the contact list to have their question answered by the National Office.

Case 5
Section 11.B – Housing Arrangements

SITUATION:
May Community College A, who has a Division II program, provide housing materials to student-athletes?

ANSWER:
Yes. As long as the athletic department does not arrange for the housing (Section 11.A) between the student-athletes and the complex or owners of the complex, there is no violation. Housing materials may be provided to all student-athletes regardless of the division in that sport.
Case 6
Article VI, Section 11.B – Coach/Athletic Director Assisting Student-Athlete in Housing Arrangements

SITUATION:
Community College A does not provide on-campus housing for their students. The coach/athletic director wants to help his/her student-athletes by giving them the name of an “apartment finder” located in the town to help his/her student-athletes in finding housing. Is the coach/athletic director at Community College A permitted to give out the name and contact information to his/her student-athletes?

ANSWER:
Yes. The athletic department may provide housing information but cannot arrange housing for the student-athletes. Please remember that only Division I may provide housing/room and board scholarships. Divisions II and III may not provide athletic scholarships that include housing/room or board.

ARTICLE VIII, SECTION 1 – Grants-In-Aid

Case 1
Section 1.A.3 – Required Course-Related Books

SITUATION:
Community College A offers a tuition, fees and books scholarship to Student-Athlete R. May Community College A purchase pens, pencils and notebook paper for Student-Athlete R?

ANSWER:
No. This Section of the bylaws only allows those books and required materials as listed on the syllabus as required by the college and the instructor for that specific course.

Case 2
Section 1.A.4 – Transportation to and from College – Airfare

SITUATION:
Community College A awards Student-Athlete R the maximum grant-in-aid as provided under Section 1.A of Article VIII for a Division I program. Included is a one-way airfare to Community College A at the beginning of the fall term. Can Community College A pay for Student-Athlete R's airfare to his/her home and back to the college during the Christmas break if they paid for his/her initial trip to the college?

ANSWER:
No. Section 1.A.4 of Article VIII allows transportation cost one time per academic year. Community College A could pay for Student-Athlete R's transportation back home at Christmas but not for the return trip to college.

Case 3
Section 1.A.4 – Transportation to and from College – By Car

SITUATION:
Student-Athlete R receives a full scholarship from Community College A for the upcoming academic year. Included in this scholarship is transportation for the year, on a one time round trip basis. May Community College A pay for the round trip if Student-Athlete R is going to drive from his/her home to the college?

ANSWER:
Yes. The college may pay mileage for one round trip from the student-athlete's home to the college by the most direct route. The reimbursement should be consistent with the amount paid to college employees for the use of their personal vehicle, at the particular college involved. (Please refer to Section 1.A.4.)

Case 4
Section 1.A.4 – Transportation to and from other Events

SITUATION:
Community College A offers a full scholarship to Student-Athlete R for the academic year. May Community College A transport Student-Athlete R to events such as but not limited to: NCAA games, professional games, scouting trips, combines, exposure camps, etc., during the academic year?

ANSWER:
No. Any type of NJCAA scholarship may not include any of the above listed trips because this goes above and beyond the scholarship limitations.

Case 5
Section 1.D – Signing Letter of Intent by 15th Calendar Day of the Term

SITUATION:
Can Community College A’s athletic and financial aid departments go ahead and start giving athletic scholarships to members of their men’s basketball team at the start of the fall term even though the student-athletes haven’t signed Letters of Intent?

ANSWER:
No. According to this bylaw, the original terms of the grant-in-aid (athletic scholarship) must be submitted online in the form of an online Letter of Intent by the 15th calendar day of the term where the athletic scholarship starts. In this case, these athletic scholarships started in the fall term, therefore the Letters of Intent were required to be submitted online by the 15th calendar day of the fall term.
Case 6  
Section 1.D – Signing Athletes to LOI’s after the 15th Calendar Day of the Term  
SITUATION:  
Community College A signs 12 student-athletes in volleyball to Letters of Intent at the beginning of the fall term. During the middle of the fall term the college is allowed to sign 2 more student-athletes in volleyball to Letters of Intent due to the athletic department receiving more athletic scholarship money. What is the correct procedure to follow as per this bylaw?  
ANSWER:  
Community College A must make this request in writing to the National Office asking permission to sign additional student-athletes to scholarships after the 15th calendar day of the fall term. This letter should contain the names of the student-athletes, the sport, and the reason(s) as to why these athletes are receiving these athletic scholarships after the 15th calendar day of the fall term.

Case 7  
Section 1.D – Issuing a Letter of Intent to another Athlete within the Same Academic Year  
SITUATION:  
Community College A signed eight (maximum number of LOI’s) student-athletes in men’s golf by the 15th calendar day of the fall term. The college had to release one student-athlete from his Letter of Intent during the fall term. When can that athletic scholarship be issued to another student-athlete on the men’s golf team?  
ANSWER:  
That athletic scholarship may be awarded to another member of the men’s golf team anytime after the end of the fall term and that Letter of Intent must be submitted online by the 15th calendar day of the spring term since that is the term in which that athletic scholarship will be started.

Case 8  
Section 1.E.1 – Housing/Financial Agreement between Coach and Student-Athlete  
SITUATION:  
Community College A does not award any financial aid to student-athletes. Since on-campus student-athlete housing does not exist, each student-athlete is responsible for finding his/her own room and board. Is it permissible for the coach to enter into a housing agreement with Student-Athlete R? Would this be possible if Community College A did award financial aid to student-athletes?  
ANSWER:  
No in both cases. The coach is not permitted to enter into any kind of a financial agreement with the student-athlete. This is viewed as financial assistance which is not administered by the college. (Please also refer to Section 1.C.)

Case 9  
Section 1.E.1 – Housing Arrangements with Coach  
SITUATION:  
The following situations are prohibited by the NJCAA bylaws in this Section.  
1. The football coach at Community College A owns rental units that he rents to members of the college’s coaching staff or athletic staff.  
2. The track and field coach allows members of his/her program to rent the basement of their house during the summer months.  
3. Student-Athlete R, a basketball player at Community College A is kicked out of the dorm in the middle of the fall term. Student-Athlete R then moves into the home of the basketball coach for the duration of the semester.  
4. In a Division III setting, any arrangement made by the coach which allows a student-athlete to live rent free or reduced rent.  
5. Coach collects rent from student-athletes, then writes a personal or college check to the landlord.

Case 10  
Section 1.E.1 – Coach/Athletic Director Assisting Student-Athlete in Housing Arrangements  
SITUATION:  
Community College A does not provide on-campus housing for their students. The coach/athletic director wants to help his/her student-athletes by giving them the name of an “apartment finder” located in the town to help his/her student-athletes in finding housing. Is the coach/athletic director at Community College A permitted to give out the name and contact information to his/her student-athletes?  
ANSWER:  
Yes. Community College may assist those student-athletes who are on scholarships in any division. The athletic department may provide housing information but cannot arrange housing for the student-athletes. Please remember that only Division I may provide housing/room and board scholarships. Divisions II and III may not provide athletic scholarships that include housing and/or room and board.

Case 11  
Host Families  
SITUATION:  
Student-Athlete R is a non-U.S. citizen student-athlete who signs an NJCAA Letter of Intent with Community College A for the 2012-2013 academic year. There is a host family that is interested in having Student-Athlete R live with them during the year. Can Student-Athlete R live with a host family while also having signed an athletic scholarship at Community College A?  
ANSWER:  
Yes, only if all of the following conditions apply:  
1. Host families are offered to all non-U.S. citizen students at Community College A.  
2. The host family program at the college is run by the college and not by the athletic department.  
3. No one in the athletic department arranges the host family for the student-athletes.  
4. If Division I scholarship is given to the student-athlete, housing may not be a part of the athletic scholarship.
Case 12
Section 1.E.1 – Financial Assistance from Coach – Posting Bail for Student-Athlete

SITUATION:
Student-Athlete R, a basketball player at Community College A, gets in trouble with the police and is placed in jail. May the coach at Community College A post bail to get Student-Athlete R out of detention?

ANSWER:
No. Neither college personnel nor a member of the college athletic interest may post the bail for Student-Athlete R. Additionally, it should be noted that the college may not provide for legal counsel and may not co-sign a loan for any student-athlete.

Case 13
Section 1.E.1 – SEVIS Fees for Non-US Citizens

SITUATION:
Community College A is recruiting a player from Brazil. Anyone wishing to enter the United States either as a student or an exchange visitor with a Form I-20 or DS-2019 dated on or after September 1, 2004 must pay the SEVIS (Student and Exchange Visitor Information System) fee ($100 for students) before going to the United States Embassy or Consulate for their visa interviews. May Community College A pay this fee on behalf of the student-athlete?

ANSWER:
No, Article VI, Section 9 of the NJCAA bylaws makes no provisions for Community College A to pay for this fee within any sport division (I, II or III) of the NJCAA due to the fact that this is a United States government fee not a college related fee. Visit www.ice.gov/pi/news/factsheets/sevp_proposed_fee_rule.htm?searchstring=SEVIS for additional information.

Case 14
Section 1.E.1 – Game Tickets for Student-Athletes

SITUATION:
Community College A is participating in an out-of-state tournament and on their way to the tournament they stop at a four-year institution to see the campus as well as attending the home basketball game at that college. Can Community College A pay for their team’s tickets or can the four-year institution consider Community College A’s team as recruits and give them tickets?

ANSWER:
No to both questions. Community College A cannot buy tickets for their team because game tickets are not included in the definition of an “athletic scholarship” in Article VIII, Section 1.I. The student-athletes must pay for their own tickets. The four-year institution cannot give tickets to community college student-athletes unless every student-athlete is on an official visit at that college. Community College A cannot provide transportation to any student-athlete for his/her official or unofficial visit to another institution.

In this case Community College A’s visit to the four-year institution is not considered as an official visit therefore the four-year institution cannot give tickets to Community College A’s student-athletes.

Case 15
Game Tickets to Professional Games

SITUATION:
A minor league baseball team located in Community College A’s city wants to honor the college baseball team by inviting Community College A’s team to come to one of their home games. The minor league team will be paying for the costs of the game tickets for the student-athletes on the baseball team at the college. Is there a violation if Community College A allows this professional team to pay for these game tickets or any other expenses for their student-athletes?

ANSWER:
Yes. Free game tickets to any event that are given to student-athletes in the NJCAA are above and beyond an NJCAA athletic scholarship/Letter of Intent. Therefore it would be a violation if these student-athletes accepted free game tickets to this event. The team may be verbally honored at the event by being announced, but that is the only recognition the team and the college may receive.

Case 16
Section 1.E.4.c – Cancellation of Grant-in-Aid & Reimbursement – Student leaves Team before First Game

SITUATION:
Student-Athlete R, a basketball player at Community College A, accepts an athletic scholarship for the 2012-2013 academic year. On October 1, prior to Community College A’s first date of competition, Student-Athlete R voluntarily leaves the team. Can Community College A demand reimbursement of Student-Athlete R’s athletic scholarship?

ANSWER:
Because Student-Athlete R voluntarily left the team prior to Community College A’s first contest, Student-Athlete R will be responsible for all expenses from October 1 until the end of the term or the year in which the scholarship was awarded. Those expenses would be pro-rated from October 1, based on the cost of attending Community College A as reflected in the college catalog. However, if the student-athlete signed an addendum to the Letter of Intent agreeing to pay the college back for the scholarship monies already spent up until the time of the release, the student will be responsible for reimbursing the college for that scholarship.

Case 17
Section 1.E.4.c – Cancellation of Grant-in-Aid & Reimbursement – Student leaves Team in Middle of Season

SITUATION:
Student-Athlete R, a member of Community College A’s basketball team, voluntarily withdraws from the team in the middle of the season. Can Community College A cancel Student-Athlete R’s basketball grant-in-aid as a result of him/her withdrawing from the team?

ANSWER:
No. The grant-in-aid cannot be canceled because Student-Athlete R quit the team after the start of the season. Cancellation is permissible only under provisions of Section 1.E.3.c of Article VIII if the student-athlete withdrew prior to the start of the regular season.
Case 18  
Section 1.E.4.c – Cancellation of Grant-in-Aid & Reimbursement – Student leaves after Term

**SITUATION:**
Student-Athlete R signs a NJCAA Letter of Intent in baseball and attends Community College A during the fall term. After the fall term, Student-Athlete R does not return to Community College A. Can Community College A demand reimbursement of all athletic aid received during the fall term?

**ANSWER:**
No. Community College A cannot demand reimbursement or any scholarship monies for the fall term unless the student-athlete signed an addendum agreeing to this condition. In addition, Community College A cannot withhold Student-Athlete R's transcripts until those monies are reimbursed to the college.

Case 19  
Section 1.E.4.d – Scholarship Limitation – Graduation

**SITUATION:**
As of March 12, Community College A has 15 basketball players receiving athletic aid, 13 players that began the season and two more that were added at the beginning of the spring semester. Of those 15 players, nine of them will graduate from Community College A on May 15. Can Community College A add nine additional players for the upcoming summer school session due to the nine players lost to graduation?

**ANSWER:**
Yes. This is allowable under Article VIII, Section 1.E.3.d of the NJCAA bylaws. Community College A will need to submit Release Agreements online for each of the nine student-athletes who are graduating to free up those scholarships prior to signing the new nine student-athletes to Letters of Intent for the summer session.

Case 20  
Letter of Intent Addendums

**SITUATION:**
Community College A wishes to create an addendum to the NJCAA Letter of Intent for all student-athletes to sign listing additional conditions in order to retain their athletic scholarships. Is this permissible and what type of conditions may Community College A outline in this addendum to the NJCAA Letter of Intent?

**ANSWER:**
Yes. Community College A is allowed to develop an addendum to the NJCAA Letter of Intent. The addendum must be signed and attached to the signed copy of the Letter of Intent for the conditions of the addendum to be valid. Any information the college feels is pertinent may be listed in the addendum.

Case 21  
Section 1.H – Adopt a Player Program

**SITUATION:**
May Community College A, a Division II program, initiate an Adopt a Player program for their athletic department?

**ANSWER:**
Each college, regardless of division, may utilize the adoptive parent program stipulated in Article VIII, Section 1.H of the NJCAA bylaws. Pay careful attention to the “occasional and excessive” stipulations within Section 1.H.2, 5 and 6. Within Division II and III, no housing arrangement may exist between the “adoptive parent” and the student-athlete.

Case 22  
Section 1 – Multi-Sport Scholarship Athlete Participating in Multi-Division Sports

**SITUATION:**
Student-Athlete R attends a NJCAA member school and signs a LOI to participate in football (DI) and receives a full scholarship including room and board. At the end of the fall academic term Student-Athlete R decides he wants to play baseball in the spring term. Is Student-Athlete R eligible to play baseball in the spring since he signed a DI scholarship for football?

**ANSWER:**
Effective August 1, 2010, multi-sport Student-Athletes may only receive scholarship funding at the maximum of the lowest division. Therefore, if the baseball program at Community College A is a Division I program, Student-Athlete R could play baseball provided there is a LOI available in the sport of baseball for him. If the baseball program is a division II or Division III program, the student-Athlete would not be eligible to participate since he had received a scholarship in excess of what is allowable for the division.

Case 23  
Section 1 – Multi-Sport Scholarship Athlete Participating in Multi-Division Sports – Example 2

**SITUATION:**
Student-Athlete R is recruited by Community College A to play both volleyball and softball. At Community College A, volleyball competes at the DII level and softball competes at the DI level. What is the maximum scholarship that Student-Athlete R may be awarded and receive?

**ANSWER:**
Student-Athlete R may only receive a scholarship for tuition, fees and books which is the maximum of a DII scholarship and compete in both DI softball and DII volleyball. If Student-Athlete R receives a scholarship package that includes room and board they would not be eligible to participate in DII volleyball due to being over awarded by the maximum of the lowest division.
ARTICLE VIII, SECTION 2 – Recruitment

Case 1
Section 2.A – Recruiting Athletes – Loaning Money
SITUATION:
While recruiting Prospective Athlete R, the coach at Community College A loans him/her a small sum of money for personal needs. Can this loan be construed as an inducement for Prospective Athlete R to attend Community College A?
ANSWER:
Yes. Any aid other than that of a grant-in-aid which is permitted by Section 1.A is a violation.

Case 2
Section 2.C – Official On-Campus Recruiting Visit – High School Athlete
SITUATION:
Community College A wishes to bring a high school student-athlete to their college on an official recruiting visit during his/her junior year in high school. Is this a violation of NJCAA rules?
ANSWER:
Yes, effective August 1, 2010 a recruit must have completed their junior year of high school in order to receive an official visit to a NJCAA member school. Since he has not yet completed his junior year of high school it would be in violation of NJCAA bylaws.

Case 3
Section 2.C – Official Recruiting Visits Limited to Campus & Local Community
SITUATION:
Community College A is located 100 miles from the nearest airport, in a large metropolitan area. Community College A plays a Saturday and Sunday doubleheader in the metropolitan area. May Community College A fly recruits into the metropolitan area and let them attend the weekend games?
ANSWER:
No. The recruiting visit is from the student-athlete’s home to the college campus by direct route. At no time may part of the recruiting visit be games or a visit to any other campus, town or city.

Case 4
Section 2.C.1.e – Official On-Campus Recruiting Visit – Transporting Student to and from Airport
SITUATION:
Student-Athlete R is on an official recruiting visit to Community College A, which is located 90 miles from the nearest airport and/or bus terminal. May Community College A transport Student-Athlete R from the airport and/or bus terminal to the campus for the one official visit?
ANSWER:
Yes. This Section of the bylaws allows full compensation for one round trip by the most direct route. A college employee may pick up the potential student-athlete and transport him/her from the terminal to the campus and back to the terminal. Additionally, a college employee may pick up a potential student-athlete at his/her home and transport to the college and back home for the one official college visit.

Case 5
Section 2.C.3 – Official On-Campus Recruiting Visit – Entertainment Expenses
SITUATION:
While Student-Athlete R is on campus for a recruiting visit, may the college provide entertainment expenses for the Student-Athlete R, and may the college pay for long distance telephone calls made by the Student-Athlete R?
ANSWER:
The NJCAA member college may pay for reasonable entertainment expenses during the recruiting visit. However, cash may not be given directly to the recruit. Therefore, the ticket, pass, or admissions fee must be purchased by the college for the prospective student-athlete. Entertainment must be limited to the community the college is located in and may not be for excessive entertainment. Receipts for all expenditures must be turned into the college accounting office to maintain consistency with NJCAA regulations.

The college may not pay for long distance telephone calls made by the recruit while on the recruiting visit. (Please refer to Section 2.A.)

Case 6
Section 2.C.3.e – Official On-Campus Recruiting Visit – Professional Sport Entertainment
SITUATION:
Student-Athlete R visits Community College A, which is located 20 miles from a major metropolitan area. In fact, only a river separates the two communities. During the official recruiting visit, may Community College A take the potential student-athlete to a professional sports event in the major metropolitan city?
ANSWER:
No. Community College A is not located within the city. The duration of the recruiting visit must be limited to the community in which the college is located. Under no circumstances may the prospect be taken to a professional sports event.
Case 7

Section 2.C.4 – Official On-Campus Recruiting Visit – Automobile Rental & Reimbursement for Mileage

SITUATION:
Community College A is recruiting Student-Athlete R whose hometown is 100 miles from Community College A. On his/her official recruiting visit, Student-Athlete R would like to rent a car and be reimbursed by Community College A for the full cost of the rental. Is this allowable?

ANSWER:
No. Community College A may reimburse Student-Athlete R only for the mileage factor that a college employee would be reimbursed. Assuming a mileage factor of $.36 per mile, Student-Athlete R could be reimbursed $36.00 for his/her rental (100 miles x $.36/mile).

Case 8

Section 2.C – Official On-Campus Recruiting Visit – Greens Fees

SITUATION:
A high school recruit is on an official paid recruiting visit at Community College A. He/she is being recruited for the golf program and the golf coach at Community College A wants to watch him/her play a round of golf at a local golf course. Is the golf coach allowed to pay for the high school recruit’s greens fees while on his/her recruiting trip?

ANSWER:
No. The golf coach may not pay for the high school recruit’s greens fees at a golf course on or off campus while the recruit is on his/her official paid recruiting visit. Greens fees are not included in the NJCAA bylaws for recruitment in Article VIII, Section 2.B in the Handbook. (See an additional greens fees case located in Section 6.G.3 concerning current student-athletes/Letter of Intent signees and the off season, off campus.)

Case 9

Section 2.C – Official On-Campus Recruiting Visit with Parents

SITUATION:
Community College A is recruiting Student-Athlete R for softball and intends to transport her to campus for an official visit. What expenses may Community College A incur if Student-Athlete R’s parents accompany her on the trip?

ANSWER:
None. Community College A may not incur any additional expenses relative to Student-Athlete R’s parents’ travel (transportation, lodging, food, etc.). In other words, if the hotel costs more due to the fact that three individuals are staying in the room as opposed to one, the parents would have to incur the additional cost.

Case 10

Section 2.C – Other Official Recruiting Visit Rules and Regulations

The following are examples of those situations not allowed within Article VIII, Section 2 of the NJCAA bylaws.

1. Allowing a potential student-athlete, on a paid recruiting visit, to extend the 48-hour stay to visit friends or relatives in the area. (Section 2.C)
2. May not utilize private charter air transportation for prospective student-athletes. (Section 2.C.1.d)
3. Allowing current student-athletes to drive recruits to a community other than the community in which the member college is located. (Section 2.C.3.b)
4. Taking potential student-athletes to a professional contest or a four-year institution event not held on the community college campus. The visit must be contained to the community in which the college is located. (Section 2.C)
5. Taking potential student-athletes to a national championship not held on the community college campus. (Section 2.D)
6. While in another community (off campus), recruiting a potential student-athlete, the college may not purchase a hotel room for the recruit. (Section 2.C.2)
7. The college’s coach may not pay for the meals, transportation and/or lodging for the parents of the potential student-athlete during the recruiting process.

Case 11

Section 2.C – Unofficial Recruiting Visits taken by Student who has Signed a Letter of Intent at Another Member College

SITUATION:
High School Student R has signed a Letter of Intent with Community College A. He/she wants to visit Community College B on his/her own unrelated to athletics and not financed in any way by Community College B. Is the Athletic Director at Community College B allowed to meet with High School Student R when he/she is visiting Community College B’s campus?

ANSWER:
No. The Athletic Director at Community College B is not allowed to make any contact with High School Student R since he/she has already signed a Letter of Intent at Community College A. It is Student-Athlete R’s responsibility to inform Community College B of his/her signing a Letter of Intent with Community College A prior to visiting their campus. (See the Letter of Intent form.)

While on the visit to Community College B, High School Student R cannot speak with the athletic director or any athletic personnel, nor can that visit be an official paid recruiting visit. High School Student R becomes a non-recruitable athlete upon signing a Letter of Intent at Community College A.

In addition, once High School Student R or a representative of his/her interests (i.e. high school counselor) contacts a school other than the one with which he/she has signed a Letter of Intent, the Contact Notification Form must be utilized and guidelines followed. However, the Contact Notification Form does not release the student in becoming a recruitable athlete. Only the Release Agreement signed by Community College A allows him/her to become a recruitable athlete.
Case 12
Recruiting Visit after Signing NJCAA Letter of Intent

SITUATION:
On April 15, Student-Athlete R signs an NJCAA Letter of Intent for basketball. Can Student-Athlete R still receive a recruiting visit prior to the start of the next academic year?

ANSWER:
No. Once a student-athlete is signed to an NJCAA Letter of Intent, he/she cannot be provided with an expense paid official recruiting visit.

Case 13
Section 2.C.2 – Off Campus Recruiting Visits – Recruiting Expenses (Meals & Lodging)

SITUATION:
The baseball coach at Community College A is off campus recruiting potential student-athletes the night prior to the official signing date. The coach provides meals and lodging for potential student-athletes in their hometown in order to shield the student-athletes from other potential recruiters. Is this a violation of NJCAA bylaws?

ANSWER:
Yes. This is not allowed under Article VIII, Section 2.C.2. No funds may be expended, nor complimentary rooms provided during the off campus recruiting process.

Case 14
Section 2.C.2 – Off campus Recruiting Visits – Recruiting Expenses (Meals)

SITUATION:
The volleyball coach at Community College A is off campus recruiting potential student-athletes for the volleyball program. May the coach purchase a meal for the potential student-athlete while off campus?

ANSWER:
No. On any off campus recruiting visit, the coach may not expend any funds other than the amount necessary for his/her own personal expenses.

Case 15
Section 2.C.2 – Off campus Recruiting Visits – Recruiting Expenses (Current Student-Athletes)

SITUATION:
The basketball coach from Community College A is on an off campus recruiting trip. May the coach take current student-athletes with him/her on the recruiting trip?

ANSWER:
No. This would be a violation of Article VIII, Section 2.D.2 of the NJCAA bylaws. This would also apply to scouting trips taken by the staff at Community College A.

Case 16
Recruitable Athlete from an NJCAA Member College

SITUATION:
Student-Athlete R attends Community College A for the 2012-2013 academic year and participates in basketball, as a first year participant and signed a Letter of Intent for the 2012-2013 year. When does Student-Athlete R become recruitable by another NJCAA member college?

ANSWER:
Student-Athlete R becomes recruitable when:
1. Community College A signs a Release Agreement; or
2. The end of the 2012-2013 academic year (academic year is defined as August 1 – July 31); or
3. When and if a Second Year Signing Agreement is fully executed indicating Community College A’s intentions not to offer a sufficient 2nd year scholarship.
(Please refer to Article VIII, Section 5 for more information on recruitable student-athletes.)

Case 17
Section 2.C – Football Recruiting Dead Period Limitations

SITUATION:
What are the limitations within the football recruiting dead period?

ANSWER:
The dead period is that frame of time where it is not permissible to make in-person recruiting contacts or evaluations on or off the member institutions campus, or to permit official or unofficial visits by prospects to the institutions campus. The provision of complimentary admissions to the prospect during such a dead period is prohibited. During the dead period, a coaching staff member may not serve as a speaker at, or attend a meeting or banquet at which prospects are in attendance, and may not visit the prospects’ educational institution. It remains permissible for an institutional staff member to write or telephone prospects during such a dead period. (Please refer to Section 8 of the Football section located in Article XIII – NJCAA Championships, Tournaments, Meets & Games for more on the Dead Period.)
Case 18
Football Recruiting Dead Period and the Signing Date

SITUATION:
High school Student-Athlete B has visited Community College A and desires to sign an NJCAA Letter of Intent with them. What is the earliest date that Student-Athlete B may sign an NJCAA Letter of Intent with Community College A?

ANSWER:
Student-Athlete B may sign with Community College A at 8:00 a.m. on the NJCAA football signing date. The NJCAA football dead period would prohibit Community College A from being present at this signing. Community College A may forward Letters of Intent to student-athletes prior to and/or during the dead period. There may be no in-person contact from Monday 12:01 am (local time) prior to the First Wednesday in February until the dead period ends Friday 12:01 am (local time) following the national signing day. (Please refer to Section 8 of the Football section located in Article XIII – NJCAA Championships, Tournaments, Meets & Games for more on the Dead Period.)

NOTE: All times involved will be local time. For instance, the 8:00 a.m. signing time and the midnight signing time will be the local time zone within which that college falls.

Case 19
Football Recruiting Dead Period and Recruiting Visits

SITUATION:
Potential Athlete B is a high school athlete with a desire to play football at Community College A. When may Potential Athlete B take his recruiting visit to Community College A?

ANSWER:
Potential Athlete B may take the recruiting visit any time prior to the dead period and any time after the dead period for NJCAA football recruitment. Once the student-athlete signs a Letter of Intent, he/she may not take an official recruiting trip to that college. (Please refer to Section 8 of the Football section located in Article XIII – NJCAA Championships, Tournaments, Meets & Games for more on the Dead Period.)

Case 20
Official Recruiting visit – Hosting Football Bowl Game (off campus)

SITUATION:
Potential Athlete B is on his official visit to Community College R. The same weekend, Community College R is hosting an NJCAA football bowl game at an off campus facility. Is Community College R permitted to take Potential Athlete B to the Bowl Game?

ANSWER:
No. Official recruiting visits are limited to on campus activities only.

Case 21
Official Recruiting visit – Hosting National Championship Tournament (on campus)

SITUATION:
Community College R is hosting, on campus, the NJCAA Men’s Basketball National Championship and has a team representing the college in the tournament. Potential Athlete B is on campus at the same time on an official visit. Is Potential Athlete B permitted to be admitted to the tournament at no charge?

ANSWER:
Yes. Because Community College R is represented in the tournament by its men’s team. Had Community College R not been represented in the tournament field, Potential Athlete B could only be admitted if they paid their own way.

ARTICLE VIII, SECTION 2.E – Contact Notification Policy

Effective August 1, 2012 the NJCAA no longer uses the Contact Notification Form when a current athlete contacts or is contacted by another NJCAA member college or its representative. It is standard as well as courteous procedure to notify a school if one of its student-athletes are “shopping” themselves around in violation of NJCAA bylaws.

ARTICLE VIII, SECTION 2.E – Recruitable Athlete

Case 1

SITUATION:
Student-Athlete R is a walk-on volleyball athlete at Community College A. She is unhappy with her playing time during the season and as soon as the season is over she begins contacting other NJCAA member colleges looking for a team for the following year. Is this student in violation of NJCAA bylaws?

ANSWER:
Yes. Student-Athlete R would be in violation of NJCAA bylaws. While she is not on an LOI she is still enrolled in the term when the volleyball season ended. She does not become a recruitable athlete until the end of the fall term.
Case 2

SITUATION:
Student-Athlete R is a basketball player signed to an LOI at Community College A. Student-Athlete R’s mother contacts Community College B to see if there is interest in her son for the following year. Has a violation of NJCAA bylaws taken place?

ANSWER:
Yes, Student-Athlete R’s mother is acting as a representative of Student-Athlete R who is currently in season and signed to a LOI. The mother would not be able to make this contact until Student-Athlete R is released from his LOI and the spring term has come to an end.

ARTICLE VIII, SECTION 3 – Booster Clubs

Case 1

Section 3.B – Administration of Grant-in-Aid through the College

SITUATION:
Student-Athlete R at Community College A receives a monthly check directly from the Booster Club to cover expenses of his/her apartment. Does this violate the provisions of Article VIII, Section 3.B?

ANSWER:
Yes. A student-athlete's grant-in-aid must be administered by the college through the office, department, or division which administers financial funds for enrolled students. The Booster Club may not give money directly to a student-athlete. (Please refer to Article VIII, Section 1.C)

Case 2

Section 3.B & C – Recruiting Expenses Using Booster Club Money

SITUATION:
The Booster Club of Community College A raises money for the support of the athletic program. Can the Booster Club money be given directly to a coach to defray recruiting expenses?

ANSWER:
No. Any money expended for recruiting must be authorized by a college official so that all expenditures can be accounted for by the college.

Case 3

Section 3.B– Additional Assistance (In-kind Donation)

SITUATION:
The Booster Club of Community College A raises money for the support of the athletic program. Can the Booster Club or members of the booster club provide student-athletes with additional assistance such as occasional groceries, meals and or clothing to show support for the athletic program and to be sure the student-athletes have what they need while enrolled in school?

ANSWER:
No. Any assistance rather financial or in-kind, must be administered through the proper channels of the college and authorized and monitored by the college. Any assistance in excess of the allowances in Article VIII Section 1.A would be in violation of NJCAA Bylaws.

ARTICLE VIII, SECTION 5 – Letters of Intent

Case 1

Section 5.A.1 – Scholarship Limitations (Sport Procedures)

SITUATION:
Community College A has 12 returning second season baseball players who they submit on NJCAA Letters of Intent as receiving athletic aid. How many additional scholarships does Community College A have remaining in the sport of baseball?

ANSWER:
Community College A has 12 remaining scholarships to give to reach the maximum number of scholarships allowed in the sport of baseball (24) as per NJCAA Sports Procedures. Community College A may not exceed a total of 24 players on scholarship for the academic year. (Please refer to Article V, Section 19 for Sport Procedures.)

Case 2

Section 5.A.1 – Scholarship Limitations (Sport Procedures)

SITUATION:
Community College A has 12 available Letters of Intent to offer in women’s basketball and the college signs 12 individuals to those 12 Letters of Intent. Community College A also signs 5 individuals in women’s basketball to Letters of Intent for “No Athletic Aid”. Is Community College compliant with the rules as per the numbers in the Sports Procedures?

ANSWER:
No. Community College A is in violation of this bylaw because in the sport of basketball only 15 individuals may sign Letters of Intent regardless of the amount of athletic scholarship that student is receiving from the college. Therefore in this case 17 women’s basketball players have signed Letters of Intent, thus exceeding the maximum number of signees allowed by 2 student-athletes.

The numbers listed per sport under the “# of Letter of Intent Signees/ Scholarships” column in the Sports Procedures is the number of individuals who may sign a Letter of Intent during that academic year. Those athletes who sign Letters of Intent for “No Athletic Aid” are still counts towards the total number of signees. (See the next case for another example.)
Case 3

Article VIII, Section 5.A.1 – Non-Athletic Aid Letters of Intent = Counters

SITUATION:
Community College A is a Division III college who cannot offer athletic scholarships of any type in any sport. Community College A desires to utilize the Letters of Intent for their student-athletes by selecting “No Athletic Aid” on the Letter of Intent. Are those signees of these Letters of Intent counters towards the maximum number of student-athletes on scholarship in that sport?

ANSWER:
Yes. A signee of an NJCAA Letter of Intent counts towards the overall maximum number of individuals in that sport regardless of the amount of athletic scholarship. Example: A Division III baseball program may sign 24 student-athletes to “no athletic aid” Letters of Intent. Another example is a Division I soccer program may sign 14 student-athletes to Letters of Intent who are receiving some form of athletic aid leaving only 4 other student-athletes who may sign Letters of Intent with no athletic aid for a total of 18 Letters of Intent signees.

Case 4

Section 5.A.1 – Distributing NJCAA Scholarships

SITUATION:
Community College A has already signed 24 baseball players to scholarships for the current academic year. Community College A has signed only six of eight potential scholarships in men’s golf. Can Community College A sign an individual to one of the two remaining golf scholarships and have that person participate in baseball as a non-scholarship player?

ANSWER:
No. Signing a scholarship in the sport of golf indicates an intention to participate in that specific sport. The only situation that may be allowed is if the student-athlete were certified to play in both sports and did indeed practice and play with both teams. Providing athletic aid in a sport in which the student-athlete does not intend to participate in order to circumvent the scholarship limitations in another sport would be a violation of NJCAA bylaws.

Please also refer to Article V, Section 19.A – this student-athlete would be a counter in both baseball and golf and therefore in this case there would be 25 student-athletes on scholarship in baseball which would be a violation in being over the maximum number of scholarships in the sport of baseball.

Case 5

Section 5.A.1 – Dividing Scholarships

SITUATION:
Community College A is a Division I community college offering 24 full baseball scholarships. Can Community College A offer 48 players each half a scholarship? Can they offer 12 full scholarships and 24 half scholarships?

ANSWER:
No. A scholarship is counted by the individual, not by the dollar amount. Community College A can offer 24 scholarships to 24 individuals, regardless of the dollar amount. No athletic aid can be offered to any individuals over the 24 limit.

Case 6

Article VIII, Section 5.A.1 – Letters of Intent – Manager Scholarships

SITUATION:
Community College A wishes to give an athletic scholarship to the manager of their men’s basketball team. Does this scholarship count towards the overall number of scholarships allowed for the sport of basketball as per the Sport Procedures?

ANSWER:
No. Manager scholarships are monitored by individual colleges, regions, and/or conferences in the NJCAA and are not to be submitted in the online Letter of Intent program. However, if a manager receiving an athletic scholarship participates during the season or any season thereafter, he/she would then be considered a student-athlete and would count towards the overall number of maximum scholarships. They would be counters in the current year as well as retroactively in years which they received the mangers scholarship. Appropriate penalties would be assessed should the college be over the allowable limits in any of those years. (Refer to another case about manager scholarships in Article V, Section 19.)

Case 7

Section 5.A.1 – Scholarship Limitation – Summer Term

SITUATION:
Community College A has utilized 15 men’s basketball scholarships for the academic year. At the completion of that year, Community College A wishes to scholarship Student-Athlete R, who is a transfer student-athlete, for the summer term. Can they scholarship Student-Athlete R?

ANSWER:
No. Community College A does not have an available scholarship to use for Student-Athlete R. The NJCAA defines an academic year as August 1-July 31. Therefore, Community College A has already utilized all of their available scholarships (15 in men’s basketball), they have no scholarships available for Student-Athlete R during the summer session. In order to offer a scholarship to this student-athlete, the college must first release one student-athlete as per the reasons in Article VIII, Section 1.E.4 prior to signing this student-athlete to a Letter of Intent for the summer term.
Case 8
Section 5.A.2 – Submitting NJCAA Letter of Intent

SITUATION:
Community College A signs Student-Athlete R to a 2012-2013 NJCAA Letter of Intent and the form is signed in accordance with the signing procedures and within the signing dates indicated on the form. Community College A then mails the Letter of Intent to the NJCAA National Office. Is this permissible?

ANSWER:
No. All signings of Letters of Intent beginning with the 2007-2008 academic year and beyond must be submitted online and the original signed copies of the Letters of Intent should be kept on file at the college and submitted to the NJCAA National Office only upon request or as part of the college’s eligibility audit.

Case 9
Clarification on Letters of Intent

The following case is regarding Letters of Intent: who is to be submitted online, who is to sign a Letter of Intent and who is considered to be a counter towards the total number of athletic scholarships/LOI’s per sport.

All Letters of Intent (LOI’s) are to be submitted online starting with the 2007-2008 academic year. In the past there were two ways to report scholarships to the NJCAA: the Letter of Intent and/or the Scholarship Certification Form. The Scholarship Certification Form is no longer being used beginning with the 2007-2008 academic year. All athletes receiving athletic aid must sign a Letter of Intent and that Letter of Intent must be submitted online.

A common misconception is that every athlete on the roster must sign an LOI. That is not currently, nor has it ever been, an accurate statement. ONLY those athletes receiving athletic aid must sign a LOI and that Letter of Intent must be submitted online.

Please keep in mind - All athletes who will be participating during the season (regardless of whether or not they are signed to an LOI) must have their eligibility submitted online through the Online Eligibility Program.

An example: A men’s basketball team has 20 players, only 15 may sign Letters of Intent as per the NJCAA Sport Procedures. If a college was required to sign every player on their roster to an LOI, then the roster of certified players would be limited to 15 players. This is not an accurate interpretation of the rules. Only if your college is giving athletic aid to a student-athlete must an LOI be signed by the athlete and that LOI submitted online.

Walk-ons:
Must “walk-ons” sign a Letter of Intent? That answer is “yes” only if that walk-on is receiving athletic aid. That LOI must be submitted online and the walk-on is now considered a counter towards the overall number of individuals permitted on scholarship in that sport. If that walk-on is not receiving athletic aid, he/she may sign a LOI for no athletic aid but it is not mandatory.

No Athletic Aid:
Additional confusion centers around those athletes who are signing Letters of Intent but are not receiving athletic aid: “no athletic aid”. A college may choose to sign a student-athlete to a Letter of Intent without offering any athletic aid. That Letter of Intent would bind the student-athlete to that college and would also count towards the maximum number of allowable Letters of Intent as per the numbers in the NJCAA Sports Procedures.

Maximum Number of Signees:
In reviewing the NJCAA Sports Procedures, the 3rd column from the right is titled: “# of Letter of Intent Signees/ Scholarships”. This is a head-count of individuals who have signed Letters of Intent which includes those athletes receiving athletic aid and those who have signed a Letter of Intent whether or not he/she is receiving athletic aid.

The Rule of Thumb here is: Any individual who signs a Letter of Intent is a counter regardless of the amount of athletic scholarship he/she is receiving.

Example: Baseball is allowed 24 individuals signed to a Letters of Intent. Twenty (20) athletes have been recruited, are receiving athletic aid and have signed Letters of Intent. At that point the college has four (4) Letters of Intent left for athletes to sign. Those final four Letters of Intent can be walk-ons, recruits or individuals receiving no athletic aid. If a college signs student-athletes to the remaining four LOI’s, regardless of the amount of athletic aid and regardless of what type of athlete (recruited, a walk-on. etc.), the college has signed 24 LOI’s and has reached the maximum number of LOI’s allowed to sign in the sport of baseball.
Case 10
Section 5.A.2 – Online Letter of Intent Q&A

The following questions and answers are regarding the Online Letter of Intent program. All student-athletes receiving athletic aid will need to sign Letters of Intent for the 2012-2013 academic year.

1. Question: When must a college complete and file a NJCAA Letter of Intent?
   Answer: Any time a college is providing athletic aid to a student-athlete or are using the National Letter of Intent to commit a student-athlete to their college, an online form must be completed and submitted.

2. Question: Do I have to complete an online Letter of Intent for each student-athlete if they are receiving athletic aid but I do not want to utilize the Letter of Intent?
   Answer: No. You are not obligated to sign a player if he/she is not receiving any athletic aid and you are not concerned about committing him/her to your college with a Letter of Intent.

3. Question: What do I do with the physical Letter of Intent once it has been signed by all parties?
   Answer: Once the form becomes inactive it is invalid and a new form must be recreated, resigned and resubmitted.

4. Question: How do I release a student-athlete from his/her Letter of Intent?
   Answer: The Release Agreement must be completed and submitted through the online Letter of Intent program. The Release Agreement form can be found under the Action column to the right of the student’s name. Click on “Release”, complete and print the form. The form must be signed by the student-athlete (as required on the form), athletic director and president to be valid. If the student-athlete signature is not required per the Release Agreement the form can be submitted without the student’s signature. Once all the signatures and dates are obtained you must go back into the online Letter of Intent program, enter those dates and submit the form once all signature dates are entered. Sanctions will be imposed by the NJCAA National Office if the correct signing procedures are not followed.

5. Question: Do I have to complete an online Letter of Intent for each student-athlete I am having commit to my college but am offering no athletic aid?
   Answer: Yes. A student-athlete may receive athletic aid if an NJCAA Letter of Intent is on file at the National Office even though he/she may be committing to your college with a Letter of Intent.

6. Question: Can an academically ineligible player receive institutional athletic aid from the college he/she has signed with?
   Answer: Yes. You must still complete the online Letter of Intent, have it signed by all appropriate parties, and submitted online. If the college is not providing any scholarship money you would simply indicate, “No Athletic Aid” in the Scholarship Information on the online Letter of Intent. This will count as one of your Letters of Intent/scholarships allowed per the NJCAA Sports Procedures in that sport.

7. Question: What do I need to do if the form goes “Inactive”?
   Answer: Once the form becomes inactive it is invalid and a new form must be recreated, resigned and resubmitted.

8. Question: Do I have to sign all of my walk-ons with the online Letter of Intent system?
   Answer: No. You are not obligated to sign a player if he/she is not receiving any athletic aid and you are not concerned about committing him/her to your college with a Letter of Intent.

9. Question: Can I input the signing date on the Letter of Intent form prior to the student-athlete’s signing if I know the date the student will sign?
   Answer: No. The only printed date that should appear on the signed Letter of Intent is the Athletic Directors date of signature. All other dates must be handwritten by the person signing the form; once the signatures and dates are obtained you must go back into the online Letter of Intent program, enter those dates and submit the form once all signature dates are entered. Sanctions will be imposed by the NJCAA National Office if the correct signing procedures are not followed.

10. Question: How do I release a student-athlete from his/her Letter of Intent?
    Answer: The Release Agreement must be completed and submitted through the online Letter of Intent program. The Release Agreement form can be found under the Action column to the right of the student’s name. Click on “Release”, complete and print the form. The form must be signed by the student-athlete (as required on the form), athletic director and president to be valid. If the student-athlete signature is not required per the Release Agreement the form can be submitted without the student’s signature. Once all the signatures and dates are obtained you must go back into the online Letter of Intent program, enter those dates and submit the form once all signature dates are entered. Sanctions will be imposed by the NJCAA National Office if the correct signing procedures are not followed.

Case 11
Section 5.A.2 – Athletic Aid – Ineligible Athlete

SITUATION:
Can an academically ineligible player receive institutional athletic aid from the college he/she has signed with?

ANSWER:
Yes. A student-athlete may receive athletic aid if an NJCAA Letter of Intent is on file at the National Office even though he/she may not be academically eligible for competition.

Case 12
Section 5.A.2 – Amending an Athletic Scholarship Online

SITUATION:
Student-Athlete R is originally given $200 in athletic aid for the academic year. During the course of the year Student-Athlete R’s athletic aid is upgraded to $400. How is this upgrade recorded?

ANSWER:
Any time a student-athlete's athletic aid is upgraded, the Letter of Intent must be edited through the online Letter of Intent program using the “Edit” button for that student-athlete’s Letter of Intent that has already been submitted online.
Case 13
Section 5.A.5 – Letter of Intent Procedures – “No Athletic Aid”

SITUATION:
Community College A is planning on using the NJCAA Letter of Intent. Community College A, however, is a non-scholarship
institution. Does Community College A still need to complete the Scholarship Information on the Letter of Intent?

ANSWER:
Yes. All Letters of Intent must be fully completed upon submission to the National Office online. Therefore if a student-athlete is not
receiving an athletic scholarship, the Scholarship Information must read “No Athletic Aid.”

Case 14
Section 5.A.6 – Second Year Athletic Aid

SITUATION:
Effective August 1, 2010, as part of Article VIII Section 5.A.6 a Second Year Signing Agreement was added to the existing bylaw. The
bylaw which requires a student-athlete to be awarded an equal or greater value Letter of Intent is not a new bylaw. The signing agreement
was put in place to establish a paper trail to better enforce a long time existing rule. The Second Year Signing Agreement has been put into
place to protect both the student-athlete’s as well as the college’s interests.

Per Article VIII, Section 5.A.6, student-athletes who are resigned for a second year to a Letter of Intent and are academically eligible, must
be offered at least the same amount of aid. This Letter of Intent must be offered by June 15th. Otherwise, the athlete shall be allowed to
void the NJCAA Transfer Waiver and transfer to any NJCAA Member College.

The Second Year Signing Agreement does not apply to scholarships that were cancelled per Article VIII, Section 1.E.4 or for students who
are not academically eligible. NJCAA Transfer Waivers would be required.

By June 15th of each academic year, the Second Year Signing Agreement must be completed and signed or complete a valid Letter of Intent
for the upcoming academic year. The college must keep this signed form on file with the Letters of Intent in case of audit and or future
question. A copy of this completed form must be given to the Student-Athlete.

NOTE: If a valid Letter of Intent of equal or greater value is submitted prior to June 15th a Second Year Signing Agreement is not required.

The following scenarios have been developed to assist schools with the implementation of this new form.

Scenarios:

Scenario 1: School offers the same or more athletic aid and student accepts offer.

Student-Athlete R is currently receiving 2011-2012 Athletic Aid and his current college offers the same amount or more for the
following academic year. The student accepts this offer.

Required Action by College: Community College A must complete a valid Letter of Intent and submit online on or before June 15th.

Scenario 2: School offers the same or more athletic aid. However, student declines the offer.

Student-Athlete R is currently receiving 2011-2012 athletic aid and his current college offers the same amount or more for the
following academic year. However, the student-athlete declines this offer.

Required Action by College: Community College A must complete the Second Year Signing Agreement with the Student-
Athlete’s signature on or before June 15th. They must keep a copy on file in case of audit and provide the student with a
completed copy of the agreement

Required Action by Student: If Student-Athlete R chooses to transfer; they will need either to be released from current Letter
of Intent or wait for it to expire on July 31st before becoming recruitable. They will need a NJCAA Transfer Waiver to be
eligible at another NJCAA institution for the following academic year.

Scenario 3: School offers less athletic aid. Student accepts this offer.

Student-Athlete R is currently receiving 2011-2012 athletic aid and his current college offers less athletic aid for the following
academic year. The student accepts this offer.

Required Action by College: Community College A must complete the Second Year Signing Agreement and sign the Student -
Athlete to a valid Letter of Intent on or before June 15th.
Scenario 4: School offer less athletic aid but the student declines the offer.

Student-Athlete R is currently receiving 2011-2012 athletic aid and his current college offers less for the following academic year. However, the student-athlete declines this offer.

**Required Action by College:** Community College A must complete the Second Year Signing Agreement on or before June 15th. They must keep a copy on file in case of audit and provide the student with a completed copy of the agreement.

**Required Action by Student:** Student-Athlete R will be allowed to transfer without the NJCAA Transfer Waiver if he/she so chooses. Student must provide documentation of decreased offer. Student-Athlete R will become recruitable on the date of the release or June 16th, whichever comes first.

Scenario 5: School does not offer any Athletic Aid or Letter of Intent.

Student-Athlete R is currently receiving 2011-2012 athletic aid from Community College A. However, the College decides not to offer a second year Letter of Intent.

**Required Action by College:** Community College A must complete the Second Year Signing Agreement on or before June 15th. They must keep a copy on file in case of audit and provide the student with a completed copy of the agreement. The member college is in violation if the Second Year Signing Agreement is not executed

**Required Action by Student:** Student-Athlete R will be allowed to transfer without the NJCAA Transfer Waiver if he/she so chooses. Student must provide documentation of offer. Student Athlete R will become recruitable on the date of the release or June 16th, whichever comes first.

Scenario 6: Student is signed to a Letter of Intent without any athletic aid.

Student-Athlete R signed a Letter of Intent with no athletic aid from Community College A. Community College A offers a Letter of Intent with no athletic aid for the following year.

**Required Action by College:** Sign Student-Athlete R to a valid Letter of Intent for the following academic year.

Upon transfer the student would be required to have a completed NJCAA Transfer Waiver on file to become eligible.

**Required Action by Student:** In this scenario, even though Student-Athlete R is not receiving any aid, they are signed to a valid Letter of Intent. At this point, either the student must accept the offer or if they transfer, they will need the NJCAA Transfer Waiver.

Scenario 7: Student-Athletes released from Letter of Intents prior to June 15th.

Prior to June 15th, Community College A releases Student-Athlete R under the guidelines of Article VIII, Section 1.E.4

**Required Action by College:** Community College A must document the release per Article VIII, Section 1.E.4 and submit a valid NJCAA Release Agreement online. Community College A can choose to offer a second year letter of intent if they wish.

**Required Action by Student:** Due to Student-Athlete R being released from the Letter of Intent, he/she becomes immediately recruitable at the time of the release. A NJCAA Transfer Waiver is required for them to be eligible the following academic year.

Scenario 8: Ineligible Student-Athlete

Student-Athlete R is signed to a Letter of Intent for the 2011-2012 academic year at Community College A. At the end of the fall 2011 term the student became academically ineligible and was released from the Letter of Intent. Community College A has no interest in signing the student to an Letter of Intent for the upcoming year. When will he/she become recruitable and if they transfer, will they require a NJCAA Transfer Waiver?

**Required Action by Student:** Student-athlete R becomes recruitable at the time they are released from their Letter of Intent so in this case they are currently recruitable. Due to the fact that student-athlete R was released from the 2011-2012 Letter of Intent because of academic ineligibility, the student is required to have a NJCAA Transfer Waiver in order to be eligible during the 2012-2013 academic year.
Case 15
Second Year Signing Agreement

SITUATION:
Do NJCAA member colleges have the choice to not use the Second Year Signing agreement?

ANSWER:
NJCAA Member colleges must either sign the returning student-athlete who received athletic aid in the current year to an appropriate Letter of Intent for year two, sign a Release Agreement, or complete the Second Year Signing Agreement documenting the discussions that took place between the college and the student-athlete. If the college does not complete the Second Year Signing Agreement, complete a Release Agreement with the required signatures, or make a scholarship offer to the student-athlete by June 15th the member college is in violation of NJCAA bylaws and will be sanctioned, at a minimum, with reduction of allowable LOIs for future years.

Case 16
Section 5.A.6 – No Athletic Scholarship = No Transfer Waiver

SITUATION:
During the 2011-2012 academic year Student-Athlete R was not receiving any type of athletic aid at Community College A for his/her first year. Community College A is not offering any athletic aid to Student-Athlete R for the second year. If Student-Athlete R desires to transfer to another member college, does he/she need a Transfer Waiver signed by Community College A?

ANSWER:
Yes. Article VIII, Section 5.A.6 states that if a student-athlete is not offered the same amount of scholarship for the second year as he/she received the first year, he/she may transfer to a member college and the student-athlete is allowed to void the Transfer Waiver commitment.

In this case, the student-athlete was not receiving any amount of athletic aid the first year and therefore it is not possible for this student-athlete to receive less than “nothing” for his/her second year. Article VIII, Section 5.A.6 does not apply to this student-athlete and he/she would need a signed Transfer Waiver to be immediately eligible upon his/her transfer to another member college. If a Transfer Waiver is not obtained from Community College A, he/she must serve one entire season of probation.

Case 17
Section 5.A.6 – Cancellation of Scholarship during the Term

SITUATION:
Community College A, based on valid disciplinary reasons, chooses to revoke Student-Athlete R’s athletic aid on October 15 of the fall term. May Community College A replace Student-Athlete R with Student-Athlete W on scholarship as of October 15th?

ANSWER:
No. Community College A must wait until the end of that term before replacing Student-Athlete R with Student-Athlete W on scholarship. (Please refer to Article VIII, Section 1.D for more about when to replace a scholarship and E.3 for scholarship cancellations.)

Case 18
Section 5.A.6 – Approval of In-State Residency vs. Permanent Resident Status

SITUATION:
Community College A follows the state guidelines on residency status by allowing the dependent of a Green Card holder to pay in-state tuition. Can the college offer a Letter of Intent to the student-athlete as a holder of Green Card/US Citizen?

ANSWER:
No. The dependent student-athlete, although receiving in-state tuition due to his/her parent/legal guardian status, must provide a copy of his/her own Green Card or be classified as an international (non-U.S. citizen) student for athletic participation.

Case 19
Section 5.A.6 – Non-United States Citizen Student-Athlete Counting if He/She Pays Tuition

SITUATION:
Student-Athlete R is a non-United States citizen student-athlete who pays all of his/her costs to attend Community College A. May Student-Athlete R participate on the soccer team? Does Student-Athlete R count against the four non-United States citizen student-athlete limitation?

ANSWER:
Student-Athlete R may participate and does not count against the four limitations because he/she is not receiving athletic scholarship aid. However, the college will need to have verification of the student-athlete paying for his/her own expenses on file with the eligibility in case of an audit.
Case 20
Section 5.A.6 – Non-United States Citizen Student-Athlete Scholarship Limitations
SITUATION:
How does a Division I program determine the non-United States Citizen student-athlete, non-resident or Green Card holder, scholarship limit for each sport?
ANSWER:
Article V, Section 19 Sports Procedure page of the NJCAA bylaws list the number of non-United States States Citizen student-athletes (non-Green Card holders) that may receive athletic aid or sign a Letter of Intent for no athletic aid in one academic year. It is determined by looking at the scholarship limit for each Division I sport and take 25% of that number. This is the number that each college is limited to for each Division I sport relative to non-United States Student-Athletes on scholarship. For those sports where 25% ends in a fraction, the number must be rounded down to the closest whole number. (Example: Division I Men's Soccer, 25% of 18 scholarships is 4.5. The number of allowable non-US citizen student-athletes on scholarship would be rounded down to 4.)

Case 21
Section 5.A.6 – Non-United States Citizen Student-Athlete Scholarship Limit
SITUATION:
Community College A provides scholarships to three non-U.S. citizen student-athletes in the sport of women's basketball (the allowable limit in basketball). One of the non-U.S. citizen student-athletes does not return for the second semester. May Community College A then scholarship an additional non-U.S. citizen student-athlete to bring their number back to three?
ANSWER:
No. The limit placed on the number of non-U.S. citizen student-athletes as per the NJCAA Sports Procedures is a head count number for the year. A college may not replace any non-U.S. citizen student-athletes receiving an athletic scholarship once they have met the maximum number allowed within a specific sport.

Case 22
SITUATION:
Community College A has signed their full allotment of baseball Letters of Intent (24). Included within the 24 are six non-U.S. citizen student-athletes as allowed by rule. At the end of the fall term, one of the six non-U.S. citizen student-athletes chooses not to return to the United States. May Community College A replace the vacant Letter of Intent with another non-U.S. citizen athlete? May Community College A replace the vacant Letter of Intent with a student-athlete who is a United States citizen/permanent resident?
ANSWER:
Community College A may not fill the vacant Letter of Intent with another non-U.S. citizen athlete once the college expends any funds on that student-athlete during the academic year. However, they would be allowed to fill the vacancy with a student-athlete who is a United States citizen/permanent resident or the holder of a Green Card.

Case 23
Section 5.A.6 – Non-U.S. Citizen signs Letter of Intent but does not Attend the College after an Official Recruiting Trip
SITUATION:
Community College A recruits and pays for a non-United States citizen’s expenses for an official recruiting visit to the college during the 2011-2012 academic year. The student-athlete then signs a NJCAA Letter of Intent to attend that college for the 2012-2013 academic year. The student-athlete is unable to obtain a Visa to come to the United States and attend Community College A. Can the Letter of Intent be replaced with another non-U.S. citizen?
ANSWER:
Yes. Only if the money that has been expended by Community College A on the non-United States citizen was for the recruiting visit and no money involving the athletic scholarship, the college can sign another non-United States citizen to that same scholarship.

Case 24
Section 5.A.7 – Offering Written Contract before Signing Letter of Intent
SITUATION:
Community College A is recruiting Student-Athlete R. Prior to the official signing period in baseball, the coach at Community College A provides a written copy of the athletic aid Community College A will be offering Student-Athlete R on January 15th (the official signing date in baseball). Is it legal for Community College A to provide a student-athlete with a written copy of the verbal offer being made? If Community College A includes a disclaimer on the written copy of the offer indicating that it is not a binding contract, but for informational purposes only, is it legal?
ANSWER:
Institutions, regions and/or conferences may not provide a written offering prior to the National signing guidelines.

Case 25
Section 5.A.7 – Signing Conference Letters of Intent
SITUATION:
Community College A is not using the National Letter of Intent. Instead, it is using its own conference letter. The conference signing date for football is January 15, however the National signing date is not until after that date. Which signing date must Community College A abide by?
ANSWER:
Community College A must abide by the National signing date. No NJCAA member college can sign a student-athlete to an institutional, conference or state Letter of Intent prior to the National signing date.
Case 26
Section 5.A.7 – Signing Institutional Letter of Intent

SITUATION:
Community College A signs Student-Athlete R to an institutional letter of intent or athletic aid agreement. Can that institutional form be used to replace the NJCAA Letter of Intent?

ANSWER:
No. A college providing any type of athletic aid to a student-athlete must have a NJCAA Letter of Intent electronically on file with the NJCAA National Office.

Case 27
Section 5.A.8 – Fifteen Calendar Day Withdraw and Transfer

SITUATION:
Student-Athlete R signs a Letter of Intent and attends Community College A during the fall term. Student-Athlete R withdraws from Community College A after ten (10) calendar days and enrolls in Community College B on the eighteenth calendar day of the Community College B fall term. Is Student-Athlete R eligible to participate during the fall term for Community College B? When would Student-Athlete R be eligible to participate for Community College B?

ANSWER:
No. Because Student-Athlete R was not enrolled and attending classes within 15 calendar days of the fall term at Community College B, he/she would not be eligible to participate in the fall term (Article V Section 4.B). Student-Athlete R would require a Release Agreement from his/her Letter of Intent that was signed and submitted online with the NJCAA by Community College A. Student-Athlete R could become eligible to compete at Community College B anytime after the completion of the fall term at Community College B, if Student-Athlete R receives a Release Agreement from Community College A.

Case 28
Section 5.A.8.c – NJCAA Release Agreement

SITUATION:
Student-Athlete R signs an NJCAA Letter of Intent. Before the term begins, Student-Athlete R decides not to attend Community College A, and is unavailable to sign a Release Agreement. What can Community College A do to free that Letter of Intent and scholarship for Student-Athlete R?

ANSWER:
The Release Agreement form indicates the situations that require a student-athletes signature. In those situations if the student-athletes signature is not obtained the Release Agreement cannot be submitted and the Letter of Intent remains valid. In those situations that do not require the student-athletes signature documentation must be provided showing the student-athlete graduated, withdrew, loss of eligibility, discipline, or failure to enroll.

Case 29
Section 5.A.8.c – NJCAA Release Agreement

SITUATION:
Can a student-athlete who signs an NJCAA Letter of Intent with Community College A for the academic year and then transfers to Community College B during the term of that Letter of Intent, receive athletic aid from Community College B?

ANSWER:
No, a student-athlete who is bound by a Letter of Intent to Community College A cannot receive institutional athletic aid from Community College B without first receiving a signed Release Agreement from Community College A.

Case 30
Section 5.A.8.c – NJCAA Letter of Intent Signee attending Non-Member School

SITUATION:
Student-Athlete R signs an NJCAA Letter of Intent with Community College A. Student-Athlete R then decides to attend a college which is not a member of the NJCAA. Is Student-Athlete R's NJCAA Letter of Intent automatically invalid?

ANSWER:
No. Community College A must submit a Release Agreement online. Student-Athlete R may not return to a NJCAA member school and participate in athletics or receive athletic aid in that same academic year until the term of his/her original Letter of Intent is completed or the Release Agreement has been signed and submitted online.

Case 31
Section 5.A.8.c – Transfer Waiver vs. Release Agreement

SITUATION:
Student-Athlete R signs an NJCAA Letter of Intent with Community College A. Following the completion of his/her first year of attendance, Student-Athlete R decides to transfer to Community College B. Does Student-Athlete A need a Transfer Waiver and/or a Release Agreement to be immediately eligible for athletic participation at Community College B?

ANSWER:
To be immediately eligible for athletic participation at Community College B, Community College A must have signed the Transfer Waiver form. Without the Transfer Waiver, Student-Athlete R would be ineligible for athletic competition for an entire season. Student-Athlete R would not need a Release Agreement from his/her Letter of Intent since the term of that agreement was for one year and he/she fulfilled that term of attendance.
Case 32
Section 5.A.8.c – Transfer Waiver vs. Release Agreement

SITUATION:
Student-Athlete R has signed an NJCAA Letter of Intent with Community College A for the academic year. Following his first semester at Community College A, Student-Athlete R decides to transfer to Community College B to participate in baseball. What does Student-Athlete R need to be immediately eligible at Community College B?

ANSWER:
Student-Athlete R would need to have a fully executed Transfer Waiver to be immediately eligible to participate in baseball, assuming he is academically eligible upon transfer. He would also need to have the Release Agreement signed and submitted online to have athletic communication with a representative of Community College B and be immediately eligible.

Case 33
Section 5.A.8.c – Recruitable Athlete from the NJCAA

SITUATION:
Student-Athlete R signs a National Letter of Intent with Community College A. Subsequently, he/she decides they would rather attend Community College B, which is located in the same Region. Can Community College A release Student-Athlete R with the limitation that he/she may not attend Community College B?

ANSWER:
No. The Release Agreement does not allow a college to release a student-athlete conditionally. Community College A would have to decide to release Student-Athlete R to attend any other NJCAA member college, or choose not to sign the Release Agreement at all.

Case 34
Section 5.A.8.c – ADDING, CANCELING AND RELEASING ATHLETES RECEIVING ATHLETIC AID

The following guidelines have been established to help clarify the interpretation of adding, canceling and releasing athletes receiving athletic aid. In addition, the use of summer school by scholarship athletes has also been addressed.

- The NJCAA academic year begins on August 1st and ends on July 31st. (Section 5.A.3)
- If athletic aid is utilized, summer school must be included on a NJCAA Letter of Intent for every student-athlete in attendance.
- Summer school is considered part of the previous fall and spring academic year, not part of the upcoming calendar/academic year. A class beginning prior to August 1 would be considered part of a summer school term.

ADDING:
- A student-athlete must be provided with written notification of the terms of the original grant-in-aid within the first 15 calendar days after the beginning of classes of the academic terms in which he/she is receiving aid. (Section 1.D)
- Special permission from the NJCAA National Office must be obtained for any student-athlete being awarded athletic aid after the first 15 calendar days of the term. (Section 1.D)
- If the grant-in-aid becomes vacant (for reasons listed in Article VIII, Section 1.E.4), it may be awarded to a different individual for the remainder of that academic year, beginning with the next term. (With the exception of a non-US citizen or Green Card holder; Section 5.A.6)
- Limitations on the number of scholarships allowed by NJCAA bylaws are listed in Article V, Section 19, Sports Procedures pages.
- A student-athlete may be added to a college’s scholarship list for summer school if they remain in compliance with the above items.

CANCELLATION: (Section 1.E.4)
- Cancellation of a grant-in-aid, during the period of its effectiveness is permitted for the following reasons:
  - If the student-athlete becomes ineligible for participation in athletics because of academic and/or disciplinary reasons;
  - For misconduct (unrelated to athletic ability) found by the person or body in charge of general discipline at the institution, after following the same procedures as in other disciplinary matters, to be serious enough to warrant permanent suspension or dismissal from the athletic program;
  - If the student-athlete voluntarily withdraws from a sport prior to the institutions first competition in that sport;
  - Graduation.
- An athletic scholarship may be canceled based on the four reasons listed above and can be replaced at the next term, or at any term thereafter. A Release Agreement for the vacating student-athlete must be signed and submitted online with the NJCAA National Office at the time of replacement, and the new student-athlete’s Letter of Intent must be submitted online by the 15th calendar day after the beginning of classes in the first term the student-athlete is receiving aid.
- There may be no replacement for a non-United States citizen or holder of a Green Card once any money has been expended on the student-athlete for his/her athletic scholarship. (Section 5.A.6)
- Cancellation/replacement must be at term, not mid-term.

RELEASE:
- The NJCAA Release Agreement is available in the online Letter of Intent program to cancel a NJCAA Letter of Intent/Scholarship. Article VIII, Section 1.E.4 provides the allowable reasons for cancellation. Listed below are samples of the practical situations for cancellation that fall under the formal circumstances as listed in Article VIII, Section 1.E.4.
- The following are situations that would allow a scholarship to be cancelled:
  1. Ineligible student-athlete
  2. Disciplinary reasons
  3. Misconduct unrelated to athletic ability
  4. Voluntary withdrawal prior to the institution’s first contest
  5. Failure to enroll (by the 15th calendar day of the term)
6. Transfer
7. Signed a professional sports contract
8. Joined the military or on a church mission
9. Withdrawal within the first 15 calendar days of the term

- The following refer to situations that would allow a scholarship to be reissued:
  1. Ineligible student-athlete - college is responsible for reasonable documentation of the ineligibility.
  2. Disciplinary cancellations - college is responsible for reasonable documentation of the disciplinary situation.
  3. Misconduct cancellations - college is responsible for reasonable documentation of the situation.
  4. Voluntary withdrawal prior to the first contest - must have the signature of the withdrawing student-athlete on a Release Agreement prior to issuing the replacement scholarship.
  5. Student-athletes who fail to enroll within the first 15 calendar days - college is responsible for reasonable documentation of the failure to enroll.
  6. Student-athletes who transfer - must have the signature of the transferring student-athlete on a Release Agreement prior to issuing the replacement scholarship.
  7. Student-athletes who sign professional sports contracts - must have the signature of the original student-athlete on a Release Agreement prior to issuing the replacement scholarship.
  8. Student-athletes who join the military or go on a church mission - must have the signature of the original student-athlete on a Release Agreement prior to issuing the replacement scholarship.
  9. Student-athletes who withdraw from classes within the first 15 calendar days of the term - college is responsible for reasonable documentation of the withdrawal.

**Case 35**

**Section 5.A.8.e – Club Team Use of Letter of Intent**

**SITUATION:**
May Community College A, who has declared themselves a club team, utilize the NJCAA Letter of Intent to bind a student-athlete to their college?

**ANSWER:**
No. Only intercollegiate varsity/JV programs may utilize the NJCAA Letter of Intent.

**Case 36**

**Section 5.A.9.a – Submitting NJCAA Letter of Intent**

**SITUATION:**
Community College A offers a Letter of Intent to a student-athlete. The student-athlete completes and returns the form within the 14-day period specified on the Letter of Intent. Must Community College A submit this Letter of Intent to the National Office?

**ANSWER:**
Yes. Community College A must submit all NJCAA Letters of Intent online to the National Office or inform the student-athlete of his/her right to attend and participate at another college. Sanctions will be imposed on Community College A if the Letter of Intent is not submitted to the National Office and the student-athlete is never informed of its expiration.

**Case 37**

**Section 5.A.9.a – Submitting NJCAA Letter of Intent**

**SITUATION:**
Student-Athlete R is issued an NJCAA Letter of Intent for volleyball on January 1st. After considering all other options and offers, Student-Athlete A signs the Letter of Intent on January 16th. The college attempts to submit the Letter of Intent online on January 17th. Is this Letter valid?

**ANSWER:**
No. Student-Athlete R has 14 calendar days from the date of issuance to sign the Letter of Intent. If the Letter of Intent is not signed within that 14-calendar day period, it immediately becomes invalid and the form will be unable to be submitted online. In this case the Letter of Intent would need to be reissued, resigned and resubmitted online.

**Case 38**

**Section 5.A.9.b – Student Signing the NJCAA Letter of Intent Prior to the Athletic Director**

**SITUATION:**
Student-Athlete R signs a National Letter of Intent for baseball on January 15th, the National signing date. He then returns the signed form to the school on January 21st, at which time the Director of Athletics signs and dates the form. Is this Letter valid?

**ANSWER:**
No. The National Letter of Intent must be signed and dated by the Director of Athletics prior to submission for the student-athlete's signature. In this case the Letter of Intent is invalid. The college is then responsible for informing the student-athlete immediately of the Letter of Intent’s invalid status. In this case the Letter of Intent would need to be reissued, resigned and resubmitted online.
Case 39
Section 5.A.9.e – Signing Date for the NJCAA Letter of Intent

SITUATION:
Student-Athlete R signs an NJCAA Letter of Intent for soccer on December 1st, the National signing date for soccer. How many days does the administering institution have to submit the Letter of Intent online?

ANSWER:
The institution has 21 calendar days from the date of the student-athlete's signature to submit the online form to the National Office. If it is not submitted within that 21-calendar day period, the Letter of Intent will be considered invalid. The college is then responsible for informing the student-athlete immediately of the Letter of Intent’s invalid status where that Letter of Intent would need to be reissued, resigned and resubmitted online.

Case 40
Section 5.A.9 – Handwritten Signature Dates on the Original, Signed Letter of Intent

SITUATION:
Community College A enters all signatures dates and then prints the Letters of Intent for each person (student-athlete, parents, coaches, president) signing. Is this a violation since all signatures dates are already entered into those Letters of Intent?

ANSWER:
Yes. All signature dates other than the date of signature (date of issuance) for the athletic director must be handwritten by each person signing the Letters of Intent. If the signature dates are printed on the Letter of Intent instead of handwritten, the college will be notified of a signing violation.

Case 41
Section 5.A.11 – Transfers with a Release Agreement/Transfer Waiver

SITUATION:
Student-Athlete R participates at Community College A during the 2011-2012 academic year and subsequently signs an NJCAA Letter of Intent for his/her second year at that same college. Student-Athlete R then decides to transfer to Community College B prior to the start of the 2012-2013 academic year. Contact notification has been made between both colleges and Community College A has agreed to sign a Release Agreement. In what capacity may Student-Athlete R participate at Community College B?

ANSWER:
If Student-Athlete R receives a signed Release Agreement and a signed Transfer Waiver from Community College A and if Student-Athlete R meets the eligibility requirements in Article V, Section 4 and the transfer requirements in Section 10, he/she is allowed to participate with the team at Community College B and may receive athletic aid for the 2012-2013 academic year. If the academic requirements are not met or the Transfer Waiver is not signed by Community College A, Student-Athlete R will not be able to participate for one entire season.

Case 42
Section 5.A.11 – Transfers without a Release Agreement/Transfer Waiver

SITUATION:
Student-Athlete R signs an NJCAA Letter of Intent at Community College A during the 2012-2013 academic year at Community College A, then transfers to Community College B prior to the start of the fall 2012 term. Contact notification has been made between both colleges but Community College A will not sign a Release Agreement. In what capacity may Student-Athlete R participate at Community College B?

ANSWER:
If Student-Athlete R does not receive a Release Agreement signed by Community College A, he/she cannot participate, practice, become a manager for the basketball team, be associated with athletics nor may Student-Athlete R receive athletic aid at Community College B during the 2012-2013 academic year until he/she has fulfilled the terms of the original Letter of Intent. (Please refer Article VIII, Section 5.A.11.)

Case 43
Section 5.A.12 – Student-Athlete Signs a Letter of Intent at a College and Visits the Campus at another College

SITUATION:
Student-Athlete R, signs an NJCAA Letter of Intent for the 2012-2013 academic year at Community College A, then transfers to Community College B prior to the start of the fall 2012 term. Contact notification has been made between both colleges but Community College A will not sign a Release Agreement. In what capacity may Student-Athlete R participate at Community College B?

ANSWER:
Because Student-Athlete R is currently still under the 2012-2013 Letter of Intent at Community College A and because it is before the end of the academic year (July 31st), the athletic director/coach/athletics interest at Community College B is prohibited from talking to or communicating with that student-athlete even if the student-athlete is on their campus.

PENALTIES IF A VIOLATION HAS OCCURRED:
If Community College B actively recruits the student-athlete, pays for any expenses regarding the visit to the campus, or the student-athlete signs a Letter of Intent for the 2013-2014 academic year BEFOR getting a Release Agreement signed or if it is before the end of the academic year. The penalties for this violation are as follows:
1. The 2013-2014 Letter of Intent must be immediately cancelled by Community College B.
2. The student-athlete may not sign any Letter of Intent at Community College B for the 2013-2014 academic year in any sport.
3. If the student-athlete transfers to Community College B, he/she may not participate, practice or be involved in any capacity with any athletic team during the 2013-2014 academic year.
Case 44  
Section 5.A.14 – NJCAA Release Agreement for a 4-Year Multiple Transfer

SITUATION:  
Student-Athlete R signs an NJCAA Letter of Intent at Community College A for the 2012-2013 academic year in the sport of baseball. He decides before the start of the fall 2012 term that he wants to go to an NCAA institution instead. After attending the NCAA institution during the fall term he decides to return to Community College B to participate in baseball during the spring 2013 term. Does Student-Athlete R need a signed Release Agreement from Community College A in order to participate at Community College B?

ANSWER:  
Yes. Student-Athlete R’s Letter of Intent is for the 2012-2013 academic year at Community College A. This Letter of Intent does not automatically become invalid because of his attendance during the fall term at a non-member college and therefore he must be released by Community College A before he is allowed to participate at Community College B during the spring 2013 term. In this case, the original terms of the Letter of Intent have not been fulfilled and therefore the Release Agreement must be signed.

If the Release Agreement is not signed by Community College A he is ineligible to participate at Community College B, he may not practice or be involved in any way with any athletic team at Community College B until the original terms of the Letter of Intent at Community College A have been fulfilled.

This ruling also applies to a student-athlete who does not attend any college during the fall term who has signed a Letter of Intent at one NJCAA member college then wishes to attend another NJCAA member college for the spring term of that academic year in which the Letter of Intent is in effect.

Case 45  
Section 5.A.15 – Release Agreements; Student Responsible for Paying Expenses at Release Date

SITUATION:  
At the end of the women’s basketball season Student-Athlete R asks her athletic director for a Release Agreement so she can be a recruitable athlete. She also wants to receive the remainder of her athletic scholarship for the academic year. Can the student still receive her athletic scholarship after a Release Agreement has been signed and submitted online?

ANSWER:  
No. As per the bylaw: a Release Agreement that is submitted online is for a student-athlete “no longer receiving or intending to receive athletic aid.” Therefore once the Release Agreement has been submitted online, the student-athlete is responsible for paying for his/her own educational and living expenses at from the date the release is granted through the remainder of the year. The student-athlete will also become a recruitable athlete at the time of the release.

Case 46  
Section 5.A.16 – Signing NJCAA Letter of Intent in Two Sports

SITUATION:  
Student-Athlete R signs a NJCAA Letter of Intent to play football for Community College A. Community College B wants to sign Student-Athlete R to a Letter of Intent in basketball. Can Student-Athlete R sign Letters of Intent for both sports at separate institutions?

ANSWER:  
No. The National Letter of Intent is not sport specific. Student-Athlete R cannot sign more than one National Letter of Intent per academic year. Furthermore, Student-Athlete R must receive a signed NJCAA Release Agreement from Community College A if he wants to attend Community College B and compete in basketball.

Case 47  
Section 5.A.17 – Expending Athletic Scholarship Funds Prior to a Student’s Signing of a Letter of Intent

SITUATION:  
Student-Athlete R is being recruited to play football at Community College A for the fall 2012 season. He has not yet signed a NJCAA Letter of Intent at any member college including Community College A but attends the football tryouts at Community College A. (This tryout session is not an official recruiting trip to the campus.) Community College A pays for his travel expenses to get to campus as well as paying for his room, board, and food while attending the tryouts. After the tryouts, Community College A does not keep Student-Athlete R on the team and he does not sign a Letter of Intent. As a result, Student-Athlete R must leave the college and does not attend classes that fall term. Is this a violation on the part of Community College A and bylaw Article VIII, Section 5.A.17?

ANSWER:  
Yes. The college paid for his expenses to attend the tryouts prior to any signing of a Letter of Intent. The college may pay for the expenses if Student-Athlete R was on an official recruiting trip or has signed a valid Letter of Intent. However in this case, the tryouts were not part of an official recruiting trip therefore none of his expenses could be paid for prior to signing a Letter of Intent.

Case 48  
Section 5.A.17 – Expending Team Travel Funds Prior to a Student’s Signing a Letter of Intent

SITUATION:  
Student-Athlete R a volleyball player at Community College A attends the college and participates in her first season during the fall 2012 term. She was recruited by the college but has not yet signed a Letter of Intent. She has been traveling with the team to away matches where her food, transportation and lodging have been paid for by the college. Has a violation of this rule occurred in this situation since she has not signed a Letter of Intent?

ANSWER:  
No. The college may pay for the expenses associated with traveling to away games which in this case would not be a violation. However, if and when Community College A decides to offer her a Letter of Intent, once the signatures of Student-Athlete R and the athletic director are entered into the online Letter of Intent program, the college at that point may start paying for those provisions as outlined in her athletic scholarship.
Case 49  
**National Signing Date**

**SITUATION:**
Student-Athlete R is being recruited to compete in volleyball and track & field. Which signing date must Student-Athlete R abide by when signing a National Letter of Intent?

**ANSWER:**
Letters of Intent must be signed and submitted separately – one for each sport. The signing date for each sport must be abided by.

Case 50  
**Simulated Letter of Intent Signing**

**SITUATION:**
Community College A participates in a simulated signing of a NJCAA Letter of Intent prior to the official NJCAA signing date for that sport. Is this a violation of the NJCAA bylaws?

**ANSWER:**
Yes. No member of the college coaching staff or a representative of their athletic interest may take part in any event that would indicate that a student-athlete has signed a NJCAA Letter of Intent prior to the official signing date. This would include a picture and/or an article appearing in the news media.

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**ARTICLE VIII, SECTION 6 – Practice**

**Case 1**  
**NJCAA Sport Procedures – First Practice Date**

**SITUATION:**
Community College A begins its volleyball season on September 9th, when can Community College A begin practicing?

**ANSWER:**
Community College A can begin its volleyball practice August 1 as designated in the Sports Procedures in Article V Section 19.

**Case 2**  
**Section 6.A – High School Student-Athlete Practicing with a Member College's Team**

**SITUATION:**
Student-Athlete R attends high school and is a senior. Student-Athlete R does not participate in high school athletics. Can this student-athlete practice with Community College A?

**ANSWER:**
No. As the practice definition states in Section 6.A all participants must be enrolled/registered at the college where he/she will be practicing and have valid physicals on file. Therefore, Student-Athlete R must be enrolled at Community College A and must have a valid physical on file to practice with the team at the college.

**Case 3**  
**Section 6.A – Requirements for Student-Athletes to Practice during the Summer**

**SITUATION:**
Must student-athletes who want to practice with the coaching staff during the summer in the eight hour per week setting be enrolled at the college during the summer and have a current physical on file to be able to practice during the summer at the college?

**ANSWER:**
Yes. According to the practice definition participants must be enrolled at the college he/she is representing and have a valid physical on file. In this case the student-Athlete must be enrolled in summer classes. This practice definition covers the in season, off season, and the summer practices.

**Case 4**  
**Section 6.E.2 – Physical Education Classes**

**SITUATION:**
NJCAA Member College A utilizes a physical education class to practice for the upcoming season. The class is only open to the members of the varsity basketball team, is a mandatory class for those basketball players to take, and is taught by the basketball coach. Is this a violation of the NJCAA practice definition?

**ANSWER:**
Yes. Enrollment in a physical education class must be voluntary in nature, open to any bona-fide student at the college and not consisting of only varsity team members. Such course must be listed in the college catalog and/or schedule of courses for the term.

If the basketball player voluntarily enrolled in this class and the class was only open for basketball players to enroll, any practicing in this class will count as practice time and if this class is during the off season, those hours spent in this class will count towards the eight hours permitted a week in the off season as per Section 6.G.7.
Case 5
Section 6.F – Open Gym Setting

SITUATION:
Community College A holds an open gym setting for any student on Monday-Friday from 6:00 p.m. to 10:00 p.m. If the basketball coach is the paid supervisor of this program, and current basketball players make use of the open gym, is this a violation of the practice definition?

ANSWER:
No. This would not be a violation because the coach is a paid supervisor of the open gym setting. However, the coach may not be involved in direction or actively coaching during this open gym setting otherwise, this will count as practice time towards the eight hours permitted per week during the off season.

Case 6
Section 6.F.3 – Team Meetings

SITUATION:
On the first day of the fall term (August), the basketball coach holds a team meeting to discuss team rules, goals and academic strategies. Is this a violation of the NJCAA practice definition?

ANSWER:
No. This is not a violation of the practice definition. The coach may hold a team meeting to discuss team rules, goals and review academic information. However, the coach may not use the meeting to diagram plays or otherwise detail game/practice strategies.

Case 7
Section 6.F.3 – Reporting Before First Day of Practice

SITUATION:
The volleyball coach at Community College A requires each student-athlete to report the day prior to the allowed practice date for physical exams and equipment checkout. Is this a violation?

ANSWER:
No. This would not be a violation of the practice definition. The coach may distribute equipment, discuss team rules, etc., prior to the beginning date for practice. However, the coach may not utilize this time to view film, diagram plays, etc., prior to the date for practice.

ARTICLE VIII, SECTION 6.G – Off Season Athletic Activity Limitations

Case 1
Section 6.G – Preseason Workouts

SITUATION:
Prior to the first legal date of football practice, the coach posts voluntary pre-season conditioning workouts, held at the direction of the conditioning/strength coach. Is this a violation of the NJCAA practice definition?

ANSWER:
No, if these off season practices are held on campus, are voluntary, do not exceed the eight hour weekly limitation rule, and the student-athletes are registered at the college and have valid physicals on file.

Case 2
Section 6.G – Summer Practices

SITUATION:
The football coach at Community College A works with his kickers on campus each Tuesday and Thursday throughout the summer. The kickers utilize college equipment and receive direct instruction from the coach. Is this a violation of the NJCAA practice definition?

ANSWER:
This would not be a violation because the off season began the day after the last day of the last NJCAA Football Bowl Game until August 1st. As long as the practices are voluntary, the students are enrolled/registered in classes at the college during the summer, have valid physicals on file, and the practices are no more than eight-hours per week, there is no violation.

Case 3
Section 6.G – Summer Practices, the Off-Season and Incoming Freshmen

SITUATION:
Student-Athlete R a recent high school graduate, has signed a Letter of Intent in the sport of basketball with Community College A. What are the requirements Student-Athlete R must meet in order to participate in summer practices that are on campus for eight hours per week?

ANSWER:
Only if Student-Athlete R has officially registered/enrolled for the summer term and has a valid physical on file, he/she may participate with the team during the off season (the summer) on campus for eight hours per week in voluntary practices.
Case 4  
Section 6.G – Mandatory Practices during Summer

SITUATION:  
Three members of a community college volleyball team also compete on a locally sponsored USVBA team during the summer. The community college volleyball coach also coaches the USVBA team off campus. There is a mandatory practice for the USVBA team twice a week throughout the summer. Is this a violation of the NJCAA practice definition?

ANSWER:  
Yes. This would be a violation because the practices are mandatory. From the NJCAA member college standpoint, the practices and/or participation cannot be mandatory. If the participation were on a voluntary basis, on campus, and only eight hours a week during the summer (off season) then the coach can hold practices. If the practices were off campus then a violation would have occurred with the coaches and players together off campus conducting athletic activities.

Case 5  
Section 6.G – Tryouts Conducted during the Off Season

SITUATION:  
Community College A wants to hold tryouts for their soccer team after May 1 on campus. May 1 is the beginning of the off season for soccer. What are the restrictions regarding current student-athletes and those who have signed valid Letters of Intent participating in these tryouts?

ANSWER:  
1. As long as the tryouts are held on campus during the off season, there may be contact between the coaching staff and current student-athletes and those who have signed valid Letters of Intent for the following year.
2. The tryouts cannot be mandatory for current student-athletes and athletes who have signed valid Letters of Intent to attend for the following academic year.
3. Those current student-athletes and athletes who have signed valid Letters of Intent who are participating in tryouts must have valid physicals on file and they must be enrolled/registered during that term.
4. The hours spent participating in tryouts on campus during the off season will count within the eight hours per week allowed for athletic activities.

Case 6  
Section 6.G.1 – Viewing Film

SITUATION:  
Prior to the first legal date of wrestling practice, the wrestling coach calls a mandatory meeting to view film. Is this a violation of the NJCAA practice definition?

ANSWER:  
Yes. This would be a violation of the practice definition because the viewing of game film was directly related to athletic preparation.

Case 7  
Section 6.G.2 – Registered for Summer Term and Participating in Off Campus Activities

SITUATION:  
The practice definition mandates student-athletes to be registered in that term for off campus activities. If a student-athlete is taking one course in the first summer session, can he/she continue to participate under the off season definition following the end of the first summer session?

ANSWER:  
Yes, as long as the student-athlete was registered in that term at the host college and have a valid physical on file at the college. The summer session/term is defined by the college catalog.

Case 8  
Section 6.G.2 – Practicing in the Off Season Prior to the Start of the Summer Term

SITUATION:  
Community College A’s spring term ends on May 1 and the summer term does not start until June 1. Are student-athletes allowed to practice during the time between the end of the spring term and the beginning of the summer term which is considered as the off season?

ANSWER:  
The student-athletes in this case must be pre-enrolled/pre-registered for the summer term in order to practice at this time since for that time of the year, spring classes have ended and the summer term has not begun. There is not a limit to the number of credit hours these student-athletes must be pre-enrolled in for the summer term. In addition to being pre-enrolled for the summer term, participation must be on campus and voluntary. Athletic activity contact may not exceed a maximum of eight hours per week with anyone on the coaching staff and all participants must have a valid physical on file at the college.

Those participants who have been practicing during this time and have not yet pre-enrolled/pre-registered for the summer term must immediately cease practice and all other athletic activities.
Case 9
Section 6.G.3 – Off Season Activity Limitations – College Paying for Greens Fees during the Off Season

SITUATION:
Community College A wants to hold practices for their golf team during the off season (summer). Can Community College A pay for the greens fees for their golfers at golf courses on or off campus during the off season (summer)?

ANSWER:
No. As per Section 6.G.3, Community College A may not use college funds (including paying for greens fees) or equipment for any current or prospective student-athlete off campus during the off season. Even if the college receives approval from the National Office granting a golf course as their “home facility”, the college may not expend any funds, including paying for greens fees, for any student-athlete during the off season. Even if the contract between the college and the golf course never requires payment for greens fees for members of that college golf program, the student-athletes during the off season must pay for their greens fees because of Section 6.G.3.

Any practicing or athletic contact between the coaches and current student-athletes or ones who have signed LOI’s during the off season at this “home” golf course will count towards the overall eight hours per week rule as listed in Section 6.G.6. If there has not been approval from the National Office of this “home” course, there can be no contact made off campus during the off season between coaches and athletes.

Other conditions involving greens fees:
- The college may pay for greens fees for current student-athletes ONLY during the in season if there is a contract in place between the college and the golf course.
- The college may not pay for greens fees at any time for prospective student-athletes (recruits) who are on official or unofficial recruiting visits at the college.
- The coaches may not pay for greens fees at any time for prospective student-athletes (recruits) if the coaches are off campus recruiting athletes.

(See an additional case in Article VIII, Section 2 concerning greens fees for recruits.)

Case 10
Section 6.G.5 – Summer Camps

SITUATION:
The head basketball coach at Community College A is working at an off campus summer camp as a coach. Student-athletes from this coach’s team attend and participate at the summer camp. Is this a violation of the NJCAA off season practice definition?

ANSWER:
Yes, this is a violation because no member of the college coaching staff may have off campus athletic contact with any current student-athlete or one who has signed a valid NJCAA Letter of Intent. (Please refer to this rule in Article VIII, Section 6.G.5.)

Case 11
Section 6.G.5 – Summer Athletic Contact between Coaches and Athletes/Signees

SITUATION:
Eight members of Community College B’s softball team compete in a local softball tournament during July. The team is sponsored by a local merchant and is coached by the head coach at Community College B. Is this a violation of the NJCAA practice definition?

ANSWER:
Yes, the head coach may not have athletic contact with his/her current players or ones who have signed NJCAA Letters of Intent off campus during the off season in this capacity.

Case 12
Summer Athletic Contact – Sport Differentiation

SITUATION:
The head fast-pitch softball coach at Community College A coaches a summer slow-pitch softball team off campus that has student-athletes from Community College A’s fast-pitch softball team. Is this a violation of the off season activity limitations rule?

ANSWER:
Yes. The coach from Community College A cannot coach her own student-athletes or signees from the college during the summer (off season) if the athletic activities are occurring off campus. This rule applies even though this is a slow-pitch softball team and the coach and athletes/signees are participating on the college’s fast-pitch team.
Case 13
State Games
NJCAA coaches and facilities may be involved with the official “state games” of their respective state under the following guidelines:

- The state games must request approval from the NJCAA National Office by use of the NJCAA Event Questionnaire AND a letter of request from the appropriate authority for the state games (ex. Nebraska Sports Council).
- The state games must be multi-sport.
- The state games must be held during the off season (as defined by NJCAA Sports Procedures for each sport).
- The state games must be the one and only “official state games” for that year.
- If the event is held on a member campus, NJCAA coaches may also be involved in the administration of the event.
- No member of the member college’s staff, or the college itself including its respective booster club members, may be involved in providing expenses to any student-athlete, including transportation.
- There currently is no limit as to how many student-athletes from each NJCAA member college may be on a given team, in any sport.
- No college apparel may be used, and no college equipment may be used if the games are held off campus.
- No participant may sign an NJCAA Letter of Intent at the state games location, during the state games event.
- The competition must be organized and scheduled by the outside state games authority. (State games commission.)
- The NJCAA website will list those state games receiving approval.
- NJCAA coaches may not participate on the same team with current NJCAA student-athletes or athletes that have signed an NJCAA Letter of Intent with their college.
- Practice for the state games event must occur in compliance with the current NJCAA off-season practice definition in Article VIII, Section 6.G.

This ruling will allow NJCAA coaches to be directly involved with administration and coaching of their own student-athletes during those official state games receiving NJCAA approval and posted as such on the NJCAA website. (This case is also located in Article V, Section 16.E.)

Case 14
Section 6.G.5 – Volunteer Coaches and Off Campus Athletic Contact
SITUATION:
Can a volunteer coach that is not contracted or paid by the college coach a team off campus during the summer?
ANSWER:
No. Section 6.G.5 states that no member of the college coaching staff may have off campus athletic contact with any current student-athlete or one who has signed a Letter of Intent. Volunteer coaches would be considered as part of the college coaching staff and may not have off campus contact during the summer.

Case 15
Section 6.G.5 – Coaching Staff and Off Season/Off Campus Athletic Contact
SITUATION:
Can a part-time/volunteer coach, who is not employed by the college during the off season, have off campus athletic contact with current student-athletes?
ANSWER:
No. No member of the college coaching staff, during that academic year, may have off campus athletic contact with any current student-athlete or one who has signed a valid NJCAA Letter of Intent. Full-time, part-time, and volunteer staff, regardless of contractual status with the college, is considered part of the “coaching staff” and may not conduct practices or conditioning off campus during the off season with these student-athletes.

Case 16
Section 6.G.5 – End of Coaching Contract and Off Season/Off Campus Athletic Contact
SITUATION:
The head baseball coach at Community College A is a part-time employee and his contract with the college expires at the end of the baseball season. Can the head coach have off season, off campus athletic activity with current student-athletes or those who have signed a Letter of Intent after the end of his contract with Community College A?
ANSWER:
No. From the time the contract is signed by a coach through the end of that academic year, a member of the college’s coaching staff (including but not limited to part-time, full-time, head and/or assistant, volunteer, graduate assistant and student coaches) must abide by the practice rules set forth in Article VIII, Section 6. In this case, the head baseball coach cannot have athletic contact with a current student-athlete or one who has signed a Letter of Intent off campus during the off season regardless of his part-time employment status at the college.
Case 17
Practice Definition – Off Season/Off Campus Athletic Contact before Start of Coaching Contract

SITUATION:
A coach is hired at a two-year college in June. His/her contract with the college does not begin until October 1st. From his/her date of hire until October 1st is the coach allowed to have off season, off campus athletic contact with the current student-athletes or those that have signed a Letter of Intent for the upcoming year?

ANSWER:
No. For the purposes of Article VIII, Section 6.G.5 of the NJCAA bylaws, he/she became a member of the college coaching staff on the day of hire. No member of the college coaching staff may have off season, off campus athletic contact with any current student-athlete, or one who has signed a valid NJCAA Letter of Intent.

Case 18
Section 6.G.5.a – Off Campus – Coach Observing

SITUATION:
During the summer (off season) Student-Athlete R is a member of a recreational baseball league in the community where Community College A is located. Student-Athlete R is a student-athlete who is returning the following season to play his second season of baseball at Community College A. May Student-Athlete R’s coach from Community College A watch him participate off campus during the off season in this recreational league?

ANSWER:
Yes. Student-Athlete R’s coach from the college may watch him play during the off season off campus as long as the coach does not coach him before, during, or after the game. He may not practice with or conduct practices with the student-athlete at any time off campus, or participate with the student-athlete during those games conducted off campus during the off season.

Case 19
Section 6.G.5.a – Off Campus – Coach Participating with Student-Athlete

SITUATION:
Student-Athlete R and the volleyball coach from Community College A are both on the same volleyball club team during the off season located off campus. May this current student-athlete and Community College A’s volleyball coach participate together on the same team as per this rule?

ANSWER:
No. According to this rule, the student-athlete and the coach may not participate together off campus during the off season in the sport in which he/she is being recruited. If this participation together off campus during the off season occurs, a violation of this rule has been made.

Case 20
Section 6.G.5.b – Off Campus – Coaching Against a Student-Athlete

SITUATION:
Community College A’s men’s basketball coach also coaches an AAU team during the summer. He has signed incoming freshman, Student-Athlete R, to a Letter of Intent for the 2012-2013 academic year in the sport of basketball. Student-Athlete R participates in this same AAU league during the summer, but he is not a member of the team coached by Community College A’s men’s basketball coach. Can the AAU team that Student-Athlete R belongs to participate against this coach’s AAU team during the off season off campus?

ANSWER:
Yes, the coach may coach against the team of a current student-athlete or one who has signed a Letter of Intent. The coach may not partake in advising, coaching, or conducting a practice with that student-athlete at any time prior to, during or after the competition.

Case 21
Section 6.G.5.c – Off Campus – Participating Against a Student-Athlete

SITUATION:
A golf course in the community holds a tournament and the golf coach at Community College A and one of his student-athletes have both entered to participate in this tournament. May this college coach and his/her student-athlete participate against one another in the off season?

ANSWER:
Yes. Article VIII, Section 6.G.5 allows a coach to participate against a current student-athlete or one who has signed a Letter of Intent in the off season, off campus. However, in this case the coach may not participate with the student-athlete during the tournament.

Case 22
Section 6.G.6 – Using Off Campus Facilities During the Season

SITUATION:
Community College A does not have a basketball gym for its student-athletes and wants to pay for its members of the basketball team to play/practice at the local recreational center. Is this permissible by the practice definition?

ANSWER:
Yes, as long as the college is paying for their basketball team to practice at this off campus facility during the in season. Community College A could not pay for their basketball team to use this facility in the off season without getting prior approval from the National Office. Please refer to Article VIII, Section 6.G.6.
Case 23

Gaining Approval from the National Office for Use of Off Campus Facilities

If your college does not have a facility for a sport(s) AND the college desires for its teams to be able to use this facility only during the off season and not be in violation of the off campus athletic contact rule in Section 6.G.7, the college will need to send the contract and proof of payment between the college and the facility.

During the in season, the college does not need this approval from the National Office as it may use facilities off campus during the in season and not be in violation.

Contracts & Agreements:
If a “contract” does not exist between the college and the facility, a written “agreement” must be signed by both parties included in the information the college sends to the National Office. Additionally, if there are no rental fees or payments required for the college to pay the facility, essentially there is no “proof of payment”, however this “agreement” will also need to be included in the written contract/agreement between the college and the off campus facility.

Rulings:
If the college has sent this information to the National Office and is awaiting an approval, those student-athletes/LOI signees may not have athletic contact with any member of the college coaching staff off campus during the off season until approval is granted.

Case 24

Section 6.G.6 – Off Campus Facilities

SITUATION:
Community College A does not have baseball, golf, or volleyball facilities on their campus however there are facilities in the community that the college may use and designate as their home facilities. As per Section 6.G.6 must the information and contract between the college and the off campus facility be sent to the National Office for approval of each facility?

ANSWER:
Yes. The contract between the college and the facility must be sent to the National Office for approval prior to the start of off season practice. Until approval is made by the National Office, those teams may not use these facilities during the off season as it would be a violation of Sections 6.G.1, 3, 4 and 5.

Case 25

Section 6.G.6 – Multiple Off Campus Facilities in the Same Sport

SITUATION:
Community College A has a women’s golf team, however the college does not have a golf course on campus. There are three golf courses in the community that the golf team would like to utilize for off season, off campus practices. May Community College A designate all three courses as their home facilities?

ANSWER:
Yes. If Community College A sends to the National Office each contract between the college and each of the three golf courses and as long as each course is in compliance with Section 6.G.6, the National Office will review the requests accordingly.

Case 26

Section 6.G.7 – Activities Considered under the Eight-Hour Rule Weekly Limitation

SITUATION:
Do any of the following off season activities fall under the eight hour weekly limitation rule: weight lifting, study halls, running, plyometrics, conditioning activities?

ANSWER:
Weight lifting, running, plyometrics, and conditioning activities all fall under the eight hour off season weekly limitation rule because all of these activities are specifically related to sport participation and conditioning. Study halls would not be included within the eight hour per week limit as long as these do not fall under “chalk talks”.

Case 27

Section 6.G.7 – On Campus, Off Season Practices

SITUATION:
Can the baseball coaches have individual practice sessions with players from November 15th to the end of the fall term?

ANSWER:
Yes, as long as these practices are on campus, not mandatory, the student-athletes are enrolled/registered during the fall term, have valid physicals on file and are limited to only eight hours per week.

Case 28

Section 6.G.7 – Off Season, Off Campus Activities

SITUATION:
Community College A leases a hitting facility that can be used after November 15th by members of its baseball team. The coaching staff would like to attend the eight hour per week practices at that facility during the off season (Section 6.G.7). Are there violations with this scenario?

ANSWER:
Yes, there are several violations. For one, Community College A cannot pay for off campus facilities to be used out of season. Secondly, November 15th is the last day of the fall baseball season which means that any point after November 15th is the off season for baseball and a coach or member of the coaching staff cannot be present during off season, off campus athletic activities. Lastly, the eight hour per week rule is only for on campus activities.
Case 29  
Section 6.G.7 – Student-Athlete and Coach Employed at Same Facility – Practice Limitations  

**SITUATION:**  
Can a student-athlete be employed during the summer by the same organization as his/her coach from the community college?  
Example: golf student-athlete employed at the golf course where his/her coach is working or a baseball student-athlete employed at the stadium/parks and recreations/team where his coach is working.  

**ANSWER:**  
Yes, a student-athlete may be employed by the same organization as his/her coach. However, the contact between the two individuals must be work related contact and not a coach-athlete related contact for the purposes of coaching, instructing, or practicing. The golf example: the golf student-athlete and his/her coach cannot play golf together because they work at the same golf course.

Case 30  
Section 6.G.7 – Workouts Off Campus in the Off Season  

**SITUATION:**  
In basketball, can an entire team attend an aquatic workout either with or without the coach present during September?  

**ANSWER:**  
The bylaws allow for off season contact with student-athletes for a maximum of eight hours per week *on campus*. Therefore if the aquatic workout is held on campus, it would be allowable and the coach could be present within the eight-hour parameter.  
If the aquatic workout is *not held* on campus then the college could not expend funds specifically to allow the basketball team access to the aquatic center and the coaches could not be present if this is occurring in the off season prior to the start of the season.

Case 31  
Section 6.G.1 & 7 – Scrimmaging During the Summer On Campus  

**SITUATION:**  
Can a team scrimmage on campus in the summer as long as the scrimmage is voluntary and the coach is not coaching?  

**ANSWER:**  
Players may scrimmage during the summer, *on campus*, on a voluntary basis and if they are enrolled/registered at the college and have a valid physical on file. The coach may be present for a maximum of eight contact hours per week on campus. The scrimmage may not be publicized.

Case 32  
Section 6.G.7 – Student-Athlete Participating in a Summer Camp Demonstrating Skills  

**SITUATION:**  
Student-Athlete R has been hired by Community College A as a camp counselor for the basketball camp run by the basketball coach. Can Student-Athlete R work demonstrating skills as part of his/her job as a camp counselor?  

**ANSWER:**  
Yes, as long as the camp is held on campus. If the camp is off campus, then Student-Athlete R could not participate as this would be considered as off campus athletic contact with a current student-athlete. (Please refer to Article V, Section 11.A.4 for more on a student-athlete being a camp counselor.)

Case 33  
Summer/Off Season Practices, League Play, All-Star Games, and Camps – VIOLATIONS  

**SITUATION:**  
Relative to summer/off season practice, league play, all-star games and camps, the following activities would be considered violations of NJCAA bylaws.  
1. The college may not provide or compensate student-athletes for the cost of travel to a team or individual camp off campus during the off season. This would include transportation by college vehicle or the coach’s personal vehicle.  
2. The college may not provide the camp fee for a student-athlete to attend either an individual or a team camp off campus during the off season.  
3. If a student-athlete voluntarily attends a summer camp off campus during the off season, the college may not provide room and board nor compensate the student-athlete for any related expenses.  
4. No student-athlete may utilize college equipment for their involvement in a summer camp that is off campus during the off season. An example of this would be a uniform or practice gear.  
5. If student-athletes voluntarily, and at their expense, attend a summer camp off campus during the off season, the college name may not be utilized to identify the student-athlete or the team.  
6. The institution or the student-athletes arrange a fundraiser to pay for the summer camp activities. Remember, the NJCAA bylaws mandate all funds raised in the name of the college or while representing the college, must be channeled through the college. Once the college receives these funds, the college may not pay for summer activities.  
7. The institution may not publicize workouts in the summer.
ARTICLE XI – Policies and Procedures for Conducting Championship and Invitational Championship Tournaments, Meets and Games

Case 1
National Championship Play

SITUATION:
Community College A transports their baseball team to the NJCAA National Tournament and is staying in the official tournament hotel. Community College A is defeated and exits from the tournament site. Several student-athletes from Community College A remain with their parents at one of the official tournament hotels. If these student-athletes damage the hotel, is Community College A responsible?

ANSWER:
Yes. Article XI, Section 12 states, "No contestant shall be permitted to enter an NJCAA Championship Tournament or Meet unless accompanied by (1) a coach or faculty member of the sending institution or (2) a designated supervisory coach or faculty member from an NJCAA member college. Designation of a supervisory person in (2) above must be in writing. It shall bear the seal of the college and signatures of the Athletic Director and President or Dean of the sending institution. It shall be sent by certified mail to the Tournament/Meet Director. All contestants must remain under the supervision of their coach or the designated supervisory person throughout the competition and until departure from the site."

This statement indicates that the supervision and accountability of the student-athlete, throughout the tournament, remains with the NJCAA member college.

ARTICLE XII, Section 3.A – Team Sport District Qualification for National Tournaments

Case 1
Determination of .500 Record

SITUATION:
Community College A plays 18 soccer games. Ten (10) days prior to the district tournament their overall record is 8-8-2 which is not a .500 winning percentage as required by the bylaw. Is Community College A eligible for district play with an 8-8-2 record?

ANSWER:
Yes. To determine the .500 record, the ties are eliminated which leaves the school with a 8-8 record which is a .500 winning percentage as required by the bylaw.

ARTICLE XVIII – Sportsmanship Ejection Policy

Case 1
Violent Ejection – Soccer

SITUATION:
Student-Athlete R is red carded from a soccer match and the action is considered to be violent by the referee in charge of the game. How many games must the student-athlete sit out for this ejection?

ANSWER:
The NJCAA ejection policy would require the student-athlete to sit out the next two scheduled games. In this instance, the NJCAA Ejection Policy is more stringent than the NCAA soccer rules. If the student-athlete was ejected for fighting, the NCAA soccer rules would mandate a two-game suspension and would be consistent with the NJCAA Ejection Policy. In all instances of ejection, the stricter of the sport game playing rules, conference rules or the NJCAA Ejection Policy must be adhered to.

NOTE: The NJCAA Game-Ejection Form must be filed with the region in accordance with the Ejection Policy.

Case 2
Baseball Ejections – NJCAA and NCAA Penalties

Please be advised that you must apply the more stringent rule in every specific instance.

Case 3
Coach Ejected from Game

SITUATION:
The basketball coach at Community College A is ejected from a game after receiving two technical fouls on Thursday, during a three-day tournament. May the coach be involved coaching his/her team on Friday? If the coach enters the building and/or coaches the team on Friday, what are the implications?

ANSWER:
Article XVIII of the NJCAA bylaws states the NJCAA Sportsmanship and Ejection Policy. This policy would mandate that the coach be suspended for the next scheduled game in which Community College A participates. In the precise situation presented above, this coach would not be allowed to coach on Friday. Article XVIII indicates that the suspended coach/player/staff member shall not be allowed in the facility/gym/field complex before or during the contest and may not coach or participate before the game, during the play, or at half-time.

If the coach does not adhere to the suspension penalty, he/she will be required to sit out the next two games (penalty doubles) and the team must forfeit any victory obtained while the college was not in compliance.
Case 4
Ejection Policy Violation – Player does not serve the Penalty for a Non-Violent Ejection

SITUATION:
Student-Athlete R is a baseball player and is ejected for a non-violent offense from the first game of a double-header. He plays in the second game of the double-header on that same day. Has the Ejection Policy been violated and if so, what are the penalties?

ANSWER:
Yes, there has been a violation of the Ejection Policy. When a student-athlete or coach is ejected from a game for a non-violent offense, a one-game suspension is to be served during the next regularly scheduled game including regular and post-season games. Because Student-Athlete R did not “sit out” the second game of the double-header, that game and all games that Student-Athlete R participates in until he serves his suspension must be forfeited. In addition, because Student-Athlete R did not sit out the next regularly scheduled game, the suspension doubles and the coach must serve the doubled portion of the violation as set forth in the Ejection Policy.

NOTE: An ejected student-athlete remains ineligible until the suspension is fully served. All games played by the student-athlete while ineligible must be forfeited.

Case 5
Article XVIII Section 1. A. 2. g. 1 and Section B. 2. d. 1
Ejection Policy Violation – College does not Report an Ejection to the Region

SITUATION:
There is a non-violent ejection of a student-athlete during a game that is being played on a Friday. The student-athlete served a one-game suspension for the following game which was game one of a double-header that is being played the next day, Saturday. The student-athlete then participates in the second game of the same double-header. The ejection is reported to the Region on the following Tuesday. Has the Ejection Policy been violated and if so, what are the penalties?

ANSWER:
Yes, there has been a violation of the Ejection Policy. Ejections must be reported to the Region by noon on the following business day. In this case, the ejection should have been reported by the college to the Region by noon on the following Monday. Because the ejection was not reported to the Region by noon on the next business day, the penalties double resulting in an additional game suspension (2 games in total) and the second game on Saturday’s double-header must be forfeited for failure to report. For the first occurrence, the penalties will double, with the head coach serving the doubled portion of the penalty and a letter of reprimand shall be sent to the Director of Athletics and the President of the institution.

Case 6
Traveling while Serving Suspension Penalty

SITUATION:
The day before Community College A is to depart for a two-day road trip, Student-Athlete R (a baseball player) is ejected from the second game of a double-header for a non-violent ejection. May Student-Athlete R travel with the team on the first day of the scheduled two-day road trip and participate in Game 2 of the next day’s double-header?

ANSWER:
Yes. In the case of a multiple day, multiple game road trip, Student-Athlete R would be allowed to travel with the team but would not be allowed to dress or be in the playing venue for Game 1 of the first day’s double-header. Community College A must arrange for the supervision of Student-Athlete R during the game in which he is serving his suspension for the previous day’s ejection.

Case 7
Sportsmanship – Wrestling

SITUATION:
Student-Athlete R is participating in the sport of wrestling and is ejected from a match due to a violent act. How long will Student-Athlete R be unable to participate based on the ejection?

ANSWER:
Based on the NCAA Rules of Wrestling, Student-Athlete R would be ejected for the remainder of the event/tournament. In addition, based on Article XVIII of the NJCAA bylaws, Student-Athlete R would also be suspended for the next two scheduled events/tournament. If a college is unable to identify the contests which must be sat out, the NJCAA National Office will view the sport schedule and issue a ruling.

Case 8
Sportsmanship – Individual Sports and the Ejection Policy

SITUATION:
How does the NJCAA Ejection Policy affect individual sports such as cross country, golf, half marathon, track and field, swimming and diving, and tennis?

ANSWER:
If a student-athlete in the sport of cross country, golf, half-marathon, track and field, swimming and diving or tennis is ejected for a non-violent action he/she would sit out the remainder of that day’s competition and the next scheduled day of competition for that particular individual.

NOTE: If the individual sport playing rules provide for stricter sanctions, the stricter sanctions would apply.
Case 9
Ejection Policy – Inclement Weather

SITUATION:
Student-Athlete R is ejected from a baseball game on March 1. On the original published schedule for Community College A, the next scheduled game is to be played on March 5th. However, due to inclement weather a makeup game was scheduled on March 2nd to be played on March 3rd. When must Student-Athlete R sit out his one game suspension?

ANSWER:
Student-Athlete R must sit out the next regular season game as listed on the official schedule at the time of the ejection: the March 5th game. Because the March 3 game was not on the official schedule at the time of the ejection, the student-athlete may not serve his suspension during this game.

Case 10
Ejection Policy – Incomplete Game

SITUATION:
Community College A is playing a softball game on March 15th. On the regular season schedule for Community College A, the next 2 games are scheduled for March 16th and March 17th. During the 3rd inning of the game played on the 15th, the head coach is ejected and leaves the playing area. In the 4th inning, the officials halt the game due to rain. A complete game is not recorded. What is the status of the head coach for those games scheduled for March 16th and March 17th?

ANSWER:
Because an official game was not recorded as per the rules of that sport, the head coach must sit out the next game on the schedule on March 16th. If the rainout game that occurred on March 15 is continued or replayed at another time, the head coach must serve his/her suspension during that game.

Case 11
Ejections – Entering the Spectator Area

SITUATION:
During a soccer game at Community College A, the ball is kicked out-of-bounds into the bleachers. Student-Athlete R, a participant in the game for Community College A, runs into the bleachers to retrieve the ball. Is Student-Athlete R in violation of the Ejection Policy for entering the spectator area (Article XVIII, C)?

ANSWER:
No. However, if Student-Athlete R entered the spectator area or bleachers to engage in any type of verbal or physical conflict then the student-athlete would be immediately ejected from the contest and suspended from all intercollegiate athletic contests at Community College A for the remainder of the academic year including post-season competitions and/or playoffs.

Note: This rule applies to any player, coach, or bench personnel that leaves the playing area and enters the spectator area of the facility.

Case 12
Section 1.A.1.b – Bench Personnel

SITUATION:
Two opposing players in a basketball game get tangled up when going for a loose ball. Emotions get the best of both players and they both jump up quickly to physically challenge the other. Uniformed members of the team that are currently sitting on the bench rush onto the court when the two players physically challenge each other. What is the appropriate penalty with this situation?

ANSWER:
Even though there were no punches thrown, no fight and neither of the two players that became entangled were ejected; anyone other than the Head Coach who left the bench area should be ejected from the game for violent behavior. Article XVIII requires any bench personnel other than the Head Coach or the person serving as the Head Coach in the absence of the Head Coach who leaves the bench when a fight may break out or has broken out to be ejected for violent behavior. It is the assistant coaches and other bench personnel’s responsibility to ensure that other team members do not enter the playing area.

Case 13
Wrongfully Ejected from a Game – Video Evidence

SITUATION:
Student-Athlete R, a softball player from Community College A, was ejected for a violent behavior from a game against Community College B when it should have been Student-Athlete Q from Community College B, according to the coach at Community College A. Community College A has already sent in video evidence to the National Office for review of this wrongful ejection. What happens to Student-Athlete R from Community College A and her two-game suspension while the National Office is reviewing the evidence? What happens if it is determined by the National Office that Student-Athlete Q from Community College B should have been the student-athlete ejected instead?

ANSWER:
Student-Athlete R from Community College A must serve her two-game suspension while the National Office is reviewing the video evidence. If Student-Athlete R serves her two-game suspension and then the National Office rule that she was wrongfully ejected, there is no further action taken.

If it is determined that Student-Athlete Q from Community College B should have been ejected, then she must serve a two-game suspension starting with the next game on the schedule after the ruling made by the National Office.
Case 14
Reporting an Ejection

SITUATION:
During a volleyball game at Community College A Student-Athlete R from Community College B receives a non-violent ejection and is ejected from the game. Which institution is responsible for reporting the ejection?

ANSWER:
The director of athletics at each institution involved shall complete the game ejection form and notify their respective region director of the ejection(s) issued; by noon local time of the first business day following the ejection.
CONGRATULATIONS TO THE 2011-12 NATIONAL CHAMPIONS

Baseball
Iowa Western Community College (I)
LSU-Eunice (II)
Joliet Junior College (III)

Men’s Basketball
South Plains College (I)
Mott Community College (II)
Sandhills Community College (III)

Men’s Bowling
Vincennes University

Men’s Cross Country
Paradise Valley Community College (I)
Harper College (III)

Football
East Mississippi Community College

Men’s Golf
Indian Hills Community College (I)
South Mountain Community College (II)
Minnesota State CTC (III)

Men’s Half Marathon
Iowa Central Community College

Ice Hockey
Monroe Community College

Men’s Indoor Track & Field
Iowa Central Community College

Men’s Lacrosse
Onondaga Community College

Men’s Outdoor Track & Field
South Plains College (I)
Harper College (III)

Men’s Soccer
Cloud County Community College (I)
Herkimer County Community College (III)

Men’s Swimming & Diving
Indian River State College

Men’s Tennis
Laredo Community College (I)
Gloucester County College (III)

Wrestling
Labette Community College

Women’s Basketball
Trinity Valley Community College (I)
Monroe College (II)
Rock Valley College (III)

Women’s Bowling
Mohawk Valley Community College

Women’s Cross Country
Iowa Central Community College (I)
Alfred State College (III)

Women’s Golf
Redlands Community College

Women’s Half Marathon
Iowa Central Community College

Women’s Indoor Track & Field
Iowa Central Community College

Women’s Lacrosse
Onondaga Community College

Women’s Outdoor Track & Field
South Plains College (I)
Mohawk Valley Community College (III)

Women’s Soccer
Tyler Junior College (I)
Montgomery College-Rockville (III)

Softball
Chattanooga State Community College (I)
Phoenix College (II)
Gloucester County College (III)

Women’s Swimming & Diving
Indian River State College

Women’s Tennis
Tyler Junior College (I)
Rock Valley College (III)

Volleyball
Blinn College (I)
Cowley County Community College (II)
Ridgewater College (III)
Downloadable forms can be found at www.njcaa.org/schools
<table>
<thead>
<tr>
<th>Award</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Award Descriptions .......................................................................</td>
<td>330</td>
</tr>
<tr>
<td>Award Winners ................................................................................</td>
<td>330</td>
</tr>
<tr>
<td>Academic Award Guidelines ................................................................</td>
<td>336</td>
</tr>
<tr>
<td>Academic Awards .............................................................................</td>
<td>336</td>
</tr>
<tr>
<td>Team of the Year ............................................................................</td>
<td>336</td>
</tr>
<tr>
<td>Betty Jo Graber Female Athlete of the Year ..................................</td>
<td>336</td>
</tr>
<tr>
<td>David Rowlands Male Athlete of the Year ......................................</td>
<td>336</td>
</tr>
<tr>
<td>Lea Plarski Award .........................................................................</td>
<td>336</td>
</tr>
<tr>
<td>All-American by Sport Award Guidelines .......................................</td>
<td>337</td>
</tr>
<tr>
<td>Baseball .......................................................................................</td>
<td>337</td>
</tr>
<tr>
<td>Basketball ....................................................................................</td>
<td>338</td>
</tr>
<tr>
<td>Bowling ..........................................................................................</td>
<td>339</td>
</tr>
<tr>
<td>Cross Country ...............................................................................</td>
<td>339</td>
</tr>
<tr>
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<td>Half Marathon ...............................................................................</td>
<td>340</td>
</tr>
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<td>Ice Hockey ....................................................................................</td>
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<td>341</td>
</tr>
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<td>341</td>
</tr>
<tr>
<td>Tennis ...........................................................................................</td>
<td>341</td>
</tr>
<tr>
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<td>342</td>
</tr>
<tr>
<td>Volleyball ....................................................................................</td>
<td>342</td>
</tr>
<tr>
<td>Wrestling .....................................................................................</td>
<td>343</td>
</tr>
<tr>
<td>Coaches Association Awards ........................................................</td>
<td>344</td>
</tr>
<tr>
<td>Special NJCAA Awards ....................................................................</td>
<td>347</td>
</tr>
</tbody>
</table>
The NJCAA annually recognizes individuals who have distinguished themselves on a national level through service, merit or achievement. The Committee on Service and Recognition is responsible for receiving nominations and recommending qualified candidates to the Board of Directors for final selection.

1. Nominations for awards must be made to the Chairperson of the Committee on Service and Recognition no later than March 1st. To be considered, nominations must be in written narrative form, between 50-350 words, contain full biographical information about the candidate and should carry the approval of the respective Regional Director.

2. Candidates not selected during the year they are first nominated may be considered the following year.

3. Awards may be made posthumously; however, it is hoped that insofar as possible, deserving persons may be identified and honored in person.

4. **The Achievement Award** is given to those who have displayed outstanding athletic ability in national, Olympic or international competition, and who possess excellent ethical character. The nominee must be out of a member college five years before eligible for nominations. (Three of these awards may be given annually.)

5. **The Service Award** is given to those, most often not an athlete, who have made significant contributions to junior college athletics on a national level for an extended period of time. Each year, one of the Service Awards is reserved for a member of the media. If there is not a qualified candidate from the media another qualified candidate may be considered. (Four of these awards may be given annually.)

6. **The Loyalty Award** is given to an active Athletic Director at a member college who has worked to uphold the ideals of the NJCAA. Significant to this award is leadership and excellence as exemplified by the namesake of this award.

7. **The Merit Award** is given to former junior college athletes who have distinguished themselves and are recognized nationally for their achievements in a variety of appropriate fields. (Three of these awards may be given annually.)

8. **The Reed K. Swenson Leadership Award** is given to outstanding Americans who have contributed in general to the intercollegiate athletic scene.

9. **The Appreciation Award** may be given to individuals and institutions at the discretion of the Executive Director of the NJCAA.

10. **The George E. Killian Award of Excellence** is given to individuals dedicated to the ideals of volunteerism, achievement, service, leadership and excellence as exemplified by the namesake of this award.

**Criteria:**
- Open to all Regional Directors, Coaches Association Presidents, Presidential Representatives, and Officers with a minimum of two years service to the NJCAA
- Two recipients named annually
- $500 stipend to be awarded to the recipients region
- Selection is based on timeliness and assistance to the NJCAA National Office in relation to: sport committees, polls, All-American nominations, committee service, active involvement, championship host, and tournament representative.

**NJCAA SERVICE AWARD** has been presented to the following:

<table>
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<th>Name</th>
<th>College</th>
<th>City</th>
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<td>Long Island Ag - Tech College</td>
<td>Farmingdale, New York</td>
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<td>OTTO K. ANDERSON</td>
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<td>DON BAKER</td>
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<th>Danny Cox</th>
<th>Bobby Jancik</th>
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<th>Marti Lea Griffith Hobbs</th>
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<th>Davin Milton Carnell, Jr.</th>
<th>John Green</th>
<th>John Gary Oppert</th>
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<td>Wallace State Community College</td>
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<td>Michael Jacobsen</td>
<td>Delnor Pass</td>
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<td>Utah Valley State College</td>
<td>Midland College</td>
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<td>Dayton, Ohio</td>
<td>Orem, Utah</td>
<td>Midland, Texas</td>
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<td></td>
<td>William B. Ward</td>
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<tr>
<td>Kathy Feldman</td>
<td>Doug Key</td>
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<tr>
<td>Alfred State College</td>
<td>Chattahoochee Valley</td>
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<td>Alfred, New York</td>
<td>Community College</td>
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<td>Scott Geddis</td>
<td>Phoenix City, Alabama</td>
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<td>Phoenix College</td>
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<td>Phoenix, Arizona</td>
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<td>Jean Musgjerd</td>
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<td></td>
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<td>Carrie Ball-Williamson</td>
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<td></td>
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<td>Itawamba Community College</td>
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</table>
**REED K. SWENSON LEADERSHIP AWARD** has been presented to the following:

<table>
<thead>
<tr>
<th>Name</th>
<th>Position/Institution</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Walter Byers</td>
<td>Executive Director, NCAA</td>
<td>Mission, Kansas</td>
</tr>
<tr>
<td>Robert Kane</td>
<td>President, U. S. Olympic Committee</td>
<td>Ithaca, New York</td>
</tr>
<tr>
<td>George E. Killian</td>
<td>Executive Director, NJCAA</td>
<td>Colorado Springs, Colorado</td>
</tr>
<tr>
<td>Col. F. Donald Miller</td>
<td>Executive Director, U S.O.C.</td>
<td>Colorado Springs, Colorado</td>
</tr>
<tr>
<td>William E. Simon</td>
<td>President, U. S. Olympic Committee</td>
<td>Morristown, New Jersey</td>
</tr>
<tr>
<td>Dr. Edward S. Steitz</td>
<td>Springfield College</td>
<td>Springfield, Massachusetts</td>
</tr>
<tr>
<td>William L. Wall</td>
<td>Executive Director</td>
<td>USA Basketball</td>
</tr>
<tr>
<td>George E. Killian</td>
<td>Executive Director, NJCAA</td>
<td>Colorado Springs, Colorado</td>
</tr>
<tr>
<td>Col. F. Donald Miller</td>
<td>Executive Director, U S.O.C.</td>
<td>Colorado Springs, Colorado</td>
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<tr>
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</tr>
<tr>
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<td>USA Basketball</td>
</tr>
<tr>
<td>George E. Killian</td>
<td>Executive Director, NJCAA</td>
<td>Colorado Springs, Colorado</td>
</tr>
<tr>
<td>Col. F. Donald Miller</td>
<td>Executive Director, U S.O.C.</td>
<td>Colorado Springs, Colorado</td>
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</tbody>
</table>

**GEORGE E. KILLIAN AWARD OF EXCELLENCE** has been presented to the following:

<table>
<thead>
<tr>
<th>Name</th>
<th>Position/Institution</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tim Drain</td>
<td>Region 14 Women’s Director</td>
<td>Tyler Junior College</td>
</tr>
<tr>
<td>David Elder</td>
<td>Region 17 Men’s Director</td>
<td>Demorest, Georgia</td>
</tr>
<tr>
<td>Brian Farrell</td>
<td>Region 20 Men’s Director</td>
<td>Catonsville, Maryland</td>
</tr>
<tr>
<td>Kathy Feldman</td>
<td>Region 3 Women’s Director</td>
<td>Alfred, New York</td>
</tr>
<tr>
<td>Bryce Roderick</td>
<td>Region 6 Women’s Director</td>
<td>Kansas Jayhawk CCC</td>
</tr>
<tr>
<td>Sue Sinclair</td>
<td>Region 24 Women’s Director</td>
<td>Illinois Central College</td>
</tr>
<tr>
<td>Berdyne “Berdy” Kuiken</td>
<td>Region 4 Women’s Director</td>
<td>South Suburban College</td>
</tr>
<tr>
<td>John Kuntz</td>
<td>Region 19 Men’s Director</td>
<td>Sussex County Community College</td>
</tr>
<tr>
<td>Gary Huber</td>
<td>Region 4 Men’s Director</td>
<td>Black Hawk College</td>
</tr>
<tr>
<td>Bryce Roderick</td>
<td>Region 6 Women’s Director</td>
<td>Johnson County Community College</td>
</tr>
<tr>
<td>Carl Heinrich</td>
<td>Region 6 Women’s Director</td>
<td>Overland Park, Kansas</td>
</tr>
<tr>
<td>Tim Drain</td>
<td>Region 14 Women’s Director</td>
<td>Tyler, Texas</td>
</tr>
<tr>
<td>David Elder</td>
<td>Region 17 Men’s Director</td>
<td>Demorest, Georgia</td>
</tr>
<tr>
<td>Brian Farrell</td>
<td>Region 20 Men’s Director</td>
<td>Catonsville, Maryland</td>
</tr>
<tr>
<td>Kathy Feldman</td>
<td>Region 3 Women’s Director</td>
<td>Alfred, New York</td>
</tr>
<tr>
<td>Bryce Roderick</td>
<td>Region 6 Women’s Director</td>
<td>Kansas Jayhawk CCC</td>
</tr>
<tr>
<td>Sue Sinclair</td>
<td>Region 24 Women’s Director</td>
<td>Illinois Central College</td>
</tr>
<tr>
<td>Berdyne “Berdy” Kuiken</td>
<td>Region 4 Women’s Director</td>
<td>South Suburban College</td>
</tr>
<tr>
<td>John Kuntz</td>
<td>Region 19 Men’s Director</td>
<td>Sussex County Community College</td>
</tr>
<tr>
<td>Gary Huber</td>
<td>Region 4 Men’s Director</td>
<td>Black Hawk College</td>
</tr>
<tr>
<td>Tim Drain</td>
<td>Region 14 Women’s Director</td>
<td>Tyler Junior College</td>
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<tr>
<td>David Elder</td>
<td>Region 17 Men’s Director</td>
<td>Demorest, Georgia</td>
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<tr>
<td>Brian Farrell</td>
<td>Region 20 Men’s Director</td>
<td>Catonsville, Maryland</td>
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<tr>
<td>Kathy Feldman</td>
<td>Region 3 Women’s Director</td>
<td>Alfred, New York</td>
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<tr>
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<td>Region 6 Women’s Director</td>
<td>Kansas Jayhawk CCC</td>
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<td>Sue Sinclair</td>
<td>Region 24 Women’s Director</td>
<td>Illinois Central College</td>
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<tr>
<td>Berdyne “Berdy” Kuiken</td>
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<td>South Suburban College</td>
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<tr>
<td>John Kuntz</td>
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<td>Sussex County Community College</td>
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**THE APPRECIATION AWARD** has been presented to the following:

<table>
<thead>
<tr>
<th>Name</th>
<th>Position/Institution</th>
<th>Location</th>
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<tbody>
<tr>
<td>JoAnn Rust</td>
<td>Pima Community College</td>
<td>Tucson, Arizona</td>
</tr>
<tr>
<td>Karen L. Sykes, Ed.D</td>
<td>Dean College</td>
<td>Franklin, Massachusetts</td>
</tr>
<tr>
<td>Thomas LaPuma</td>
<td>Herkimer County Community College</td>
<td>Herkimer, New York</td>
</tr>
<tr>
<td>Dr. Sean Fanelli</td>
<td>Nassau Community College</td>
<td>Nassau, New York</td>
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<tr>
<td>Art Becker</td>
<td>Scottsdale Community College</td>
<td>Scottsdale, Arizona</td>
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<tr>
<td>Carol Eustis</td>
<td>CCBC – Essex</td>
<td>Baltimore, Maryland</td>
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<tr>
<td>Bryce Roderick</td>
<td>Kansas Jayhawk Community College Conference</td>
<td>Arkansas City, Kansas</td>
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<tr>
<td>JoAnn Rust</td>
<td>Pima Community College</td>
<td>Tucson, Arizona</td>
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<tr>
<td>Karen L. Sykes, Ed.D</td>
<td>Dean College</td>
<td>Franklin, Massachusetts</td>
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<tr>
<td>Thomas LaPuma</td>
<td>Herkimer County Community College</td>
<td>Herkimer, New York</td>
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<tr>
<td>Dr. Sean Fanelli</td>
<td>Nassau Community College</td>
<td>Nassau, New York</td>
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<tr>
<td>Art Becker</td>
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### LEA PLARSKI AWARD

<table>
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<th>Year</th>
<th>Name</th>
<th>Sport</th>
<th>College/University</th>
<th>City/Location</th>
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<tbody>
<tr>
<td>1995-96</td>
<td>John Combs</td>
<td>Basketball</td>
<td>Lees College</td>
<td>Jackson, Ky.</td>
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<tr>
<td></td>
<td>Amy Parker</td>
<td>Basketball/SP Softball</td>
<td>Jones County Junior College</td>
<td>Ellsworth, Miss.</td>
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<tr>
<td>1996-97</td>
<td>George Russell Sanders</td>
<td>Football</td>
<td>Jones County Junior College</td>
<td>Ellsworth, Miss.</td>
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<tr>
<td></td>
<td>Amy Lucas</td>
<td>Tennis</td>
<td>Middle Georgia College</td>
<td>Cochran, Ga.</td>
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<td>Terra Sarnacki-Royer</td>
<td>Cross Country/Track/Swimming</td>
<td>SUNY-Cobleskill</td>
<td>Cobleskill, N.Y.</td>
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<tr>
<td>1998-99</td>
<td>Sarah Wood</td>
<td>Soccer</td>
<td>St. Louis Community College-Meramecc</td>
<td>St. Louis, Mo.</td>
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<tr>
<td>1999-2000</td>
<td>Larry Scheller</td>
<td>Soccer</td>
<td>Belleville Area Community College</td>
<td>Belleville, Ill.</td>
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<tr>
<td>2000-01</td>
<td>Mindy Madewell</td>
<td>Basketball</td>
<td>Connors State College</td>
<td>Warner, Okla.</td>
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<td>2001-02</td>
<td>Jermaine Harris</td>
<td>Football</td>
<td>Georgia Military College</td>
<td>Milledgeville, Ga.</td>
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<tr>
<td>2002-03</td>
<td>Melanie Mendrop</td>
<td>Soccer</td>
<td>Hinds Community College</td>
<td>Raymond, Miss.</td>
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<tr>
<td>2003-04</td>
<td>Theresa Berry</td>
<td>Volleyball</td>
<td>Bevell State Community College-Fayette</td>
<td>Fayette, Ala.</td>
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<tr>
<td>2004-05</td>
<td>Kayla Shaul</td>
<td>Women’s Golf</td>
<td>Daytona Beach Community College</td>
<td>Daytona Beach, Fl.</td>
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<tr>
<td>2006-07</td>
<td>Angela Verbeelen</td>
<td>Softball</td>
<td>Florida Community College</td>
<td>Jacksonville, Fl.</td>
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<tr>
<td>2007-08</td>
<td>Christopher Glaze</td>
<td>Baseball</td>
<td>Jones County Junior College</td>
<td>Ellsworth, Miss.</td>
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<tr>
<td>2008-09</td>
<td>Geoffrey Kalanzi</td>
<td>Soccer</td>
<td>Dakota County Technical College</td>
<td>Rosemount, Minn.</td>
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<tr>
<td>2009-10</td>
<td>Jacelyn Fischer</td>
<td>Women’s Tennis</td>
<td>Adirondack Community College</td>
<td>Queensbury, N.Y.</td>
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<tr>
<td>2010-11</td>
<td>Abby Frances</td>
<td>Cross Country</td>
<td>Bevell State Community College</td>
<td>Jasper, Ala.</td>
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<tr>
<td>2011-12</td>
<td>Cassie Dumoulin</td>
<td>Women’s Basketball</td>
<td>Elgin Community College</td>
<td>Elgin, Ill.</td>
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### DAVID ROWLANKS MALE STUDENT-ATHLETE OF THE YEAR

<table>
<thead>
<tr>
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<th>Name</th>
<th>Sport</th>
<th>College/University</th>
<th>City/Location</th>
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<tbody>
<tr>
<td>1993-94</td>
<td>Eddie Samuel</td>
<td>Basketball</td>
<td>Pensacola Junior College</td>
<td>Pensacola, Fl.</td>
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<tr>
<td>1994-95</td>
<td>Joe Michael Robertson</td>
<td>Football</td>
<td>Jones County Junior College</td>
<td>Ellsworth, Miss.</td>
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<tr>
<td>1995-96</td>
<td>Doug Thompson</td>
<td>Baseball</td>
<td>Mississippi Gulf Coast Community College</td>
<td>Pkistin, Miss.</td>
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<tr>
<td>1997-98</td>
<td>William Marion</td>
<td>Basketball</td>
<td>Vincennes University</td>
<td>Vincennes, Ind.</td>
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<tr>
<td>2000-01</td>
<td>Marc Dunn</td>
<td>Football</td>
<td>Ricks College</td>
<td>Rexburg, Idaho</td>
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<tr>
<td>2001-02</td>
<td>Cory Patton</td>
<td>Baseball</td>
<td>Seward County Community College</td>
<td>Liberal, Kan.</td>
</tr>
<tr>
<td>2002-03</td>
<td>Filiberto Rivera</td>
<td>Basketball</td>
<td>Southeastern Community College</td>
<td>West Burlington, Iowa</td>
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<tr>
<td>2003-04</td>
<td>Larry Kendrick</td>
<td>Football</td>
<td>Pearl River Community College</td>
<td>Poplarville, Miss.</td>
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<tr>
<td>2004-05</td>
<td>Michael Murray</td>
<td>Baseball</td>
<td>Meridian Community College</td>
<td>Meridian, Miss.</td>
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<tr>
<td>2005-06</td>
<td>Brian Flores</td>
<td>Baseball</td>
<td>New Mexico Junior College</td>
<td>Hobbs, N.M.</td>
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<tr>
<td>2006-07</td>
<td>Cody Jamieson</td>
<td>Lacrosse</td>
<td>Onondaga Community College</td>
<td>Syracuse, N.Y.</td>
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<tr>
<td>2007-08</td>
<td>Devron Bostick</td>
<td>Basketball</td>
<td>Southwestern Illinois College</td>
<td>Belleville, Ill.</td>
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<tr>
<td>2008-09</td>
<td>Chris Mason</td>
<td>Cross Country/Track &amp; Field</td>
<td>SUNY-Delhi</td>
<td>Delhi, N.Y.</td>
</tr>
<tr>
<td>2009-10</td>
<td>Ricardo Ratliffe</td>
<td>Basketball</td>
<td>College of Central Florida</td>
<td>Ocala, Fla.</td>
</tr>
<tr>
<td>2011-12</td>
<td>Stanley Kebenei</td>
<td>Half Marathon/Track &amp; Field</td>
<td>Iowa Central Community College</td>
<td>Fort Dodge, Iowa</td>
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### BETTY JO GRABER FEMALE STUDENT-ATHLETE OF THE YEAR

<table>
<thead>
<tr>
<th>Year</th>
<th>Name</th>
<th>Sport</th>
<th>College/University</th>
<th>City/Location</th>
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</thead>
<tbody>
<tr>
<td>1992-93</td>
<td>Carey Burton</td>
<td>Volleyball</td>
<td>Barton County Community College</td>
<td>Great Bend, Kan.</td>
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<tr>
<td>1993-94</td>
<td>Nena Corey</td>
<td>Slow Pitch Softball</td>
<td>Meridian Community College</td>
<td>Meridian, Miss.</td>
</tr>
<tr>
<td>1994-95</td>
<td>Kay Mannebach</td>
<td>Cross Country/Track</td>
<td>Colby Community College</td>
<td>Colby, Kan.</td>
</tr>
<tr>
<td>1995-96</td>
<td>Tricia Ferrin</td>
<td>Basketball</td>
<td>Utah Valley State College</td>
<td>Orem, Utah</td>
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<tr>
<td>1996-97</td>
<td>Nicole Weed</td>
<td>Fast Pitch Softball</td>
<td>Daytona Beach Community College</td>
<td>Daytona Beach, Fl.</td>
</tr>
<tr>
<td>1997-98</td>
<td>Kaunda Kay Williams</td>
<td>Basketball</td>
<td>Gulf Coast Community College</td>
<td>Panama City, Fl.</td>
</tr>
<tr>
<td>1998-99</td>
<td>Yalika &quot;Boo&quot; Barnes</td>
<td>Basketball</td>
<td>Trinity Valley Community College</td>
<td>Athens, Texas</td>
</tr>
<tr>
<td>1999-2000</td>
<td>Deva Viekant</td>
<td>Cross-Country/Track</td>
<td>Utah Valley State College</td>
<td>Orem, Utah</td>
</tr>
<tr>
<td>2000-01</td>
<td>Stephanie Martin</td>
<td>Volleyball</td>
<td>College of Southern Idaho</td>
<td>Twin Falls, Idaho</td>
</tr>
<tr>
<td>2001-02</td>
<td>Yuliana Perez</td>
<td>Track and Field</td>
<td>Pima Community College</td>
<td>Tucson, Ariz.</td>
</tr>
<tr>
<td>2002-03</td>
<td>Natasha Morehead</td>
<td>Basketball</td>
<td>Gulf Coast Community College</td>
<td>Panama City, Fl.</td>
</tr>
<tr>
<td>2003-04</td>
<td>Heidi Brooks</td>
<td>Basketball/Softball</td>
<td>Corning Community College</td>
<td>Corning, N.Y.</td>
</tr>
<tr>
<td>2005-06</td>
<td>Sally Kipyego</td>
<td>Cross Country/Track</td>
<td>South Plains College</td>
<td>Levelland, Texas</td>
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<tr>
<td>2006-07</td>
<td>Kristina Jenkins</td>
<td>Bowling</td>
<td>Hudson Valley Community College</td>
<td>Troy, N.Y.</td>
</tr>
<tr>
<td>2007-08</td>
<td>Lindsey Palmer</td>
<td>Softball</td>
<td>Salt Lake Community College</td>
<td>Salt Lake City, Utah</td>
</tr>
<tr>
<td>2008-09</td>
<td>Nicole Race</td>
<td>Golf</td>
<td>Redlands Community College</td>
<td>El Reno, Okla.</td>
</tr>
<tr>
<td>2009-10</td>
<td>Kelly Closse</td>
<td>Track &amp; Field</td>
<td>South Plains College</td>
<td>Levelland, Texas</td>
</tr>
<tr>
<td>2010-11</td>
<td>Mitsuka Kathaira</td>
<td>Golf</td>
<td>Daytona State College</td>
<td>Daytona Beach, Fl.</td>
</tr>
<tr>
<td>2011-12</td>
<td>Trystia Centeno</td>
<td>Swimming &amp; Diving</td>
<td>Indian River State College</td>
<td>Ft. Pierce, Fla.</td>
</tr>
</tbody>
</table>
ACADEMIC AWARDS

NJCAA Individual Academic Awards

Academic Award nomination process:
1. NJCAA member college Athletic Directors will be responsible for online submission.
   a. All college work must be included in the online submission.
   b. Only those nominees with a 4.00 GPA are required to upload photos.
2. Must have completed three full-time semesters or four full-time quarters of college work.
3. Must have participated in at least one season at the varsity level at the college from which he/she is nominated.
4. Nomination must be made during academic year in which participation occurred.
5. Following grade point averages must be met:
   a. 4.00 GPA on a 4.00 scale for 60 quarter hours or 45 semester hours for NJCAA Pinnacle Award for Academic Excellence.
   b. 3.80 to 3.99 on a 4.00 scale for 60 quarter hours or 45 semester hours for NJCAA Award for Superior Academic Achievement.
   c. 3.60 to 3.79 on a 4.00 scale for 60 quarter hours or 45 semester hours for NJCAA Award for Exemplary Academic Achievement.
6. When computing the final grade point average, all course hours attempted must be included with the exception of remedial/developmental course work, which cannot be used to meet the requirements for this award.
7. Do not round up when computing the grade point average.
8. Deadline date for online submission for all sports: JUNE 15
9. The list of Academic Award winners will be released to the appropriate media.

Academic Team of the Year

The NJCAA will honor an athletic team for each sport as NJCAA Academic Team of the Year.
1. The athletic director will be responsible for nominating the sports teams which he/she feels is worthy of the honor and has a minimum 3.0 accumulative grade point average via online submission.
2. Each student-athlete listed on the eligibility form that finishes the season with the team will be used to figure the team's overall grade point average. In computing the final grade point average, ALL hours need to be computed, including “F’s”.
3. Transfers get computed, including hours earned at previous college.
4. In computing the final grade point average, all course hours attempted must be included with the exception of remedial/developmental course work, which cannot be used to meet the requirements for this award.
5. The nominating form, and one team photo must be submitted directly to the National Office.
6. Deadline date for online submission for all sports: JUNE 15

Betty Jo Graber Female Student-Athlete of the Year
&
David Rowlands Male Student-Athlete of the Year

The NJCAA will honor a Male and Female Student-Athlete of the Year.
1. The student-athlete will be nominated for this award by his/her athletic director, with approval from the college president.
2. The criteria for selection will be based on the following: athletic ability and achievement.
   a. The student-athlete must have a minimum 2.0 GPA and must have completed his/her second year of NJCAA competition.
   b. The student-athlete must have achieved NJCAA All-American status at least one year in his/her sport.
   c. The nomination form, two 3x5 pictures, a copy of his/her college transcript, and any supporting documentation (letters of recommendation, newspaper clippings, statistical reports, etc. will be submitted directly to the National Office).
3. Nominations will be due on JUNE 15.
4. The two award winners will be honored in the summer issue of the NJCAA Review.

Lea Plarski Award

The NJCAA will select a male or female student-athlete to receive the Lea Plarski Award.
1. The student-athlete will be nominated for this award by his/her athletic director, with approval from the college president.
2. The criteria for selection will be based on the following: sportsmanship, leadership, community service, academic excellence, athletic ability and achievement, and other activities within the college.
3. The nomination form, two 3x5 pictures, a copy of his/her college transcript, and any supporting documentation (letters of recommendation, newspaper clippings, statistical reports, etc. will be submitted directly to the National Office).
4. Nominations will be due on JUNE 15.
5. The award winners will be honored in the summer issue of the NJCAA Review.
**ALL-AMERICAN AWARDS**

**Philosophy Statement:** "The NJCAA All-American Award shall recognize the most outstanding student-athlete in his/her sport, regardless of geographical location. The NJCAA All-American Award shall reflect the excellence of junior college athletics by identifying our finest athletes. As well those chosen should also exhibit the qualities of good sportsmanship and citizenship as endorsed by the NJCAA. In doing so we enhance the image of all NJCAA programs and our student-athletes."

**All-American Nomination Guideline (for every sport):**
The following guidelines must be adhered to for consideration of All-American status:

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

**Baseball Division I:**
**Nomination Procedure:** Colleges shall nominate players for AA honors through their Region Director; Regions must select an All-Region Team and submit those nominees in rank order (1-10, + a DH) to their respective District Director. District Directors will select an All-District team from those All-Region teams submitted. District Directors will submit their respective All-District team in rank order (1-10, + a DH) to the Baseball Chair. All-American’s will be selected from the All-District teams.

**Supporting Information:** See All-American Nomination Guidelines

**Deadline to Regional Director:** Established by Region

**Deadline to District Director:** Established by District Director

**Deadline to Committee Chair:** May 23, 2013 (No later than the Wednesday prior to the start of the national tournament).

(No later than the Wednesday prior to the start of the national tournament).

**Number AA/Positions Chosen:** 54 Total

- **First Team:** 4 Infielders, 3 Outfielders, 1 Catcher, 1 DH, and 3 Pitchers
- **Second Team:** Same as above
- **Third Team:** Same as above

**Honorable Mention:** 18 Total players

**Baseball Division II:**
**Nomination Procedure:** Colleges shall nominate players for AA honors through their Region Director; Regions must select an All-Region Team and submit those nominees in rank order (1-10, + a DH) to their respective District Director. District Directors will select an All-District team from those All-Region teams submitted. District Directors will submit their respective All-District team in rank order (1-10, + a DH) to the Baseball Chair. All-American’s will be selected from the All-District teams.

**Supporting Information:** See All-American Nomination Guidelines

**Deadline to Regional Director:** Established by Region

**Deadline to District Director:** Established by District Director

**Deadline to Committee Chair:** May 23, 2013 (No later than the Wednesday prior to the start of the national tournament).

**Number AA Positions Chosen:** 36 Total

- **First, Second and Third Teams shall consist of:** 4 Infielders, 3 Outfielders, 1 Catcher, 1 DH, and 3 Pitchers each

**Baseball Division III:**
**Nomination Procedure:** Colleges shall nominate players for AA honors through their Region Director; Regions must select an All-Region Team and submit those nominees in rank order (1-10, + a DH) to their respective District Director. District Directors will select an All-District team from those All-Region teams submitted. District Directors will submit their respective All-District team in rank order (1-10, + a DH) to the Baseball Chair. All-American’s will be selected from the All-District teams.

**Supporting Information:** See All-American Nomination Guidelines

**Deadline to Regional Director:** Established by Region

**Deadline to District Director:** Established by District Director

**Deadline to Committee Chair:** May 16, 2013 (No later than the Wednesday prior to the start of the national tournament).

**Number AA Positions Chosen:** 36 Total

- **First, Second and Third Teams shall consist of:** 4 Infielders, 3 Outfielders, 1 Catcher, 1 DH, and 3 Pitchers each
Basketball Division I (Men):
Nomination Procedure: Colleges shall nominate players for AA to region; Regional Director will submit five nominees in rank order to Division I Basketball Chair. Procedures for selection of AA nominees shall be determined by each Region.
Supporting Information: See All-American Nomination Guidelines
Deadline Date to Regional Director: February 28, 2013
Deadline Date to Committee Chair: NJCAA Annual Meeting
Number AA/Positions Chosen: 50 Total
First Team: 10
Second Team: 10
Third Team: 10
Honorable Mention: 20

Basketball Division II (Men):
Nomination Procedure: Colleges shall nominate players for AA to Region or Group Director; Regional Director will submit nominees in rank order to Div. II Basketball Committee Chair.
Supporting Information: See All-American Nomination Guidelines
Deadline Date to Regional Director: February 28, 2013
Deadline Date to Committee Chair: NJCAA Annual Meeting
Number AA/Positions Chosen: 30 Total
First Team: 10
Second Team: 10
Third Team: 10

Basketball Division III (Men):
Nomination Procedure: Colleges shall nominate players for AA to Region or Group Director; Regional Director will submit nominees in rank order to Div. III Basketball Committee Chair.
Supporting Information: See All-American Nomination Guidelines
Deadline Date to Regional Director: February 28, 2013
Deadline Date to Committee Chair: NJCAA Annual Meeting
Number AA/Positions Chosen: 20 Total
First Team: 5
Second Team: 5
Third Team: 5
Honorable Mention: 5

Basketball Division I (Women):
Nomination Procedures: Colleges shall nominate players for AA to Region; Regional Director will submit five nominees in rank order to Division I Basketball Chair; Procedures for selection for AA nominees shall be determined by each region.
Supporting Information: See All-American Nomination Guidelines
Deadline Date to Regional Director: March 6, 2013 (No later than seven days prior to the Division I National Tournament)
Deadline Date to Committee Chair: NJCAA Annual Meeting
Number AA/Positions Chosen: 50 Total
First Team: 10
Second Team: 10
Third Team: 10
Honorable Mention: 20

Basketball Division II (Women):
Nomination Procedures: Colleges shall nominate players for AA to District Director; District Director will submit nominees in rank order to Division II Basketball Committee Chair.
Supporting Information: See All-American Nomination Guidelines
Deadline Date to Regional Director: March 6, 2013 (No later than seven days prior to Division II National Tournament)
Deadline Date to Committee Chair: NJCAA Annual Meeting
Number AA/Positions Chosen: 30 Total
First Team: 10
Second Team: 10
Third Team: 10

Basketball Division III (Women):
Nomination Procedures: Colleges shall nominate players for AA to Region Director; Region Directors will submit nominees in rank order to Division III Basketball Committee Chair.
Supporting Information: See All-American Nomination Guidelines
Deadline Date to Regional Director: March 1, 2013 (No later than seven days prior to Division III National Tournament)
Deadline Date to Committee Chair: NJCAA Annual Meeting
Number AA/Positions Chosen: 20 Total
First Team: 5
Second Team: 5
Third Team: 5
Honorable Mention: 5
Bowling (Men & Women):
How Selected: By finish at NJCAA Championship
Total Finishers receiving AA Status: 8 (M), 8 (W)
  First Team: Top eight finishers in the All-Events Competition (12 Game Total)

Cross Country Division I (Men & Women):
How Selected: By finish at NJCAA Championship
Total Finishers receiving All-American status: 15 (M), 15 (W)
  First Team: Finishers 1 thru 5
  Second Team: Finishers 6 thru 10
  Honorable Mention: Finishers 11 thru 15

Cross Country Division III (Men & Women):
How Selected: By finish at the NJCAA Championship
Total Finishers receiving All-American status: 15 (M), 15 (W)
  First Team: Finishers 1 thru 5
  Second Team: Finishers 6 thru 10
  Honorable Mention: Finishers 11 thru 15

Football:
Nomination Procedure: Colleges shall nominate players for AA to Region; Players must be a member of All-Region Team to be eligible;
  Conference Director will submit ranked nominees to Football Committee Chair.
Supporting Information: See All-American Nomination Guidelines
Deadline Date to Conference Director: November 18, 2012
Deadline Date to Committee Chair: December 2, 2012
Number AA/Positions Chosen: Up to 75 players may be named

<table>
<thead>
<tr>
<th>First Team:</th>
<th>Second Team:</th>
<th>Honorable Mention:</th>
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<tbody>
<tr>
<td>Offense – 11</td>
<td>Defense – 11</td>
<td>Offense - 11</td>
</tr>
<tr>
<td>(Offensive all-Americans 1 Quarterback, 2 Running back, 2 Wide receiver, 1 Tight end, 5 Offensive line)</td>
<td>(Defensive all-Americans 1 Quarterback, 2 Running back, 2 Wide receiver, 1 Tight end, 5 Offensive line)</td>
<td>Defense - 11</td>
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<tr>
<td>Defense - 11</td>
<td></td>
<td>(Defensive All-Americans: 4 Defensive Line 3 Linebackers, 4 Defensive Back)</td>
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<tr>
<td>Kicking Specialists - 3</td>
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<td>Kicking Specialists - 3</td>
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</tbody>
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Golf Division I (Men):
How Selected: By finish at NJCAA Championship
Total Finishers receiving AA Status: 15 and ties
  First Team: Top five finishers and ties
  Second Team: Next five finishers and ties
  Honorable Mention: Any remaining positions through 15th and ties

Golf Division II (Men):
How selected: By finish at NJCAA Championship
Total Finishers receiving AA Status: 26 and ties
  First Team: Top eight finishers and ties
  Second Team: Next eight finishers and ties
  Honorable Mention: Any remaining positions through 26th and ties

Golf Division III (Men):
How selected: By finish at NJCAA Championship
Total Finishers receiving AA Status: 15 and ties
  First Team: Top five finishers and ties
  Second Team: Next five finishers and ties
  Honorable Mention: Any remaining positions through 15th and ties

Golf (Women):
How Selected: By finish at NJCAA Championship
Total Finishers receiving AA Status: 15 and ties
  First Team: Top five finishers and ties
  Second Team: Next five finishers and ties
  Honorable Mention: Any remaining positions through 15th and ties
Half Marathon (Men):
**How Selected:** By Finish at NJCAA Championship
**Total Finishers Receiving AA Status:** 6 Total
**First Team:** Top six finishers

Half Marathon (Women):
**How Selected:** By Finish at NJCAA Championship
**Total Finishers Receiving AA Status:** 6 Total
**First Team:** Top six finishers

Ice Hockey:
**Nomination Procedure:** Colleges shall nominate players for AA to Region; Regional Directors will submit nominees to Ice Hockey Committee Chair in rank order.
**Supporting Information:** See All-American Nomination Guidelines
**Deadline Date to Regional Director:** February 28, 2013
**Deadline Date to Committee Chair:** NJCAA Annual Meeting
**Number AA/Positions Chosen:** 12 Total
  - **First Team:** 6
  - **Second Team:** 6

Lacrosse (Men):
**Nomination Procedures:** All regions having two or more teams will submit an all-region team to the NJCAA lacrosse chair and the Coaches All-American selection committee.
**Supporting Information:** See All-American Nomination Guidelines
**Deadline Date to Regional Director:** May 3, 2013
**Deadline Date to Committee Chair:** NJCAA Lacrosse Tournament
**Number AA/Positions Chosen:** 26
  - **First Team:** 13
  - **Second Team:** 13

Lacrosse (Women):
**Nomination Procedures:** College shall nominate players for AA to Region. Regional Directors will submit nominees in rank order to Women’s Lacrosse Committee Chair. Ranking will be overall. AA will be selected by the Women’s Lacrosse Committee.
**Supporting Information:** See All-American Nomination Guidelines
**Deadline Date to Regional Director:** April 19, 2013
**Deadline Date to Committee Chair:** NJCAA Lacrosse Tournament
**Number AA/Positions Chosen:** 16
  - **First Team:** 16 (Attack, Midfielder, Defense, Goalie)

Soccer Division I (Women):
**Nomination Procedure:** Colleges shall nominate players for AA to Region; Regional Director will submit nominees to Soccer Committee Chair; Regions MUST rank players to be valid. The AA shall be chosen by the Women’s Division I Soccer Committee. Of the eleven All-Americans allowed, each team must include at least one Goal Keeper, two Defenders, two Midfielders, two Forwards, remaining four may be any position.
**Supporting Information:** See All-American Nomination Guidelines
**Deadline Date to Committee Chair:** November 4, 2012
**Deadline Date for Selection:** ASAP following NJCAA Championship no later than December 5, 2012
**Number AA/Positions Chosen:** 33 Total - Each team must include a Goal Keeper.
  - **First Team:** 11
  - **Second Team:** 11
  - **Honorable Mention:** 11

Soccer Division III (Women):
**Nomination Procedure:** Colleges shall nominate players for AA to Region; Regional Director will submit nominees to Soccer Committee Chair; Regions MUST rank players to be valid. Representation for the AA selection shall be the Women's Division III Soccer Committee.
**Supporting Information:** See All-American Nomination Guidelines
**Deadline Date to Committee Chair:** October 28, 2012
**Deadline Date for Selection:** ASAP following NJCAA Championship
**Number AA/Positions Chosen:** 22 Total
  - **First Team:** 11 (Forwards, Midfielders, Backs, Goalkeeper)
  - **Second Team:** 11 (Same as above)

Soccer Division I (Men):
**Nomination Procedure:** All-Americans are determined by the Men's D1 Soccer Committee. A master list of all nominees, (w/statistics and info) is sent to all committee members. Committee members then vote for 3 teams of 11 players each. Votes on each team are to include 7 forwards/midfielders, 3 defenders and 1 goal keeper. (1st team - 3pts, 2nd team - 2 pts, HM - 1 pt) All-American teams are comprised of the nominees with the highest composite vote totals.
**Supporting Information:** See All-American Nomination Guidelines
**Deadline Date to Committee Chair:** November 4, 2012
**Deadline Date for Selection:** Following NJCAA Championship
Number AA/Positions Chosen: 33 Total
First Team: 11 (7 forwards/midfielders, 3 defenders, 1 goal keeper)
Second Team: 11 (7 forwards/midfielders, 3 defenders, 1 goal keeper)
Third Team: 11 (7 forwards/midfielders, 3 defenders, 1 goal keeper)

Soccer Division III (Men):
Nomination Procedure: Each region shall be allowed to nominate players from their region for the AA soccer team. Member institutions from the following regions will be allowed individual nominations not to exceed one per college: Regions 4, 5, 12 and 13. Goalkeepers who are not a team's number one player must be submitted on the NJCAA AA Soccer nomination form along with a 3 x 5 head & shoulders photograph according to the deadline established by the NJCAA Soccer Committee. The following regions must select an All-Region Team according to the deadline established by the NJCAA Soccer Committee: Regions 3, 15, 19, 20.
1. These regions, through their regional director, will select and rank players from their all-region teams to be considered for AA honors. A region with ten or fewer teams will be allowed four nominees, 11-19 teams - five nominees and 20 or more teams - six nominees. Goalkeepers who are not within a region's original nominations, but are first team all-region must be submitted with special justification. The statistical form and 3 x 5 photo of these players must be forwarded to the chair of the NJCAA Soccer Division III Committee by the first day of the NJCAA Division III Tournament.

Supporting Information: See All-American Nomination Guidelines
Deadline Date to Committee Chair: November 2, 2012
Deadline Date for Selection: Following NJCAA Championship
Number AA/Positions Chosen: 22 Total
  First Team: 11
  Second Team: 11

Softball Division I:
Nomination Procedure: Colleges shall nominate players for AA to Region. Regional Directors will submit nominees in rank order to Softball Committee Chair; AA will be selected by the Fast Pitch Softball Committee.
Supporting Information: See All-American Nomination Guidelines
Deadline Date to Committee Chair: No later than Friday prior to the opening day of the National Tournament, May 10, 2013
Deadline Date for Selection: ASAP following the NJCAA Championship
Number AA/Positions Chosen: 48 Total
  First Team: 16 (5 Battery, 5 Infielders, 4 Outfielders, 1 DP, 1 Utility player)
  Second Team: 16 (Same as above)
  Third Team: 16 (Same as above)

Softball Division II:
Nomination Procedure: Colleges shall nominate players for AA to Region. The Region Directors will send their region All-American forms and pictures to the national office and submit the All-American composite form to the softball chair by e-mail or fax prior to the Friday, prior to the start of the national tournament.
Supporting Information: See All-American Nomination Guidelines
Deadline Date to NJCAA National Office: No later than Friday prior to the opening day of the National Tournament, May 10, 2013
Deadline Date for Selection: ASAP following the NJCAA Championship
Number AA/Positions Chosen: 39 Total
  First Team: 13 (4 battery, 4 Infielders, 3 Outfielders, 1 DP, 1 Utility player)
  Second Team: 13 (Same as above)
  Third Team: 13 (Same as above)

Softball Division III:
Nomination Procedure: Colleges shall nominate players for AA to Region. Regional Directors will submit nominees in rank order to Softball Committee Chair; AA will be selected by the Fast Pitch Softball Committee.
Supporting Information: See All-American Nomination Guidelines
Deadline Date to Committee Chair: No later than Friday prior to the opening day of the National Tournament, May 10, 2013
Deadline Date for Selection: ASAP following the NJCAA Championship
Number AA/Positions Chosen: 22 Total
  First Team: 11 (3 Battery, 3 Infielders, 3 Outfielders, 1 DP, 1 Utility player)
  Second Team: 11 (Same as above)

Swimming and Diving (Men & Women):
How Selected: By finish at NJCAA Championship
Total Finishers Receiving AA Status: 35(M), 35(W)
  First Team: Top finisher in each event
* also named All-American if break national record.

Tennis Division I (Women):
How Selected: By finish at NJCAA Championship
Total Finishers Receiving AA Status: 24 Total
  First Team: 12 (Champions in all singles and doubles flights)
  Second Team: 12 (Second place finishers in all singles and doubles flights)
Tennis Division III (Women):
- How Selected: By finish at NJCAA Championship
- Total Finishers Receiving AA Status: 24 Total
  - First Team: 12 (Champions in all singles and doubles flights)
  - Second Team: 12 (Second place finishers in all singles and doubles flights)

Tennis Division I (Men):
- How Selected: By finish at NJCAA Championship
- Total Finishers Receiving AA Status: 24 Total
  - First Team: 12 (Champions in all singles and doubles flights)
  - Second Team: 12 (Second place finishers in all singles and doubles flights)

Tennis Division III (Men):
- How Selected: By finish at NJCAA Championship
- Total Finishers Receiving AA Status: 24 Total
  - First Team: 12 (Champions in all singles and doubles flights)
  - Second Team: 12 (Second place finishers in all singles and doubles flights)

Indoor Track and Field (Men & Women):
- How Selected: By finish at NJCAA Championship
- Total Finishers Receiving AA Status: 58 (M), 58 (W)
  - First Team: First place finishers each individual event, first place relay teams.
  - Second Team: Second place finishers each individual event, second place relay teams.

Outdoor Track and Field Division I (Men & Women):
- How Selected: By finish at NJCAA Championship
- Total Finishers Receiving AA Status: 93 (M), 93 (W)
  - First Team: First place finisher each individual event, first place relay teams
  - Second Team: Second place finisher each individual event, second place relay teams.
  - Honorable Mention: Third place finisher each individual event, third place relay teams.

Outdoor Track and Field Division III (Men & Women):
- How Selected: By finish at NJCAA Championship
- Total Finishers Receiving AA Status: 62 (M), 62 (W)
  - First Team: First place finisher each individual event, first place relay teams
  - Second Team: Second place finisher each individual event, second place relay teams.

Volleyball Division I:
- Nomination Procedure: Colleges shall nominate players for AA to region; Regional Director will nominate players in rank order; Each region may nominate no more than five players; AA will be selected by the Volleyball Committee using the established criteria:
  1) strength of nomination on a regional basis
  2) strength of team and region in national play
  3) quality, rather than geographical distribution
  4) individual statistics
- Supporting Information: See All-American Nomination Guidelines
- Deadline Date to Regional Director: November 4, 2012
- Deadline Date to Committee Chair: November 11, 2012
- Number AA/Positions Chosen: 30 Total
  - First Team: 12
  - Second Team: 12
  - Honorable Mention: 6

Volleyball Division II:
- Nomination Procedure: Colleges shall nominate players for AA to region; Regional Director will nominate players in rank order; Each region may nominate no more than five players; AA will be selected by the Volleyball Committee using the established criteria:
  1) strength of nomination on a regional basis
  2) strength of team and region in national play
  3) quality, rather than geographical distribution
  4) individual statistics
- Supporting Information: See All-American Nomination Guidelines
- Deadline Date to Regional Director: November 4, 2012
- Deadline Date to Committee Chair: November 11, 2012
- Number AA/Positions Chosen: 30 Total
  - First Team: 12
  - Second Team: 12
  - Honorable Mention: 6
Volleyball Division III:

**Nomination Procedure:** Colleges shall nominate players for AA to region; Regional Director will nominate players in rank order; Each region may nominate no more than five players; AA will be selected by the Volleyball Committee using the established criteria:
1) strength of nomination on a regional basis
2) strength of team and region in national play
3) quality, rather than geographical distribution
4) individual statistics

**Supporting Information:** See All-American Nomination Guidelines

**Deadline Date to Regional Director:** November 4, 2012

**Deadline Date to Committee Chair:** November 11, 2012

**Number AA/Positions Chosen:** 18 Total
- First Team: 12
- Honorable Mention: 6

Wrestling (Men):

**How Selected:** By finish at NJCAA Championship

**Total Receiving AA Status:** 50
- **First Team:** 10 (first place finishers in each weight class)
- **Second Team:** 10 (second place finishers in each weight class)
- **Third Team:** 10 (third place finishers in each weight class)
- **Honorable Mention:** 20 (fourth and fifth place finishers in each weight class)
NJCAA COACHES ASSOCIATION AWARDS

Baseball - Division I
1. Ten Division I District Baseball Coach-of-the-Year awards.
2. Division I National Baseball Coach-of-the-Year. (Sent to NJCAA Baseball Coaches Association President)

Baseball - Division II
1. Ten Division II District Baseball Coach-of-the-Year awards.
2. Division II National Baseball Coach-of-the-Year. (Sent to NJCAA Baseball Coaches Association President)

Baseball - Division III
1. Eight Division III District Baseball Coach-of-the-Year awards.
2. Division III National Baseball Coach-of-the-Year. (Sent to NJCAA Baseball Coaches Association President)

Women's Basketball - Division I
1. Sixteen District Division I Women's Basketball Coach-of-the-Year awards.
2. Women's Basketball Division I National Championship Alberta Lee Cox Sportsmanship Award.

Women's Basketball - Division II
1. Sixteen District Division II Women's Basketball Coach-of-the-Year awards.
2. Women's Basketball Division II National Championship B.J. Graber Sportsmanship Award.

Women's Basketball - Division III
1. Eight District Division III Women's Basketball Coach-of-the-Year awards.
2. Women's Basketball Division III National Championship Rosemarie Battaglia Sportsmanship Award.

Men's Basketball - Division I
1. Division I Coach-of-the-Year award.
2. Division I Player-of-the-Year award.
3. Sixteen Division I District Coach-of-the-Year awards.

Men's Basketball - Division II
1. Division II Coach-of-the-Year award.
2. Division II Player-of-the-Year award.
3. Sixteen Division II District Coach-of-the-Year awards.

Men's Basketball - Division III
1. Division III Coach-of-the-Year.
2. Division III Player-of-the-Year award.
3. Eight Division III District Coach-of-the-Year awards.

Bowling
1. The Bowling Coaches Association distributes pins to each participant in the National Tournament.

Cross Country - Division I
1. Coach-of-the-Year (Men) - Voted by the coaches at the conclusion of the championship. The ballot will consist of all Regional Coaches-of-the-Year and the coaches of the top five place finishers in the National Championship.
2. Coach-of-the-Year (Women) - Coach of the National Championship team will be declared Coach-of-the-Year.

Cross Country - Division III
1. Coach-of-the-Year (Men) - Voted by the coaches at the conclusion of the championship. The ballot will consist of all Regional Coaches-of-the-Year and the coaches of the top five place finishers in the National Championship.
2. Coach-of-the-Year (Women) - Voted by the coaches at the conclusion of the championship. The ballot will consist of all Regional Coaches-of-the-Year and the coaches of the top five place finishers in the National Championship.
3. Division III Cross County-NJCAA Coaches Association Coaches Cup; awarded to the coach with the highest combined men and women team scores.

Football
1. Non-Scholarship Football Championship Award
2. Coach of the Year
3. Past President’s Plaque

Golf - Division I
1. Division I Men's National Golf Host Course Award.
2. Division I Golf Coaches Association Host College Award.
3. Past President's Plaque.
4. Division I Men's Coach-of-the-Year.
5. Division I Golf NJCAA Coaches Association Jimmy Russell Award (Student-Athlete of the Year)

Golf - Division II
1. Division II Men's National Golf Host Course Award
2. Division II Men's National Host College Award
Golf - Division III
1. Division III Men's National Golf Host Course Award.
2. Division III Men's National Host College Award.
3. Past President's Plaque.

Golf – Women
1. Top 18 medalists receive site hole flags in recognition of their finish.

Lacrosse - Men
1. Coach-of-the-Year Award. The Coach-of-the-Year award will be voted upon by the lacrosse coaches.

Lacrosse – Women
1. Two Women’s Lacrosse Classic participation plaques.
2. Four District Coach-of-the-Year Awards.

Soccer - Division I Men
1. Five National Men's Soccer Championship participation plaques.
2. Sportsmanship Award

Soccer - Division III Men
1. Five National Men's Soccer Championship participation plaque.

Soccer – Division I Women
1. Five National Women's Soccer Championship participation plaques.
2. Most Valuable Offensive Player Award
3. Most Valuable Defensive Player Award
4. Lea Plarski Sportsmanship Award
5. Thirty-three NJCAA All Americans awards (apparel).

Soccer – Division III Women
1. Five National Women's Soccer Championship participation plaque.
2. Most Valuable Offensive Player Award.
3. Most Valuable Defensive Player Award.
4. Sportsmanship Award

Softball – Division I
1. Outstanding Defensive Player
2. Outstanding Offensive Player
3. Outstanding Pitcher

Softball – Division II
1. Outstanding Defensive Player
2. Outstanding Offensive Player
3. Outstanding Pitcher

Softball – Division III
1. Outstanding Defensive Player
2. Outstanding Offensive Player
3. Outstanding Pitcher

Swimming & Diving
1. Swimming Coach-of-the-Year: The Coaches Association provides and selects a Men's and Women's Coach-of-the-Year at the National Championship and presents them with a plaque.
2. Diving Coach-of-the-Year: The Coaches Association provides and selects a Diving Coach-of-the-Year at the National Championship and presents him/her with a plaque.
3. Non-Scholarship Athlete of the Year Award shall be given to a male and female participant from a non-scholarship team.
4. 5th - 8th place medals given in each event.
5. Men's Non-Scholarship Champion - Al Zamsky Non-Scholarship Award
6. Women's Non-Scholarship Champion - Spyke Johnson Non-Scholarship Award
7. Dr. Jack Cistriano Service Award

Tennis - Men
1. Herschel Stephens Coaching Award for Outstanding Service and Dedication to the NJCAA Tennis Coaches Association.
2. Max Grubbs Coach-of-the-Year Award – Divisions I & III

Tennis - Women
1. Jovana Vasic Spirit of Competition Award will be given annually at the DI National Tournament.
2. A Spirit of Competition Award will be given annually at the DIII National Tournament.
Indoor Track & Field
1. Men's National Indoor Coach-of-the-Year.
2. Women's National Indoor Coach-of-the-Year.
7. Men's National Indoor Most Valuable Track Athlete-of-the-Meet.
8. Women's National Indoor Most Valuable Track Athlete-of-the-Meet.

Outdoor Track & Field
1. Men's Division I National Outdoor Track and Field Coach-of-the-Year.
2. Women's Division I National Outdoor Track and Field Coach-of-the-Year.
3. Men's Division I National Outdoor Track and Field Assistant Coach-of-the-Year.
4. Women's Division I National Outdoor Track and Field Assistant Coach-of-the-Year.
5. Men's Division III National Outdoor Track and Field Coach-of-the-Year.
7. Men's Division III National Outdoor Track and Field Assistant Coach-of-the-Year.
8. Women's Division III National Outdoor Track and Field Assistant Coach-of-the-Year.
9. Men's Division I National Outdoor Track and Field Most Valuable Field Athlete-of-the-Meet.
10. Women's Division I National Outdoor Track and Field Most Valuable Field Athlete-of-the-Meet.
11. Men's Division I National Outdoor Track and Field Most Valuable Track Athlete-of-the-Meet.
12. Women's Division I National Outdoor Track and Field Most Valuable Track Athlete-of-the-Meet.
15. Men's Division III National Outdoor Track and Field Most Valuable Track Athlete-of-the-Meet.
16. Women's Division III National Outdoor Track and Field Most Valuable Track Athlete-of-the-Meet.

Volleyball - Division I

Volleyball - Division II

Volleyball - Division III
1. Eight District Volleyball Coach-of-the-Year awards.

Wrestling
1. Wrestling Coach-of-the-Year plaque (Scholarship) – Voted on by the coaches
2. Wrestling Coach-of-the-Year plaque (Non-Scholarship) – Voted on by the coaches.
3. 3rd - 6th place participation plaques
4. Individual bronze medals – 6th-8th place
5. Joseph A. Rockenback Sportsmanship Award
6. Bruce Traphagen Award – Most falls in least aggregate time will be awarded at the conclusion of the championship. The tournament host must identify the “Most Falls in Least Time” participant at the end of the tournament.
7. Wrestling Man-of-the-Year plaque.
8. Wrestling Academic Team of the Year award. (Ordered by the Wrestling Coaches Association.)
9. The top finishing non-scholarship team will receive an award.
SPECIAL NJCAA AWARDS

Baseball - Division I
1. Tournament Awards
   A. Preston Walker Memorial MVP Award
   B. Leading Hitter Award presented by Rawlings Sporting Goods Co.
   C. Jay Tolman Memorial Best Defensive Player Award
   D. Robert Purkey, Jr., Memorial Outstanding Pitcher Award
   E. Homa Thomas Sportsmanship Award
   F. An award presented to winning coach by Rawlings Sporting Goods
   G. Each individual on the winning team shall receive an appropriate award from the Grand Junction Tournament Committee.
   H. Selection of a Division I Baseball Tournament All-Tournament Team will be named and awards will be given by the Grand Junction Tournament. Twelve players will be selected.
   I. Six team participation plaques will be sponsored by the Grand Junction Tournament Committee (Medalcraft Mint, Inc.).
   J. Tournament “Shoulder Patches” given to all participants.
2. Rawlings Big Stick Award
   A. Players must be a member of their All-Region and/or All-District Team.
   B. Times at bat are established for the following Regions and/or Districts:

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<tr>
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<td>3. South Central District</td>
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<td>4. Central District</td>
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<td>9. Gulf District</td>
<td>75 AB</td>
</tr>
<tr>
<td>10. Southern District</td>
<td>75 AB</td>
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</table>

C. At bats is determined by appearance at the plate to include walks and sacrifices.
D. Winners names must be furnished by the NJCAA Baseball Chair to the NJCAA Executive Director by June 15. Information should include winner's name, college, hometown and complete statistics on times at bat, hits, walks, and batting average.
E. The ten NJCAA Big Stick Award winners' names shall be forwarded to the Rawlings Company.
3. Easton Defensive Player of the Year. Winners name to be forwarded to Easton Sports by the National Office.
4. American Baseball Coaches Association Player of the Year.
5. Rawlings Gold Glove Award – (Rawlings will award a Gold Glove for each of the nine positions). These awards will be selected from the All-District Teams and or the Defensive Player of the Year nominations. District Directors are responsible for mailing complete up-to-date stats from the NJCAA website and one 3x5 color photograph of each player. These must be mailed to the NJCAA Division I Baseball Tournament Chairman, David Elder, 421 Ginger Tr. Demorest, GA 30535, to be received by the Wednesday prior to the start of the NJCAA Division I National Baseball Tournament; you are required to send overnight mail or similar speed method to avoid delays. All winners will be forwarded to the Rawlings Company.

Baseball – Division II
1. Rawlings Gold Glove Award – (Rawlings will award a Gold Glove for each of the nine positions). These awards will be selected from the All-District Teams and or the Defensive Player of the Year nominations. District Directors are responsible for mailing complete up-to-date stats from the NJCAA website and one 3x5 color photograph of each player. These must be mailed to the NJCAA Division II Baseball Tournament Chairman, Rod Lovett, Parkland College, 2400 W. Bradley Ave, Champaign, IL 61821-1899, to be received by the Wednesday prior to the start of the NJCAA Division II National Baseball Tournament; you are required to send overnight mail or similar speed method to avoid delays. All winners will be forwarded to the Rawlings Company.

Baseball – Division III
1. Rawlings Gold Glove Award – (Rawlings will award a Gold Glove for each of the nine positions). These awards will be selected from the All-District Teams and or the Defensive Player of the Year nominations. District Directors are responsible for mailing complete up-to-date stats from the NJCAA website and one 3x5 color photograph of each player. These must be mailed to the NJCAA Division III Baseball Tournament Chairman, Skip Bailey, 1000 E. Henrietta Road, Rochester, NY 14623, to be received by the Wednesday prior to the start of the NJCAA Division III National Baseball Tournament; you are required to send overnight mail or similar speed method to avoid delays. All winners will be forwarded to the Rawlings Company.

Basketball - Women - Division I
1. WBCA sponsored awards.

Basketball – Women – Division II
1. Team Host Award – provided by National Tournament host.

Basketball - Men - Division I
1. Charles Sesher Sportsmanship Award (by Hutchinson Basketball Committee).
2. V.C. "Bub" Obee Small Player Award (by Hutchinson Basketball Committee).
3. William French Most Valuable Player Award shall be presented.
4. A Coach of the Tournament Award shall be presented by the Rotary Club.
Basketball – Men – Division III
1. Participation medals given to members of all participating teams.

Cross Country - Men and Women
1. Cross Country Journal Award presented to the college with the best combined team placing of men's and women's teams in the National Championship.

Swimming - Men and Women
The National Aquatic Service, Inc., Syracuse, New York, will sponsor an Annual Service Recognition Award. The NJCAA Swimming and Diving Coaches Association will consider recognition annually to an individual who has distinguished himself/herself through a wide variety of capacities to the Association. The Secretary of the Swimming and Diving Coaches Association will be responsible for receiving nominations of qualified individuals. The Awards, Records, and Top Times Committee will present nominations for this award at the Annual NJCAA Swimming and Diving Coaches Association Meeting.

Guidelines:
1. This award will be considered each year. If there are no nominations, no award will be given.
2. Nominations must be in written narrative form and carry the endorsement of more than one individual. The nomination deadline is March 1.
3. The criteria for this service award should include a wide variety of capacities. Some criteria in the following areas should be considered:
   A. Service to NJCAA Swimming and Diving.
   B. Contributions and efforts for swimming and diving at an individual's local, state and national level.
   C. NJCAA Swimming and Diving Coaches Association service.
   D. NJCAA Swimming and Diving Coaches Achievements.
   E. Contributions and efforts for competitive swimming and diving.
4. An appropriate plaque or certificate award will be given on the final night of the NJCAA National Swimming and Diving Championship.

Volleyball – Division I
1. Ace Serves Award
2. Digs Award
3. Assists Award
4. Hitting Award
5. Blocks Award

Wrestling
1. 1st-8th place certificates will be awarded by the National Wrestling Coaches Association (NWCA)
## Coaches Associations

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### Dues Schedule

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**353**
2012-2013
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 Parsons, KS

Secretary-Treasurer - TBD
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***This includes the dues for both the Coaches Association and the National Dues.
## Membership

### Participation Figures

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### College Information

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Source - National Junior College Athletic Association (NJCAA)
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<td>Blinn College</td>
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<td>ID</td>
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<tr>
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<td>Henderson</td>
<td>NV</td>
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<td>Colorado Northwestern Community College</td>
<td>500 Kennedy Drive</td>
<td>Rangelley</td>
<td>CO</td>
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<td>Highline Community College</td>
<td>2400 S. 240th Street, PO Box 98000</td>
<td>Des Moines</td>
<td>WA</td>
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<td>214 Center Grove Rd.</td>
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<td>Delaware County Community College</td>
<td>901 Media Line Road</td>
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<tr>
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Region 21

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<td>1084 Shennecossett Rd.</td>
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Region 22

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<tr>
<td>Bishop State Community College</td>
<td>351 North Broad Street</td>
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<td>AL</td>
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<td>Central Alabama Community College</td>
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