

NATIONAL CHRISTIAN COLLEGE ATHLETIC ASSOCIATION



2017-2018 Official Handbook Division I

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NCCAA Official Handbook Division I

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**Mission Statement,
History & Philosophy**

Mission Statement

The NCCAA is an association of Christ-centered collegiate institutions whose mission is to use athletic competition as an integral component of education, evangelism and encouragement.

We serve our members by setting association standards, developing communication resources, providing regional/national competition and partnering in outreach to our communities and the world.

We are committed to equipping student-athletes and coaches to make a positive impact for Christ.

History & Philosophy

The NCCAA was incorporated to provide a Christian-based organization that functions uniquely as a national and international agency for the promotion of outreach and ministry and for the maintenance, enhancement and promotion of intercollegiate athletic competition with a Christian perspective.

Established in 1968 in Canton, Ohio, the NCCAA held its first men's basketball tournament in Detroit, Michigan in 1968. At the initial tournament, the NCCAA adopted a constitution and voted to move the national headquarters to Chattanooga, Tennessee upon the invitation of the Chamber of Commerce. Norm Wilhelmi and E.C. Haskell are considered the founding fathers. Norm chaired the first meeting (15 coaches were present at the meeting) and became the first President and E.C. Haskell was appointed as the first Executive Director. E.C. was given a list of 13 colleges that were interested in membership and he also set up the first charter, got the NCCAA registered and the first tax exempt number.

In 1989, the Board of Directors voted to move the National Office to Marion, Indiana. As the NCCAA grew in membership and national appeal, the Board of Directors examined the need for relocation to a larger corporate community. In May 2000, the NCCAA officially moved the National Office to Greenville, South Carolina.

In 1973, the NCCAA launched into other sports, developing national competition in cross country, track and field and men's soccer. Bible colleges, which had competed well against liberal arts colleges, submitted a plan to add a second division. Division II basketball was developed in 1975 for the Bible colleges (non-scholarship), along with national competition in wrestling. Over the years, national championship competition in several other sports began: women's basketball, men's and women's volleyball, softball, men's and women's golf, women's soccer, men's and women's tennis, baseball, football and indoor track and field.

Four executive directors have led the NCCAA during its existence: E.C. Haskell (1970-88 in Chattanooga, TN); Dr. Barry R. May (1988-97 in Marion, IN); Rob Miller (1997-1999 in Marion, IN); and Dan Wood (2000-present in Greenville, SC). Under their leadership much growth and change has occurred within the association. The membership has grown to approximately 100 Christ-centered colleges and universities and the mission has gone far beyond just winning a tournament.

Today, each of the 24 national championships and 1 invitational are required to hold a Christian Service Project (CSP) during the championship event. CSPs are opportunities in which NCCAA student-athletes and coaches go out into a championship host's community and serve others. Some CSPs have included visiting children's hospitals, serving the Salvation Army, Boy's and Girl's Clubs, Habitat for Humanity, Big Brothers/Big Sisters, reading to children in public schools, doing yard work around the community, writing soldiers overseas, working in food projects, visiting the elderly in nursing homes, and much more. Tens of thousands of hours have been given to communities across the nation through the NCCAA.

The NCCAA Game Plan 4 LIFE (GP4L) is to produce true winners. The game plan is devised to draw out the student-athlete's greatest potential – body, mind and spirit – focusing on four of Christ's biblical traits: LOVE, INTEGRITY, FAITH and EXCELLENCE. The GP4L Character Program is a lifelong endeavor.

This game plan is catching on virtually all over the United States. Since its first tournament in 1968, the NCCAA has grown to encompass approximately 100 Christian colleges nationwide, serving both Christian Liberal Arts and Bible Colleges. The participating schools are dedicated not only to providing the best athletic competition possible, but also to exemplifying Jesus Christ in all they do.

The NCCAA believes:

- That athletics are a means to an end, not an end in themselves.
- That the process is as important as the performance.
- That the person (student-athlete) is more important than the program.

Athletic participation in a Christian liberal arts or Bible college is a unique experience that prepares Christian men and women for a life of meaningful work and service. The athletic experience provides a dynamic growth process for learning discipline, team work, leadership, and mutual respect where the student-athlete and his/her preparation for life is more important to the coaches and the athletic administration than win-loss records and championships.

NATIONAL CHRISTIAN COLLEGE ATHLETIC ASSOCIATION



Directory

2017-2018 National Championship Calendar

All eligibility forms are to be received by the National Eligibility Chair **before** the first athletic contest (includes scrimmages) each term in each sport. The Dually Affiliated National Eligibility Form is to be submitted one time for all sports for the year by September 15. (*M&W – Men's & Women's; I – Division I; II – Division II*)

MEN'S GOLF – Oct. 23-25, 2017
National Championship
Hammock Beach Resort, The Conservatory
Palm Coast, Florida

WOMEN'S GOLF – Oct. 23-25, 2017
National Championship
Hammock Beach Resort, The Conservatory
Palm Coast, Florida

MEN'S SOCCER II – Nov. 15-18, 2017
National Championship
Bob Jones University
Greenville, South Carolina

WOMEN'S SOCCER II – Nov. 15-18, 2017
National Championship
Bob Jones University
Greenville, South Carolina

WOMEN'S VOLLEYBALL II – Nov. 16-18, 2017
National Championship
Bob Jones University
Greenville, South Carolina

M&W CROSS COUNTRY I – Nov. 11, 2017
National Championships
Choctaw Trails, Belhaven University
Jackson, Mississippi

M&W CROSS COUNTRY II – Nov. 11, 2017
National Championships
Choctaw Trails, Belhaven University
Jackson, Mississippi

FOOTBALL – Nov. 18, 2017
Victory Bowl Invitational
Hosted by Highest Seed

MEN'S SOCCER I – Nov. 27-Dec. 2, 2017
National Championship
Austin-Tindall Soccer Complex
Kissimmee, Florida

WOMEN'S SOCCER I – Nov. 27-Dec. 2, 2017
National Championship
Austin-Tindall Soccer Complex
Kissimmee, Florida

WOMEN'S VOLLEYBALL I – Nov. 30-Dec. 2, 2017
National Championship
Kissimmee Civic Center
Kissimmee, Florida

M&W INDOOR TRACK & FIELD – Feb. 16-17, 2018
National Championships
Cedarville University
Cedarville, Ohio

MEN'S BASKETBALL II – Mar. 8-10, 2018
National Championship
Bob Jones University
Greenville, South Carolina

WOMEN'S BASKETBALL II – Mar. 8-10, 2018
National Championship
Bob Jones University
Greenville, South Carolina

MEN'S BASKETBALL I – Mar. 14-17, 2018
National Championship
Grace College
Winona Lake, Indiana

WOMEN'S BASKETBALL I – Mar. 14-17, 2018
National Championship
Grace College
Winona Lake, Indiana

M&W TENNIS – May 8-11, 2018
National Championships
Mobile Tennis Center
Mobile, Alabama

M&W TRACK & FIELD – May 10-12, 2018
National Championships
Location: TBA

SOFTBALL – May 16-18, 2018
National Championship
Botetourt Sports Complex, Bluefield College
Botetourt, Virginia

BASEBALL – May 23-26, 2018
National Championship
Location: TBA

NCCAA BOARD OF DIRECTORS

CHAIRMAN

Mr. Roger Skelly

PRESIDENT

Mr. Chris Williams

Southern Wesleyan University

1st VICE PRESIDENT

Mr. Rob Thompson

Maranatha Baptist University

2ND VICE PRESIDENT

Mr. Chad Briscoe

Grace College

PRESIDENT'S DESIGNATE

TBA

EXECUTIVE DIRECTOR

Mr. Dan Wood

AT-LARGE BOARD MEMBERS

Mr. Walt Ali

Dr. Sherrill Babb

Mr. Paul Berry

Dr. Vickie Denny

Dr. Matt Hill

Mr. Hal Hoxie

Mrs. Karin Meloch

Mr. Terry Metzger

Dr. David Miller

Mr. Dick Molenhouse

Mr. Rich Ozinga

Mr. Grover Todd

Mr. Eric Turner

Mr. John C. Wheeler

Mr. Daniel L. Wood

DIRECTOR OF ADVANCEMENT

Mr. Stuart Lenning

DIR. MEMBERSHIP & COMPLIANCE

Mr. Ben Belleman

DIRECTOR COMMUNITY RELATIONS

Mrs. Kelly Wood

NCCAA PRESIDENTS

1966-1973	Norm Wilhelmi	The King's College
1973-1977	Chet Kammerer	Grace College
1977-1979	Howard Nourse	John Wesley College
1979-1981	Keith Phillips	Eastern Mennonite College
1981-1983	Jim Huckaby	Baptist Bible College, PA
1983-1985	Dr. Don Callan	Cedarville College
1985-1987	Dr. Homer Drew	Bethel College
1987-1989	Dr. Ralph Swearngin	Atlanta Christian College
1989-1991	Dr. Mike Fratzke	Indiana Wesleyan University
1991-1993	Dr. David Ribbens	Trinity Christian College
1993-1995	Dr. John Bratcher	Lee College
1995-1997	Del Wubbena	Clearwater Christian College
1997-1999	Rick Johnson	Tennessee Temple University
1999-2002	Kirk Hanson	Central Bible College
2002-2005	Dr. Vickie Byler	Lancaster Bible College
2005-2008	Paul Berry	The Master's College
2008-2011	Dr. Vickie Denny	Clearwater Christian College
2011-2014	Dr. Matt Hill	University of Northwestern
2014-2017	Pete Beers	Lancaster Bible College
2017-present	Chris Williams	Southern Wesleyan University

NCCAA EXECUTIVE DIRECTORS

1970-1988	E.C. Haskell
1988-1997	Dr. Barry R. May
1997-1999	Rob Miller
2000-present	Dan Wood

NCCAA AWARDS & CHAMPIONS HISTORY

See Awards Section.

NATIONAL ELIGIBILITY COMMITTEE

National Eligibility Chair

Ben Belleman
Director of Membership & Compliance
302 W. Washington St.
Greenville, SC 29601
864-250-1199
864-250-1141 Fax
bbelleman@thenccaa.org

Committee Members

Mark Arthur
Southwestern Christian University

Dr. Vickie Denny
Bob Jones University

Rusty Hollingsworth
Campbellsville University

Rob Thompson
Maranatha Baptist University

Chris Williams
President (ex-officio)
Southern Wesleyan University

All eligibility forms are to be postmarked to the National Eligibility Chair prior to the first contest (game or scrimmage).
All eligibility cases and appeals shall be received and reviewed by the National Eligibility Committee.

NCCAA NATIONAL SPORT CHAIRS

BASEBALL

T-Ray Fletcher, Oakland City University

MEN'S BASKETBALL I

Marshall Tague, Columbia International Univ.

MEN'S BASKETBALL II

Jon Mack, Southwestern Christian University

WOMEN'S BASKETBALL I

Alicia Mucher, Houghton College

WOMEN'S BASKETBALL II

Jared Sellars, Pensacola Christian College

CROSS COUNTRY I

Jud Brooker, Columbia International Univ.

CROSS COUNTRY II

Sho Gray, Johnson University Tennessee

MEN'S GOLF

Ryan Bowen, Cedarville University

WOMEN'S GOLF

Chris Hess, Bethel College

INDOOR TRACK & FIELD

Jacob Phillips, Dallas Baptist University

MEN'S SOCCER I

Matt Webb, Houghton College

MEN'S SOCCER II

Jeremy Miller, Kentucky Christian Univ.

WOMEN'S SOCCER I

Zach Bice, Mid-America Christian Univ.

WOMEN'S SOCCER II

Chris Carmichael, Bob Jones University

SOFTBALL

Patti Buchta, Oakland City University

TENNIS

Dr. Dee Morris, Cedarville University
Jeremy Nelson, Central Christian College of KS

TRACK & FIELD

Justin Carver, York College

WOMEN'S VOLLEYBALL I

Hank Moore, SW Assemblies of God University

WOMEN'S VOLLEYBALL II

Lauren Sanders, Manhattan Christian College

NCCAA REGIONAL COORDINATORS

DIVISION I:

Central

Jesse Godding, Southwestern Assemblies of God Univ.
Assistant: Twiggs Reed, Central Christian College KS

Midwest

Jim Hardy, Campbellsville University
Assistant: John Mills, Alice Lloyd College

Midwest

John McGillivray, Cedarville University (Retired)
Assistant: Skip Lord, Houghton College

North Central

Bill Schepel, Trinity Christian College
Assistant: TBA

South

Daniel Prevett, Brewton Parker College
Assistant: Roger Cheeks, Regent University

West

Paul Berry, The Master's College (Retired)
Assistant: Matt Binkerd, New Hope Christian College

DIVISION II:

Midwest

Ken Underwood, Johnson University Tennessee
Assistant: TBA

North

Brian Fincham, Faith Baptist Bible College
Assistant: Rob Thompson, Maranatha Baptist Univ.

South

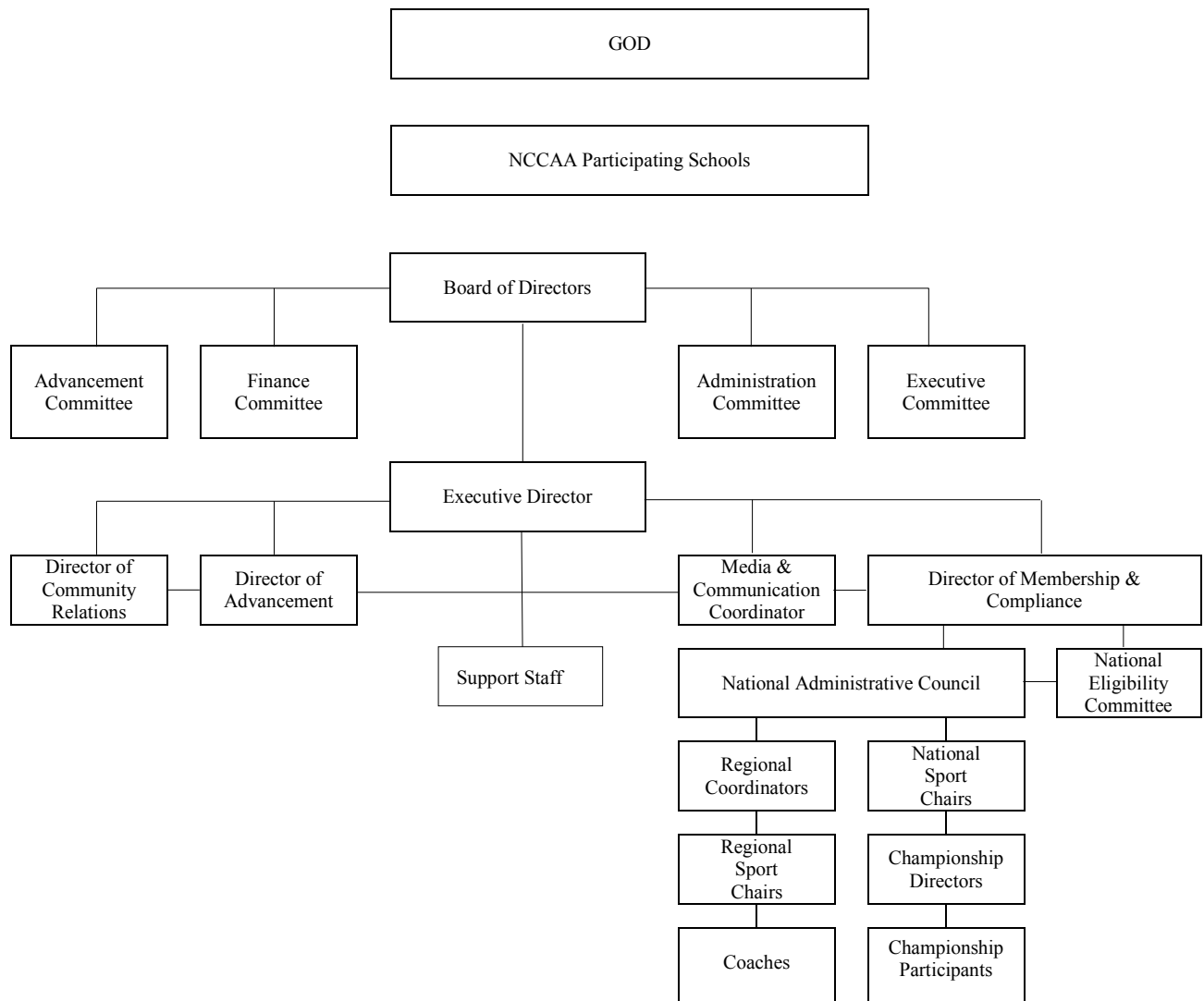
Doug Johnson, Johnson University Florida
Assistant: Mark Goetsch, Pensacola Christian College

Southwest

Chris Lahm, Ozark Christian College
Assistant: Shawn Condra, Manhattan Christian College

National Christian College Athletic Association

Board of Directors Flowchart



NATIONAL CHRISTIAN COLLEGE ATHLETIC ASSOCIATION



Constitution

The NCCAA Constitution

ARTICLE I: NAME AND PURPOSE

- Section I. The name of this organization shall be National Christian College Athletic Association (NCCAA).
- Section II. The purpose: to supply wholesome athletic competition on a national scale among Christian institutions who adhere to the historic evangelical position as defined by our Statement of Faith.

ARTICLE II: PARTICIPATION IN THE NCCAA

- Section I. Christian institutions in the United States and Canada offering a standard four-year program with acceptable academic standards are eligible to become a participating institution in the association. However, only accredited four year granting institutions are eligible for Regional and National Tournaments.
- Section II. Participation in this association shall be by a majority vote of participating institutions on the regional level and by approval of the Board of Directors.
- Section III. Participation in the NCCAA is by regional, Administration Committee and Board of Director vote only.
- Section IV. Participation dues shall be determined by the Board of Directors.
- Section V. Each NCCAA participating institution must sign the Statement of Faith.
- Section VI. The NCCAA shall be divided into two divisions: Division I for institutions offering financial aid specifically for student-athletes and Division II for institutions not offering financial aid specifically for student-athletes.

ARTICLE III: BOARD OF DIRECTORS

- Section I. The Board of Directors is the official governing board of the association.
- Section II. The Board of Directors shall meet two times per year. One meeting may be conducted via teleconference or conference call format.

ARTICLE IV: OFFICIAL RULES

- Section I. The NCCAA shall follow the rules as set forth in the eligibility policies in the official handbook of the association.

ARTICLE V: DUTIES OF OFFICERS

President:

- Section I. Shall serve a three-year term.
- Section II. In conjunction with the Board Chair, shall be responsible for the calling of regular and special meetings of the Board of Directors and association meetings.
- Section III. Shall serve as Vice-Chair of the Board of Directors unless elected as Chair. Shall chair the Administration Committee and serve on all other subcommittees as an ex-officio member. Shall develop agenda for Administration Committee. Shall serve on the Executive Committee of the Board of Directors. Shall chair the Annual Meeting and present the State of the Association report at the Annual Convention. Shall assist in selection of the Hall of Fame Award and Wilhelmi-Haskell Award recipients. In concert with the National Office staff, shall attend any national athletic/educational meetings deemed appropriate. Shall sign such papers as deemed necessary by the Board of Directors or as required by various institutions (banks, etc.). Shall submit a report of activities to the Board of Directors at each meeting. Shall request necessary reports and/or information from National Office as deemed necessary. Shall appoint the President's Designate upon assumption of office on July 1. In concert with Board Chair, shall make interim appointments to any vacant

office (Executive Director, First and/or Second Vice-President, etc.). Shall work in concert with National Office staff to insure proper procedural path for changes to NCCAA Handbook.

First Vice-President:

Section I. Shall be directly responsible to President and may assume duties of President in President's absence. Shall serve on the Administration Committee and, when the President is unable to do so, serve as an ex-officio member of all subcommittees. Shall assist in the development of the agenda for the Administration Committee meetings. In concert with the Director of Membership & Compliance, shall coordinate activities of Regional Chairs. Shall serve on the National Eligibility Committee. Shall conduct Second Vice-President interviews during the Annual Convention and present candidates at the Annual Meeting. Shall attend Regional Chairs' meeting and assist the Director of Membership & Compliance as needed. Shall assume the President's office at end the of the three-year term (July 1) or upon resignation of President.

Second Vice-President:

Section I. Shall serve on the Administration Committee and assist in the selection of the Sports Ministry Award recipient. Shall attend the National Sport Chairs' meeting and assist the Director of Membership & Compliance as needed. Shall assist the Director of Membership & Compliance in coordinating the National Sports Chairs' activities, reviewing all National Awards, preparing the Awards Presentation for the Convention, and coordinating statistical procedures for all sports. Shall assume the First Vice-President's office at the end of the three-year term (July 1) or upon resignation of the First Vice-President.

Executive Director:

Section I. Shall be responsible for the administration of the National Office.

Section II. Shall assist in the development of agendas for Board of Directors' meetings.

Section III. Shall serve on all committees.

Director of Membership & Compliance:

Section I. Shall work with all matters involving member institutions.

Section II. Shall approve schedules and arrangements for NCCAA championship events.

Section III. Shall work directly with Regional Chairs and National Sport Chairs.

Section IV. Shall receive and verify all NCCAA Eligibility documents.

Director of Advancement:

Section I. Shall provide leadership and management for the direction, planning, and execution of development related activities for the NCCAA.

Section II. Shall develop major gift fundraising, corporate and foundation relations, donor base, special events and communications programs to increase stewardship support for the NCCAA.

Section II. Shall be responsible for creating a fund development, communications and marketing plan.

Director of Community Relations:

Section I. Shall assist with process and procedures of local and national fundraising.

Section II. Shall oversee and assist in development of printed materials and website.

Section III. Shall work to promote the NCCAA within appropriate communities.

Regional Coordinator:

Section I. Shall be directly responsible to the Director of Membership & Compliance and shall be approved by the Board of Directors.

Section II. Shall be responsible for their respective regions.

National Sport Chairs:

Section I. Shall be directly responsible to the Director of Membership & Compliance.

Section II. Shall be responsible for the various functions of their respective sport.

ARTICLE VI: REGIONS

Section I. The Board of Directors may align regions annually in order to best serve the NCCAA.

ARTICLE VII: CHRISTIAN CODE

Section I. It shall be a participating institution's responsibility to apply and enforce the highest principles of deportment, courtesy and Christian conduct.

Section II. Representatives of participating institutions must refrain from practices such as the use and promotion of illegal drugs, alcoholic beverages, sexual immorality, and/or tobacco. Failure in this type of behavior may result in immediate suspension of an individual or institution from participation in the NCCAA.

ARTICLE VIII: SPECIAL PERMISSION

Section I. Any participating institution desiring an exception of playing in a different region for playoffs due to the lack of viable regional opponents must make such requests in writing to the Director of Membership & Compliance.

ARTICLE IX: SPORTS

Section I. The officially sanctioned national sports of the NCCAA are: baseball, basketball (men and women), cross country (men and women), golf (men and women), indoor track and field (men and women), soccer (men and women), softball, tennis (men and women), track and field (men and women), and volleyball (women).

Championship dates, both Regional and National, shall be set by the Administration Committee in concert with the National Administrative Council (NAC).

Section II. New sports may be added in accordance with the terms of the official Handbook.

Section III. Each national sport shall be represented by a National Sport Chair.

ARTICLE X: PRINCIPLES OF INSTITUTIONAL CONTROL AND RESPONSIBILITY

Section I. Irregularities and/or infractions shall be handled in a courteous and ethical manner.

Section II. All complaints against participating institutions must be submitted in writing to the Director of Membership & Compliance.

Section III. Per the recommendation of the Director of Membership & Compliance, the Board of Directors shall review the reported irregularities and/or infractions and take appropriate action.

ARTICLE XI: ANNUAL MEETING AND VOTING PROCEDURE

Section I. The association shall meet in convention annually at a time and place designated by the Board of Directors.

Section II. Each participating institution shall have one voting representative. Each institution shall be required to have a voting delegate at the Annual Meeting and Convention. Failure to have a delegate in attendance shall result in suspension of all sports for the upcoming academic year. A member institution may utilize the Proxy Ballot (see Forms & Procedures Section) once every three years when attendance is not possible by any institutional representative.

ARTICLE XII: PARLIAMENTARY AUTHORITY

Section I. Robert's Rules of Order (revised) shall serve as the final authority in all parliamentary procedures.

ARTICLE XIII: AMENDMENTS

Section I. The Constitution may be amended by a two-thirds vote of the participating institutions present at the Annual Meeting.

Section II. All participating institutions shall receive written notice of proposed constitutional changes 45 days prior to the Annual Meeting. The written notice shall come from the Executive Director's office.

Section III. A mail vote is not permitted for any amendment of the Bylaws except when a majority of the applicable divisional delegates present at the Annual Meeting, after appropriate discussion, recommend such a vote to the membership. The ballots shall be sent by the Executive Director to the designated representative of each institution for an organization-wide vote, by the National Sport Chairs for sports-wide votes and by the Regional Chairs for region-wide votes. A motion shall carry by majority vote of those institutions which respond within the stated time limit or, otherwise, within two weeks unless the Bylaws require a specific majority. Each participating institution shall have one vote, which shall be cast by the institution's Athletics Director unless the institution has authorized another person. No quorum shall be required because there are no legally designated members.

NATIONAL CHRISTIAN COLLEGE ATHLETIC ASSOCIATION



Bylaws

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ARTICLE I: OFFICES

SECTION 1.01. REGISTERED OFFICE AND AGENT

The address of the registered office of the corporation is 302 West Washington Street, Greenville, South Carolina 29601. The name of the registered agent at this address is the Executive Director. The corporation is referred to as the NCCAA.

SECTION 1.02. OTHER OFFICES

The corporation may have offices at such place or places within or without the State of South Carolina as the Board of Directors may from time to time appoint or as the business of the corporation may require or make desirable.

ARTICLE II: DIRECTORS

SECTION 2.01. POWERS

The property and business of the corporation shall be managed by its Board of Directors. In addition to the powers and authority expressly conferred on it by the Articles of Incorporation and the Bylaws, the Board of Directors may exercise all such powers of the corporation and do all such lawful acts and things as are not prohibited by law, by the Articles of Incorporation, or by the Bylaws.

SECTION 2.02. NUMBER

The Board of Directors shall consist of no more than 20, and, in any event, not less than three members, who shall be the officers: (a) President, (b) First Vice-President, (c) Second Vice-President, (d) President's Designate, (e) and at-large members as chosen or elected. At the discretion of the Executive Committee and Executive Director, a member of the Board may be designated as Board Counselor. This designation shall expire upon the death of the designee, or until a decision to conclude their service as deemed appropriate by the Executive Committee, and shall be limited to Board members having served a minimum of 3 terms previously.

SECTION 2.03. TERM

The term of each elected officer shall be nine years and until a successor officer has been elected and qualified. Exceptions to this are the President's Designate, who shall serve a one-year term, and any at-large members of the Board of Directors who shall serve four-year terms. Board members designated as Board Counselor will be allowed to serve until death or until a decision to conclude their service as deemed appropriate by the Executive Committee.

SECTION 2.04. ELECTION

Officers shall be nominated and confirmed by the member institutions as provided in Section 5.01. Officers shall be eligible for re-election without limitation on the number of terms served.

SECTION 2.05. NO COMPENSATION

Officers and members of the Board of Directors shall serve without compensation other than reimbursement for minimal meeting expenses.

SECTION 2.06. REGULAR MEETINGS

The Board of Directors shall meet twice a year. One meeting may be conducted via teleconference or conference call format and one meeting shall be conducted in person. Changes to this schedule must be approved by a majority vote of the Board of Directors.

SECTION 2.07. SPECIAL MEETINGS

Special meetings may be held if called pursuant to Section 2.08 herein with at least two days notice by telephone or personal delivery, or five days notice by first class mail, of the time and place of the meeting.

SECTION 2.08. CALLING MEETINGS

Meetings of the Board of Directors may be called by the Executive Director, the President, or the Chairman of the Board. See SECTION 2.07.

SECTION 2.09. WAIVER OF NOTICE

Notice of a meeting of the Board of Directors need not be given in any event to any Director who signs a waiver of notice, whether before or after the meeting. Attendance of a Director at a meeting shall constitute a waiver of notice of such meeting and waiver of any and all objections to the place of the meeting, the time of the meeting, or the manner in which it has been called or convened, except if a Director states at the beginning of the meeting any such objection or objections to the transaction of business.

SECTION 2.10. CONTENTS OF NOTICE

The business to be transacted and the purpose of any regular or special meeting of the Board of Directors need not be specified in the notice or waiver of such meeting.

SECTION 2.11. QUORUM

At all meetings of the Board of Directors, the presence of one-third of the authorized number of Directors, but in any event not less than two Directors, shall constitute a quorum for the transaction of business. In the absence of a quorum, a majority of the Directors present at any meeting may adjourn the meeting until a quorum is obtained.

SECTION 2.12. VOTING

The act of a majority of the Directors present at any meeting at which there is a quorum shall be the act of the Board of Directors, except as may be otherwise specifically provided by law, by the Articles of Incorporation, or by these Bylaws.

SECTION 2.13. CONDUCT OF MEETINGS

Meetings of the Board of Directors shall be presided over by the Board Chair or, in his/her absence, the Vice-Chair and, in his/her absence, a member appointed by the Chair. The Secretary of the corporation or, in the Secretary's absence, any person appointed by the presiding officer, shall act as Secretary for meetings of the Board of Directors. Meetings shall be governed by the most recent edition of Robert's Rules of Order, except to the extent that these Bylaws are inconsistent therewith.

SECTION 2.14. TELEPHONE PARTICIPATION

Directors may participate in meetings of the Board of Directors through use of conference telephone or similar communications equipment, so long as all Directors participating in the meeting can hear one another. Such participation shall constitute personal presence at the meeting, and consequently shall be counted toward the required quorum and in any vote.

SECTION 2.15. WRITTEN CONSENT

Any action required or permitted to be taken at any meeting of the Board of Directors, or of any committee thereof, may be taken without a meeting if a written consent setting forth the action so taken is signed by all members of the Board, or of such a committee as the case may be. Such written consent shall be filed with the minutes of the proceedings of the Board or committee.

SECTION 2.16. ADJOURNMENT

Regardless of a quorum, a majority of the Directors present may adjourn any meeting of the Board of Directors to another time and place. Notice of any such adjourned meeting shall be given to the Directors who were not present at the time of the adjournment. Proper notification of rescheduled meeting shall be given to all Directors. See SECTIONS 2.07 and 2.08.

SECTION 2.17. REMOVAL

The Board of Directors may declare the position vacant and remove an Officer for cause on the occurrence of any of the following events: (1) the Director has been declared of unsound mind by a final order of court; (2) the Director has been convicted of a felony; (3) the Director has failed to attend any meeting of the Board for at least a year and a half; or (4) the Director has been presented with one or more written charges, has been given at least ten days notice of a hearing at which he/she may have legal counsel present, and has been given opportunity for such hearing at a meeting of either the Board or the Executive Committee. The Board may declare the position vacant and may remove a Director without cause by a two-thirds vote. Election or appointment of a Director shall not of itself create any contract rights.

SECTION 2.18. RESIGNATION

Any officer may resign by giving written notice to the Board Chair or the Executive Director. The resignation shall be effective on receipt unless the notice specifies a later time for the effective date of such resignation, or if the corporation would be left without the minimum number of duly elected officers, in which event the resignation shall be effective upon the election of a successor. If the resignation is effective at a future time, a successor may be elected before that time to take office when the resignation becomes effective.

SECTION 2.19. VACANCIES

A vacancy on the Board of Directors shall exist on the death, resignation, or removal of any member; whenever the number of members authorized is increased, and on failure of the Board to elect the full number of members authorized. Such vacancies may be filled for the remainder of the term by a majority vote at a meeting of the Board of Directors, and if the total number of remaining Directors is less than a quorum, by a unanimous vote of the two remaining Directors or the vote of a sole remaining Director.

SECTION 2.20. BOARD CHAIR

The Chair of the Board of Directors shall be elected, by majority vote, by the members of the board. The term shall be for three years (beginning July 1) with election taking place fall board meeting. The Board Chair shall call and preside over all Board of Directors meetings and, in concert with the National Office and President, develop agendas for Board meetings; shall ensure various agendas for subcommittees are submitted in a timely fashion to the National Office; in concert with the President and Executive Director, may represent the NCCAA at national meetings; in concert with the President, shall make interim appointments to any officer vacancies (Executive Director, First or Second Vice-President, etc.); shall request reports or information from the National Office or President as deemed necessary; shall serve as Chair of the Executive Committee of the board; and shall assist, as available, with fundraising activities of the Association (calls, visits, text development, etc.). In the event of the resignation or death of the Chair, the Board shall elect a new Chair within 30 days.

SECTION 2.21. BOARD VICE-CHAIR

The President of the NCCAA shall be the Vice-Chair of the NCCAA Board of Directors unless the President is elected as Chair. If the President is elected as Chair, the Vice-Chair shall be elected, by majority vote, by the members of the Board. The term shall be for three years (beginning July 1) with election taking place at the fall board meeting. Shall assume Chair responsibilities and duties in absence of Chair until such time of election of a new Chair.

ARTICLE III: MEMBERS

SECTION 3.01. PARTICIPATING INSTITUTIONS

The corporation shall have participating institutions as provided in Article VI but shall not have legally designated members.

SECTION 3.02. EFFECT

All rights that would otherwise vest in members shall vest in the participating institutions to the extent these Bylaws expressly confer such rights on them, but otherwise shall vest in the Board of Directors. Any action that would otherwise require approval by members shall require the approval of the participating institutions to the extent these Bylaws expressly require the provided-for action by them, but otherwise shall require the approval of the Board of Directors.

ARTICLE IV: COMMITTEES

SECTION 4.01. EXECUTIVE COMMITTEE

The Executive Committee of the Board of Directors shall exercise all powers and authority specified by the Board of Directors and shall consist of five members including the Chair of the Board, President, First Vice-President, and Chairs of the following committees: Finance and Advancement. The Executive Director shall serve as an ex-officio member.

The Executive Committee shall act by majority vote and shall have a quorum of one-third of the member Directors. The Board of Directors may designate one or more Directors as alternate members of the Executive Committee, who may act in the place of any absent member or members at any meeting of the Executive Committee. The Executive Committee shall be governed by those rules herein governing the Board of Directors (in which case references to the Board of Directors or Board shall be deemed to refer to the Executive Committee) that concern regular meetings (SECTION 2.06), Special Meetings (SECTION 2.07), Calling Meetings (SECTION 2.08), Waiver of Notice (SECTION 2.09), Contents of Notice (SECTION 2.10), Telephone Participation (SECTION 2.14), Written Consent (SECTION 2.15) and Adjournment (SECTION 2.16).

SECTION 4.02. OTHER COMMITTEES

Other committees may be established by the Board from time to time; shall consist of two or more Directors, as provided by the Board; and shall be authorized to exercise the authority of the Board of Directors to the extent provided in the resolution creating any such committee. Any such committee shall act by majority vote, and shall have a quorum of one-third of the member Directors with not less than two Directors.

The Administration Committee is comprised of the following: President, First Vice-President, Second Vice-President, President's Designate, at large members (as assigned), and both Director of Membership & Compliance and Executive Director as ex-officio.

SECTION 4.03. NATIONAL ADMINISTRATIVE COUNCIL

The National Administrative Council shall consist of the Administration Committee, Regional Coordinators, National Sport Chairs and the Director of Membership & Compliance (ex-officio). It shall have a quorum of one-third of the members and shall act by majority vote. It shall meet annually at the Annual Convention. It shall serve as a forum for discussion of national tournament business and shall make recommendations to the Board of Directors. Its other powers shall be as specified by the Board of Directors.

SECTION 4.04. NATIONAL SPORTS COUNCIL

The National Sports Council shall consist of the National Sport Chairs, Administration Committee and the Director of Membership & Compliance (ex-officio). It shall have a quorum of one-third of the members and shall act by majority vote. Its powers shall be as established by the Board of Directors.

SECTION 4.05. NATIONAL ELIGIBILITY COMMITTEE

The National Eligibility Committee shall consist of the Director of Membership & Compliance, who shall serve as National Eligibility Chair, the First Vice-President, and a representative from Division I and Division II, appointed by the Director of Membership & Compliance. The National Eligibility Committee shall receive and review all eligibility cases and appeals. The power of the committee shall be as established by the Board of Directors.

ARTICLE V: OFFICERS

SECTION 5.01. ELECTION

The following officers shall be selected every three years (or when vacancies arise): National Sport Chair, Regional Coordinator, and other Regional Officers. (a) The Second Vice-President shall be elected every three years by a majority of the participating institutions and confirmed by the Board of Directors. At the end of the term, the Second Vice-President shall automatically succeed the First Vice-President. At the end of that term, the First Vice-President shall automatically succeed the President. If the Second Vice-President or First Vice-President resigns, dies, is removed, or otherwise cannot succeed to the next office, a new First Vice-President or Second Vice-President, respectively, shall be elected and confirmed as above. (b) The National Sport Chairs, Regional Coordinators and other Regional officers shall be nominated and confirmed as provided in SECTIONS 5.13 through 5.15 respectively, every three years.

The divisional rotation of elected leaders shall be maintained unless eligible and willing candidates are not brought forth on the ballot. In such cases, the candidates may come from other division and the rotation shall begin with the following election, whenever that may be necessary.

SECTION 5.02. APPOINTMENT

The following officers shall be appointed: an Executive Director and other approved positions. Such officers shall be appointed by majority vote of the Board of Directors.

SECTION 5.03. OTHER OFFICERS

The Board of Directors, at any time and from time to time, may appoint such other officers as it shall deem necessary, who shall hold their offices for such terms as shall be determined by the Board of Directors and shall exercise such powers and perform such duties as shall be determined from time to time by the Board of Directors or the Executive Director.

SECTION 5.04. MULTIPLE OFFICES

Where necessary, any person may hold two offices.

SECTION 5.05. COMPENSATION

The salaries of the officers of the corporation shall be fixed by the Board of Directors.

SECTION 5.06. TERM

Each officer of the corporation under SECTION 5.01 shall hold office for three years and each officer under SECTION 5.02 shall hold office until his/her successor is chosen or until his/her earlier resignation, death, or removal.

SECTION 5.07. PRESIDENT

The President shall serve as Vice-Chair of the Board of Directors unless elected as Chair. Shall chair the Administration Committee and serve on all other subcommittees as an ex-officio member. Shall develop the agenda for the Administration Committee. Shall serve on the Executive Committee of the Board of Directors. Shall chair the Annual Meeting and present the State of the Association report at the Convention. Shall assist in the selection of the Hall of Fame Award and Wilhelmi-Haskell Award recipients. In concert with the National Office staff, shall attend any national athletic/educational meetings deemed appropriate. Shall sign such papers as deemed necessary by the Board of Directors or as required by various institutions (banks, etc.). Shall submit a report of activities to the Board of Directors at each meeting. Shall request necessary reports and/or information from the National Office as deemed necessary. Shall appoint the President's Designate upon assumption of office on July 1. In concert with the Board Chair, shall make interim appointments to any vacant office (Executive Director, First and or Second Vice-President, etc.). Shall work in concert with the National Office staff to ensure proper procedural path for changes to the NCCAA Handbook.

SECTION 5.08. EXECUTIVE DIRECTOR

The Executive Director shall manage the affairs and direct the work and employees of the corporation subject to and in accordance with the directions of the Board of Directors; shall be a member of the Board of Directors and the Executive Committee; shall appoint the members of all committees unless these Bylaws provide otherwise for their selection; shall be an ex-officio member of all committees; shall prepare the agenda for all meetings of the Board of Directors and the Executive Committee; shall prepare annual budgets and additional budgets as needed for the approval of the Board; shall be authorized to incur expenses in accordance with the approved budget or as directed by the Board; shall report the work and affairs of the corporation to the Chair of the Board and the Board of Directors at the annual and other meetings; and shall represent the NCCAA on all fundraising calls as available.

SECTION 5.09. DIRECTOR OF MEMBERSHIP & COMPLIANCE

The Director of Membership & Compliance shall report to the Executive Director; shall serve as the staff liaison to the Administration Committee; shall keep complete copies of records and minutes of meetings of the National Sport Council, National Eligibility Committee, and National Administrative Council; shall prepare and furnish blank forms and other printed materials as needed; shall procure trophies, banners, plaques, and other awards as needed; shall approve schedules and arrangements for all NCCAA championship events; shall annually update the NCCAA Official Handbook; shall receive and file regional reports; shall receive and file National Chair reports; shall receive, review, and verify all NCCAA eligibility documents and hear all appeals rising from any violations; and shall perform other duties as may be incidental to that office.

SECTION 5.10. DIRECTOR OF COMMUNITY RELATIONS

The Director of Community Relations shall report to the Executive Director; shall serve as the staff liaison to the Advancement Committee; shall assist with process and procedures of both local and national fundraising; shall oversee and assist in the development of printed materials, the website and media releases; shall develop schedules for National Office Staff to attend appropriate community functions.

SECTION 5.11. DIRECTOR OF ADVANCEMENT

The Director of Advancement shall report to the Executive Director; shall serve as liaison to the Advancement Committee; shall provide leadership and management for the direction, planning, and execution of development related activities for the NCCAA. This includes, but is not limited to, major gift fundraising, corporate and foundation relations, donor base development, special events and communications programs to increase stewardship support for the NCCAA. In conjunction with the Executive Director and Director of Community Relations, the Director of Advancement shall be responsible for creating a fund development, communications and marketing plan.

SECTION 5.12. VICE-PRESIDENTS

- a. First Vice-President. Shall be directly responsible to the President and may assume duties of the President in the President's absence. Shall assume the President's office at the end of three-year term (beginning July 1) or upon resignation of the President. Shall serve on the Administration Committee and, when the President is unable to do so, serve as an ex-officio member of all subcommittees. Shall assist in the development of the agenda for Administrative Committee meetings. In concert with the Director of Membership & Compliance, shall coordinate activities of Regional Coordinators. Shall serve on the National Eligibility Committee. Shall conduct Second Vice-President interviews at the Annual Convention and present candidates at the Annual Meeting. Shall attend the Regional Coordinator meeting and assist the Director of Membership & Compliance as needed.
- b. Second Vice-President. Shall serve on the Administration Committee and assist in the selection of the Sports Ministry Award recipient. Shall attend the National Sport Chair meeting and assist the Director of Membership & Compliance as needed. Shall assist the Director of Membership & Compliance in coordinating National Sport Chairs activities, reviewing all National Awards and preparing the Awards Presentation for the Annual Convention, and statistical procedure for all sports. Shall serve as the Secretary of the Board of Directors and submit minutes to the National Office for dissemination within five days of meeting adjournment. Shall assume the First Vice-President's office at the end of the three-year term (beginning July 1) or upon the resignation of the First Vice-President.

SECTION 5.13. SECRETARY

The role of the Secretary shall be Office Manager unless otherwise appointed by the Chairman of the Board of Directors. The Secretary shall take minutes of the Board of Directors meetings and submit them to the Board for approval.

SECTION 5.14. NATIONAL SPORT CHAIR

- a. Function. A National Sport Chair for each sport shall be responsible for directing a national NCCAA competition in his/her particular sport.
- b. Selection. Each National Sport Chair shall be nominated by a majority vote of the sport coaches at the national coaches' meeting, and shall be confirmed by a vote of the Board of Directors.
- c. Duties. The National Sport Chair shall conduct the NCCAA National Championship in his/her respective sport, in concert with the Championship Director and/or Vice-Chair of the sport; shall recommend a host site (two years in advance), date and budget for the National Championship to the Director of Membership & Compliance; shall conduct all coaches' meetings; shall submit the National Championship Reporting Form to the National Office within seven days following the National Championship; shall submit policy changes, procedures and recommendations from the coaches' meetings to the Director of Membership & Compliance 45 days prior to the Annual Convention; shall submit a complete financial report of the National Championship (as provided by the host); shall serve on the National Sports Council for the purpose of evaluating the policies, procedures and programs of the Association and to make recommendations for improvements; shall not enter into any vendor contractual agreement without the permission of the NCCAA Executive Director.
- d. Expense Reimbursement. Each National Sport Chair shall be entitled to reimbursement by the National Office for reasonable travel expenses, including meals and lodging, incurred in attending the NCCAA Annual Convention.

SECTION 5.15. REGIONAL COORDINATOR

- a. Function. The Regional Coordinator shall direct and administer all NCCAA sports competition in his/her respective region with the assistance of each Regional Sport Chair.
- b. Selection. Each Regional Coordinator shall be elected by a majority vote of the participating institutions within the region; shall be confirmed by a vote of the Board of Directors; and shall serve a three year term.
- c. Duties. The Regional Coordinator shall direct and administer NCCAA sports within their respective region; shall set regional meeting dates, chair those meetings, keep minutes, and communicate with the Director of Membership & Compliance as well as all member institutions within the region; shall screen applicants from prospective regional institutions within the region for membership, in concert with the Director of Membership & Compliance; shall serve on the National Administrative Council; shall serve as the Eligibility Agent for the region or appoint a person to directly handle the eligibility certificates for which each region is ultimately responsible; shall develop unity among member institutions within the region; shall select and work with Regional Sport Chairs in regional playoffs; shall complete a year end report that includes results from regional championships, All-Region Teams, Regional Coach of the Year, and other special awards for the region; shall update the Regional Handbook each year and send a copy to the Director of Membership & Compliance and each member institution in the region; shall maintain the history of the region, including awards and championship information and results; shall represent the region at the NCCAA Annual Convention; and shall not enter into any vendor contractual agreements without the permission of the NCCAA Executive Director.
- d. Expense Reimbursement. Each Regional Coordinator shall be reimbursed by the NCCAA National Office for onsite expenses incurred at the Annual Convention, limited to meals and lodging. Each region shall cover travel and administrative expenses incurred for NCCAA business including transportation expenses to the NCCAA Annual Convention, pending the region's financial structure.

SECTION 5.16. REGIONAL OFFICERS

- a. Offices. Each region shall have a Regional Secretary-Treasurer, a Regional Sport Chair for each sport, and such other officers as necessary.
- b. Selection. Such officers shall be selected by a majority vote of the participating institutions within the respective regions that vote at the regional meeting.
- c. Duties. Each Regional Coordinator shall specify the duties.

SECTION 5.17. NATIONAL ELIGIBILITY CHAIR

The National Eligibility Chair shall preside over the National Eligibility Committee and shall coordinate the processing of applications for disputes about eligibility. The National Eligibility Chair shall be appointed by the Board of Directors.

SECTION 5.18. REMOVAL

The Board of Directors may remove any officer with or without a cause whenever, in its judgement, the best interests of the corporation shall be served thereby. Election or appointment of an officer or other agent shall not of itself create contract rights.

SECTION 5.19. RESIGNATION

Any officer may resign at any time, on written notice to the Board of Directors, to take effect immediately, unless a future effective date is specified, without prejudice to any rights of the corporation under any contract to which the officer is a party.

SECTION 5.20. VACANCIES

A vacancy in any office shall exist on the death, resignation, or removal of any officer. In case of vacancy, a new officer shall be selected pursuant to SECTIONS 5.01 and 5.02. In case of the death, removal, or resignation of any officer of the corporation, the Board of Directors may select an interim officer, or may delegate any or all of the powers or duties of such officer to any officer or Director, until the selection of replacement officer pursuant to SECTIONS 5.01 and 5.02.

ARTICLE VI: PARTICIPATING INSTITUTIONS

SECTION 6.01. ELIGIBLE INSTITUTIONS

- a. Definitions. A participating institution, as used herein, is one that has been approved for participation in athletic competition sponsored or approved by the NCCAA. Institutions, as used herein, shall include the undergraduate schools of universities and Bible colleges or institutions that meet the requirements of this section. Academic year, as used herein, shall mean July through June of each year.
- b. Academic Program. To be eligible, an institution must offer an accredited four-year program with academic standards acceptable to the Board of Directors. Only accredited Christian institutions with four-year programs are eligible for regional or national championships. Exceptions may be requested by institutions recognized by their State Board/Department of Education.
- c. Christian Statement of Faith. To be eligible, an institution must sign and comply with the Statement of Faith of the NCCAA. To be eligible for continued participation, each participating institution must also sign and comply with the Statement of Faith each year.
- d. Admission Standards. To be eligible, institutions must admit student-athletes and non-student-athletes under the same admission standards, and enroll them through the same regular academic procedure.
- e. Equitable Programs. To be eligible, institutions must provide equitable sport offerings for both genders.

SECTION 6.02. APPLICATION, NOMINATION & CONSIDERATION

- a. Application. Any accredited Christian institution offering a four-year degree-granting program may submit an application to the NCCAA. The NCCAA National Office may send application materials to an applicant institution on request by the Regional Coordinator or prospective school and shall send notification of the deadline for final approval with application material sent. NCAA Division I members (full, exploratory or provisional) are not eligible for membership in the NCCAA due to the absence of any reciprocal agreements with NCAA Division I Management Councils.
- b. Nomination. A majority of the participating institutions in the Region must approve the institution for participation in the NCCAA by a majority vote, pursuant to SECTION 6.07, before the application may be sent to the Administration Committee.
- c. Deadline. Unless modified by the Board of Directors, in extraordinary circumstances only, August 1 is the deadline for final approval of the application of a prospective participating institution in order for that institution to participate in the sports competition for the academic year.
- d. Consideration. The completed application materials shall be considered by the Administration Committee. That committee shall recommend to the Board of Directors that it confirms or rejects participation.

SECTION 6.03. CONFIRMATION

- a. Confirmation. The Board of Directors shall consider applications for participation and must confirm the nomination before an institution may participate in NCCAA competition.
- b. Notification. The Director of Membership & Compliance shall notify the Regional Coordinator and the Athletics Director of the applicant institution regarding the decision of the Board of Directors.
- c. Materials Sent. If the application is approved, the Director of Membership & Compliance shall send the following to the Athletics Director of the new participating institution: the NCCAA Official Handbook, other necessary materials, and a bill for the current dues. The new participant shall not be entitled to participate in sports competition until the NCCAA receives payment of all dues (due August 15).

SECTION 6.04. RENEWAL PERIOD

- a. Deadline. Each participating institution must renew its participation on or before July 15 in order to participate in sports competition for the following academic year. Full-time undergraduate enrollment, division of institution and number of NCCAA sponsored sports shall determine each institution's annual dues.
- b. Requirements. For a renewal of participation, a participating institution must send the renewal information sheet by the July 15 deadline and dues by the August 15 deadline.

SECTION 6.05. DUES

- a. Amount. Dues structure shall be approved by the Board of Directors. All non-dually affiliated members (NAIA & NCAA only) must also remit their annual Catastrophic Insurance (CAT) premium to the approved NCCAA provider by August 15 each year.
- b. Deadline. Annual dues are due on July 1 and are payable thereafter. They are delinquent if not paid by August 15 of each year.
- c. Disqualification. If dues are not received by the August 15 deadline, the participating institution may be disqualified from national and regional championships during that academic year.

SECTION 6.06. ANNUAL MEETING

The Annual Meeting of participating institutions shall be held once a year, in conjunction with the Annual Convention. Each institution shall be required to have a voting delegate at the Annual Meeting and Convention. Failure to have a delegate in attendance shall result in suspension of all sports for the upcoming academic year. A member institution may utilize the Proxy Ballot (see [Forms & Procedures](#)) once every three years when attendance is not possible by any institutional representative.

SECTION 6.07. VOTING

- a. At Annual Meeting. Any vote of participating institutions required or permitted by these Bylaws may be taken at the Annual Meeting. A motion shall carry by majority vote of those institutions present and voting unless these Bylaws require a different percentage of the institutions present and voting. Each participating institution shall have one vote, which shall be cast by the representative authorized to vote by the institution. No quorum shall be required because there are no legally designated numbers.
- b. By Mail Vote. A mail vote is not permitted for the amendment of Bylaws except when a majority of delegates present at the Annual Meeting appropriately discuss and recommend such a vote to the membership. Then, ballots shall be sent to the representative designated by each institution, by the Executive Director for organization-wide votes, by the National Sport Chairs for sports-wide votes, and by the Regional Coordinators for region-wide votes. A motion shall carry by majority vote of those institutions who respond within the time limit stated, or otherwise within two weeks, unless these Bylaws require a different percentage of the institutions. Each participating institution shall have one vote, which shall be cast by the institution's Athletics Director, unless the institution has authorized some other person. No quorum shall be required because there are no legally designated numbers.

ARTICLE VII: ATHLETIC COMPETITION

SECTION 7.01. REGIONS

Regions shall be established and changed when necessary by the Board of Directors. A participating institution that desires to participate in a different region for play-off competition must make that request in writing to the Director of Membership & Compliance to be presented to the Administration Committee who shall make a recommendation to the Board of Directors.

SECTION 7.02. DIVISIONS

The Board of Directors shall establish divisions within a sport.

- a. Division I. Division I shall consist of four-year Christian liberal arts institutions.
- b. Division II. Division II institutions shall grant no athletic scholarship to any student-athletes and shall not grant any special financial aid or scholarships to student-athletes unless offered equally to other members of the student body.

SECTION 7.03. AUTHORIZED SPORTS

- a. Current Sports. The current authorized sports for national competition are baseball, men's basketball (Divisions I & II), women's basketball (Divisions I & II), men's cross country (Divisions I & II), women's cross country (Divisions I & II), men's golf, women's golf, men's indoor track and field, women's indoor track and field, men's soccer (Divisions I & II), women's soccer (Divisions I & II), softball, men's tennis, women's tennis, men's track and field, women's track and field, and women's volleyball (Divisions I & II). These may be changed, when necessary, by the Board of Directors.
- b. Additions. A sport is authorized for national championships only after successful invitational tournaments or meets sanctioned by the NCCAA have occurred for a minimum of three years, unless shortened by the Board of Directors, and then only when the sport is authorized as a national championship sport by the Board of Directors.
- c. Criteria. The following criteria are used in assessing whether a sport should be authorized for national competition: (1) it must have sufficient financial backing or support to be totally independent and solvent, (2) it must have sufficient participation among member schools in order to represent competition on a national scope, and (3) it must enjoy sufficient interest among member schools so that participation shall provide a competitive quality sufficient for a national champion to be recognized.

SECTION 7.04. AUTHORIZED COMPETITION

- a. NCCAA. No sport competition of any type, whether national or regional, shall be sanctioned as an NCCAA sport activity unless it is under the direct supervision and control of the National Sport Chair and Director of Membership & Compliance. Championship dates, both Regional and National, shall be set by the Administration Committee in concert with the National Administrative Council (NAC).
- b. Host Institution. Any athletic competition shall be under the direct control and supervision of the institution administration of the host institution and the Director of Membership & Compliance, and no member institution shall participate in any athletic competition that is not under such direct control and supervision.
- c. Other Sports. A sports event in a sport not approved by the NCCAA is neither authorized by nor sponsored by the NCCAA unless that sports event is specifically approved in writing by the Board of Directors. Requests for approval of particular sports events should be submitted in writing to the Director of Membership & Compliance.

SECTION 7.05. NCCAA NAME, LOGO & SPONSORSHIP

- a. NCCAA Services. Services provided for authorized competition in authorized sports include NCCAA logos for use in game programs and other promotional material, a message from the NCCAA President or Executive Director for use in programs and other promotional material, NCCAA special event banners for display, listing NCCAA publications, and other services for a nominal fee.
- b. Authorized Activities. Only authorized competition in approved sports is entitled to the above services and then only with the written consent of the Executive Director.
- c. Executive Director's Consent. The written consent of the Executive Director must be given before the NCCAA logo or the NCCAA name may be used in any way in connection with any sport, competition, event, or activity whatsoever.
- d. Use Fee. If the NCCAA logo or the NCCAA name is used on any item, article, or other thing that is sold, the participating institution making such sale or benefiting in any way from such sale shall pay a usage fee of ten

percent (10%) of the net proceeds to the NCCAA National Office. Payments shall be made quarterly by March 15, June 15, September 15, and December 15.

SECTION 7.06. TELEVISION & RADIO COVERAGE

- a. Regional Competition. The Regional Coordinator may arrange radio or television coverage for regional competition. For radio coverage, no notification or prior approval of the Board of Directors is required. For television and webcasting coverage, notification of the coverage and written approval by the Executive Director is necessary. The NCCAA shall seek opportunity for proper advertising.
- b. National Sport Competition. Radio, television and webcasting coverage of National Championship competition may be arranged through the Executive Director. Requests must be submitted in writing to the Executive Director and subsequent written approval must be obtained. If approved, a \$100 per game or \$250 per championship must be paid to the National Office before the first broadcast.

SECTION 7.07. RECRUITING GUIDELINES

- a. Principles. The following principles govern recruitment and campus visitation of prospective student-athletes. The student-athletes should be protected in maintaining normal academic progress while still in high school or junior college. Recruitment should be coordinated with the overall policies that affect enrollment of new students to the institution. The obvious cons of tryouts should be avoided that conflict with the aim of making the intercollegiate program an integral part of the total scholastic program.
- b. Limited Tryouts. Individual or group tryouts may be conducted for the purpose of assisting in the assessment of athletic promise, if tryouts are a part of the general institutional policy in the procurement of students with special talents.
- c. No Expense Reimbursement. No reimbursement shall be made for any part of the travel expense of prospective student-athletes who visit with the participating institution, either in the form of reimbursement by the participating institution or by any individual or organization, unless the practice is part of the general institution policy in the recruiting of all students and not just limited to student-athletes.
- d. No Conflicting Visiting Time. No visits of prospective student-athletes shall involve loss of school time for them except where visitation occurs as part of a normal visitation program of the institution and is approved by the administration of both the institution and the visiting prospective student-athlete's institution.
- e. No Contact. No coach or other representative of a participating institution shall contact a student-athlete who has matriculated to another institution.
- f. Reporting Contacts. If a student-athlete who has matriculated to another institution contacts the Athletics Director or a coach of a participating institution, the contacted institution shall have the responsibility to notify in writing the institution where the student-athlete is presently enrolled within ten days following the first contact.
- g. Investigation. If a contact that violates this section is reported to the Director of Membership & Compliance, the Administration Committee shall immediately investigate the case and take appropriate action.

SECTION 7.08. HIGH SCHOOL ALL-STAR CONTESTS

Such competition is permissible only if sanctioned by state high school federations, the National Federation of State High School Associations, or approved state or national Christian school associations. The Board of Directors shall determine whether a particular organization that has sanctioned All-Star competition conforms to this section.

SECTION 7.09. CHRISTIAN CONDUCT CODE

- a. Principles. It shall be the responsibility of a participating institution to enforce the highest principles of deportment, courtesy, and Christian conduct.
- b. Prohibited Practices. Representatives of participating institutions, including coaches and student-athletes, must refrain from the use of profane or abusive language, sexual immorality, and practices such as the use of and promotion of illegal drugs, alcoholic beverages, and tobacco.
- c. Sports Competition. No national or regional sports event under the auspices of the NCCAA shall allow any use of beer, wine, liquor, other forms of alcoholic beverages, non-therapeutic drugs, or tobacco. This shall be interpreted to prohibit their sale, sponsorship, or advertising in programs, radio, television, or other promotional media. This shall also include prohibiting the bringing of alcoholic beverages or non-therapeutic drugs into, or at the site of, any event under the auspices of the NCCAA.

- d. Advertising. The use of tobacco, illegal drugs and alcoholic beverages in advertising shall be prohibited from use in game programs, radio and television sponsorship, or in any other way to promote any sports event under the auspices of the NCCAA.
- e. Institutional Sports Events. Participating institutions in the NCCAA are also expected to adhere to this national policy in the administration of their institutional sports program events.
- f. Violations. Any violation of this section shall result in discipline, censure, penalties, probation, suspension, and/or termination as imposed by the Administration Committee.

SECTION 7.10. SANCTIONS

In applying to the NCCAA and participating in NCCAA sports competition, participating institutions agree to conform to all NCCAA rules and to the Board of Directors' rights to impose the following sanctions:

- a. General Sanctions. The Administration Committee may punish violation of these and/or other rules, in its sole discretion, by any or all of the following measures: discipline, censure, penalties, probation, suspension and/or termination. Probation/Suspension categories are as follows:
 - 1. Supervisory Probation. This status constitutes a "watch" policy by the Board of Directors and the Regional Coordinator. The length of the term shall be at least one year and no longer than two years. Under this status, there shall be no restriction of a team's participation. Players shall be eligible for honors.
 - 2. Restrictive Probation. This status is usually directed at, but not limited to, one particular sport at a member institution and shall restrict that team (or teams) from participating in post season competition and prohibits any individual on that team (or teams) from receiving honors for up to two years.
 - 3. Suspension. Status usually directed at, but not limited to, a particular sport to take effect at the end of the season. Teams on suspension shall not be allowed to compete at the NCCAA level for at least one season, and not more than two, including postseason play. No honors shall be allowed for the team members.
- b. Procedure. Charges against any participating institution, its coach or its student-athlete(s) shall be filed with the Director of Membership & Compliance. The Administration Committee may initiate investigation of any alleged violation of rules and regulations. The administration of the charged participating institution shall have an opportunity to present its case, generally by correspondence, unless the Administration Committee specifies otherwise. The Director of Membership & Compliance shall inform the President and Athletics Director of the charged participating institution, in addition to the Regional Coordinator, of all action taken by the Administration Committee and the Board of Directors.
- c. Statistics Penalty. If a participating institution is suspended, no statistics regarding that institution shall be included in statistical releases or in NCCAA record books. However, statistical records of an individual may be counted toward a total four-year record. If suspension or another penalty is limited to one or more specified sports, only such sports shall be affected.
- d. Ineligible Student-Athletes. No participating institution shall permit the use of a student-athlete who is ineligible according to the NCCAA rules and standards. Any participating institution that violates this rule may be subject to suspension from competing in all national and regional NCCAA events pending a full investigation by the Board of Directors.
- e. Delinquent Eligibility Reports. If any participating institution is delinquent in filing its eligibility with the Director of Membership and Compliance and the Statement of Faith with the National Office, it shall be declared ineligible to participate in any postseason competition in any sport in which it is delinquent for that season; shall not enjoy the statistics service of the NCCAA until eligibility is cleared; shall be suspended from participation in any NCCAA national and regional sports events until eligibility is cleared for the delinquent sport; shall be investigated by the Board of Directors for possible censure or suspension of the participating institution; and shall disqualify its student-athletes and coaches in the delinquent sports from NCCAA national and regional awards.
- f. Christian Conduct Code. If any participating institution violates, permits or condones violation of the Code of Christian Conduct in SECTION 7.09 herein, the Board of Directors may use any or all of the sanctions herein that, in its sole discretion, it deems appropriate.
- g. Delinquent Dues. The participation of any participating institution shall be suspended if it has not paid its annual dues before August 15 and shall be terminated automatically if it has not paid its dues in full one month thereafter.
- h. Equitable Programs. If any participating institution fails to provide equitable sport offerings for both genders as stated in Section 6.01 herein, the Board of Directors may use any or all of the sanctions herein that, in its sole discretion, it deems appropriate.

SECTION 7.11. TERMINATION

- a. Resignation. A participating institution may resign its participation at any time.

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- b. Involuntary Termination. If a member institution fails to maintain the academic and athletic standards required for membership or fails in the area of ethics, eligibility, or Christian conduct, the Board of Directors, in harmony with the National Sport Chair (where necessary) and Regional Coordinator, may take the following disciplinary steps:
1. Supervisory Probation. This status constitutes a “watch” policy by the Board of Directors and the Regional Coordinator. The length of the term shall be at least one year and no longer than two years. Under this status, there shall be no restriction of a team’s participation. Players shall be eligible for honors.
 2. Restrictive Probation. This status is usually directed at, but not limited to, one particular sport at a member institution and shall restrict that team (or teams) from participating in postseason competition and prohibits any individual on that team (or teams) from receiving honors for up to two years.
 3. Suspension. Status usually directed at, but not limited to, a particular sport to take effect at the end of the season. Teams on suspension shall not be allowed to compete at the NCCAA level for at least one season, and not more than two, including postseason play. No honors shall be allowed for the team members.
- c. Reinstatement. Following the designated period of discipline, the member institution may be reinstated to full participation status upon the approval of the Board of Directors.

SECTION 7.12. REHEARING

In any of the cases listed above, an institution may petition the Board of Directors in writing for a rehearing. The appropriate documents and written justification must be submitted within one month of the decision to sanction. The institution must also show steps to prevent recurrence of such actions. The rehearing process shall normally take four to six weeks thereafter.

ARTICLE VIII: MISCELLANEOUS PROVISIONS

SECTION 8.01. AMENDMENT

Amendment to these Bylaws may be sponsored by an Athletics Director, regional bodies, sport bodies, national standing committees, or by the Board of Directors. All amendments to the Bylaws must be reviewed by the Board of Directors and mailed to all participating member institutions 45 days prior to the Annual Meeting. The proposed amendment shall be read to the voting delegates at the Annual Meeting. After a discussion of the proposed amendments, the voting delegates shall cast their ballot for or against the amendment. Upon receiving two-thirds approval vote, the proposal shall become effective on July 1, unless otherwise stated.

SECTION 8.02. DISSOLUTION

The Board of Directors may cease corporate activities and dissolve the corporation as provided in ARTICLE IX of the Articles of Incorporation of the corporation.

SECTION 8.03. INDEMNIFICATION

The corporation shall indemnify its Directors and Officers and may indemnify its employees and agents to the same or a narrower extent. The Board of Directors may obtain liability insurance coverage for any or all of the corporation’s directors, officers, employees, or agents.

SECTION 8.04. RACIAL DISCRIMINATION POLICY

NCCAA shall admit students and coaches of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally recorded or made available to students and coaches in all sports competition and other NCCAA activities. NCCAA shall not discriminate on the basis of race, color, national and ethnic origin in employment or in administration of its sports competition, educational policies, admissions policies and outreach funding programs.



Infractions and Penalties

Infractions and Penalties

I. ENFORCEMENT

The Board of Directors has the power to enforce provisions of the Constitution and Bylaws and all other policies.

The Board of Directors has authorized the National Eligibility Committee to act on behalf of the National Christian College Athletic Association in processing all eligibility cases and, when appropriate, penalties which are not reserved exclusively to the Board of Directors. The Administration Committee shall also be empowered to process all conduct and/or ethics cases and apply appropriate penalties which are not reserved exclusively to the Board of Directors.

If there is reasonable doubt as to a student's eligibility, the National Eligibility Chair and/or Committee may direct an institution to withhold a student from competition pending a final ruling.

The Board of Directors is empowered by the membership as the only body which may expel member institutions or deny specific sports sponsorships for member institutions. Such action shall not be taken lightly and shall be considered only after a full review, by an appropriate committee, has been conducted and a recommendation has been submitted to the Board for its response.

II. INFRACTIONS

A. Institutional Violations: An Administrative Error Not Requiring Forfeits

An administrative error is defined as an eligibility case in which one or more student-athletes who were otherwise academically eligible were left off the Official Eligibility Certificate or in which the filing of the Official Eligibility Certificate was completed correctly but was filed after the date of competition and within five days of the first contest. In such cases the following shall apply:

1. Forfeitures shall not be required for contests in which improperly certified student-athletes who were otherwise eligible competed.
2. Such institutions shall also receive an official warning for the first offense.
3. Repeated violations of certification procedures shall lead to an official reprimand and/or probation and/or suspension of the sport or of all sports sponsored in the affected program (men's and/or women's).

B. Institutional Violations: Use of Ineligible Athletes or Other Violations of Bylaws Regulations Which Require Institutional Forfeits

Forfeits are required in cases where the National Eligibility Committee or the affected institution has determined that a competing student was academically ineligible, an eligibility certificate was submitted over five days late, or other Bylaws regulations have been violated, other than administrative error(s) defined above.

C. Reporting Violations: An Institutional Responsibility

Should any Chief Executive Officer, Compliance Officer, Athletics Director and/or coach become aware of an apparent institutional violation involving a student-athlete or institutional representative of any member institution, it shall be the responsibility of that individual to notify their Compliance Officer or Athletics Director, who, upon being notified, shall contact in writing the Compliance Officer and Athletics Director of the institution in question and send copies of the notification to the National Eligibility Chair. Notification shall take place within five business days of receiving the information. Failure to abide by any part of this regulation shall be viewed as unethical conduct and shall cause an investigation or inquiry by the National Eligibility Committee for appropriate action against the institution for withholding information.

D. Declaration of Intent to Participate in Postseason

Should an institution declare its intent to participate in postseason play in any sport requiring such documentation and then refuse an invitation to participate or change its Declaration of Intent after the deadline, **all sports at that institution shall be placed on restrictive probation for the following academic year**. Continued advancement in NAIA or NCAA postseason play shall be an acceptable exception to this rule.

E. Delinquent Filing of Intent to Participate Form

An institution that fails to file the Intent to Participate form, where applicable, shall:

1. Be declared ineligible to participate in NCCAA postseason in those sports in which it was delinquent.
2. Be denied statistical services for those sports.
3. Have its student-athletes and/or coaches be exempt from receiving postseason awards and honors.

F. Use of Ineligible Student-Athlete in Intercollegiate Competition

The institution or student-athlete shall:

1. Forfeit all contests in which the ineligible student-athlete participated. Letters of notification and forfeiture of contests won shall be sent to the Athletics Director of the offended institution with copies of the letter to the NCCAA National Eligibility Chair.
2. Charge the ineligible student with a season of competition for participating while ineligible.
3. Charge the student with a second season of competition in that sport if the ineligible student reestablishes eligibility within the same season the student was declared ineligible and participates after reestablishing eligibility.
4. Cause a review of the case by the appropriate committees of this Association. The ineligible student may be assessed additional penalties up to being declared ineligible for further intercollegiate competition for withholding information or supplying false or incomplete information.
5. Supply to the National Eligibility Chair a complete statement concerning the ineligible participation, including a listing of the ineligible student's college work (transcript preferred), a statement of institutional action to correct the situation which led to the violation, and a statement from the student(s) if possible.
6. Be suspended from participation in all postseason events sponsored by the NCCAA only in the sport in which the ineligible student participated, until all required information is submitted; and
7. Have the case reviewed by the appropriate committees of the association. The institution may be subject to additional penalties.

NOTE 1: The sport in which the violation occurred shall remain suspended from participating in NCCAA events until the case is finalized by the appropriate committee of the association, which shall notify the institution involved.

NOTE 2: Forfeits shall not be required nor shall an institution be subject to any penalties if a student-athlete who has been properly certified as eligible represents an institution in competition but is subsequently determined to have been ineligible due to any of the following:

- a. A mistake by the National Eligibility Chair;
- b. False information was supplied by the student-athlete; or
- c. False information was supplied on the student-athlete's behalf.

Forfeits shall be required and the institution may be subject to additional penalties if the institution knew of the National Eligibility Chair's mistake or the dissemination of false information, or if the institution failed to perform due diligence on the student's eligibility certification.

CASEBOOK EXAMPLES

Ineligible Participation-Institution

Approved Ruling: The institution shall automatically be suspended from competing in all NCCAA postseason competition in the program affected until clearance is given by the National Chair and shall forfeit all contests in which the ineligible student was used.

Ineligible Participation-Student

Approved Ruling: The ineligible student shall be charged with a term of attendance and a season of competition in that sport by the institution as standard procedure. In addition, the National Eligibility Committee may require the institution to charge the student with additional seasons of participation as a penalty.

G. Violations Reviewed by the Administration Committee

The Chief Executive Officer of an institution reported to be in violation shall be notified of the allegation prior to a formal investigation. The Administration Committee shall collect and consider all information regarding the issue, and in cases where violations have occurred, take action as authorized in Article VII, Section 7.10-7.13 of the Bylaws.

The Board of Directors is empowered by the membership to suspend or expel member institutions whose athletics conduct or behavior has clearly violated the Code of Ethics or recruitment policy.

Should a possible violation of the Coaches Code and/or Code of Ethics occur involving one or more institutions participating in a national championship during the course of competition at the site of the national championship, the National Championship Tournament Committee shall be authorized to review the case and, if a violation is found to have occurred, may place an institutional team, participant(s), and/or staff member(s) on suspension for one or more contests. Such sanctions shall be limited to the duration of the applicable national championship. All pertinent information and decisions by the National Championship Tournament Committee shall be forwarded to the Conduct and Ethics Committee (yet to be formed) for further review.

H. Conduct in Competition

The following policy shall apply to all NCCAA only members during all contests. The policy shall apply to NAIA/NCAA dual members during NCCAA Regional and National play only. It is the responsibility of the offending institution to provide written notification to its Regional Coordinator of any incidents of misconduct during a contest, including ejections from a contest, within five days of the incident.

Any coach or student-athlete ejected on one or more occasions while representing an NCCAA member institution in competition shall be automatically subject to the following penalties:

- a. Suspension for the next contest after the coach or student-athlete is ejected for the first time (in one sport) in a single season. A coach or student-athlete ejected for fighting, as reported by the game official, shall be automatically suspended for one additional contest.
- b. Suspension for the next two contests if a coach or student-athlete accumulates two ejections (in one sport) in a single season. This includes postseason play and may carry over to the following year depending on when the ejection occurs. A coach or student-athlete ejected for fighting, as reported by the game official, shall be automatically suspended for one additional contest.
- c. Ineligibility for the remainder of all regular season and postseason participation if a coach or student-athlete accumulates three ejections (in one sport) in a single season. Should the third ejection occur in either of the last two contests of the year, the coach or returning student-athlete shall be suspended for the first two contests of the following year.

NOTE 1: Any coach or student-athlete ejected from a junior varsity or varsity contest shall be suspended for the next contest at the same level or higher as the contest from which the student-athlete or coach was ejected. Contests that are defined as scrimmages and exhibitions shall not satisfy the suspension penalty.

Any coach who changes employment from one NCCAA institution to another NCCAA institution while subject to a pending suspension due to misconduct during a contest must serve the term of the suspension at the new institution. A transfer student who was suspended or declared otherwise ineligible due to misconduct while representing an institution in competition must serve the period of suspension at the institution to which the student transfers before intercollegiate participation shall be permitted.

Ejections and suspensions are not subject to appeal.

NOTE 2: An institution or NCCAA region shall retain the right to apply more stringent penalties than the NCCAA rules and standards. If sport specific rules are more stringent than NCCAA rules, the institution must also conform to the sport specific rules.

III. PENALTIES

A. Warning

Place a specific sport and/or the institution's entire athletics program on official warning for a specified time. A warning is a notification to the specific institution that a violation has occurred and that future violations will lead to more severe penalties for any subsequent offense(s).

B. Reprimand

Place a specific sport and/or the institution's entire athletics program on official reprimand for a specified time. A reprimand is an institutional notification that a violation has occurred which will require a written response from the institution as to the corrective measures it will follow for the first offense.

C. Probation

Place a specific sport and/or the institution's entire athletics program on probation for a specified time. Probation is an institutional notification that a violation has occurred which requires a written response of corrective measures to be taken by the institution. In addition, further violation(s) while on probation may lead to suspension of any or all athletics programs.

D. Withholding Student-Athlete

Require the institution to withhold the student-athlete in question from competing in one or more contests during the current or next sport season, and/or charge the student-athlete with one or more additional seasons of competition, and/or ban the student-athlete from further intercollegiate competition. Banning a student-athlete may result from improper conduct, withholding information or supplying false information about previous season(s) of competition or attendance at institutions of higher learning.

E. Suspension of Institution

Place any or all of the institution's athletics programs or staff on suspension for a specified time. Suspension shall deny the institution's student-athletes and/or staff member(s) in the affected sport(s) the opportunity to participate in any postseason competition. The specific sport(s) and its student-athletes shall also be excluded from the national awards program and all statistical services during the period of suspension.

F. Dismissal of Personnel

Require the institution to relieve athletics staff from NCCAA-designated responsibilities for a set period of time and/or deny staff member(s) in the affected sport(s) the opportunity to participate in any postseason competition. The specific sport(s) and its student-athletes shall also be excluded from the national awards program and all statistical services during the period of suspension. Banning of athletics staff may result from improper conduct, violating the Administrators' and Coaches' Code of Ethics, or supplying false information regarding eligibility or financial aid. All decisions resulting in an NCCAA member institution's athletics staff representative being banned shall be reviewed by the Administration Committee prior to notification of the staff member and the NCCAA member institution, and is subject to review and modification at the discretion of the Administration Committee at any time.

G. Loss of Privilege

Voting privileges shall be denied an institution whose entire athletics program is serving suspension. Such institutions are no longer considered to be in good standing with the association.

H. Membership/Sport Suspension

The NCCAA Board of Directors may release, suspend, and/or deny institutional membership or specific sport participation.

IV. NOTIFICATION OF PENALTIES

Notification of penalties shall be sent to the following:

1. Member Institution President
2. Athletics Director
3. Coach (if athlete is involved, if coach is involved)

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4. Compliance Officer/Registrar
 5. National Sport Chair
 6. Regional Coordinator
 7. Regional Sport Chair
 8. Executive Director and/or Chairperson of the Board of Directors – (only if appealed)

V. APPEALS

- A. An institution shall have the right to submit, in writing, an appeal of a ruling on behalf of the institution and/or individual within 30 days of notification, provided:
 1. There is new or additional evidence pertinent to the case that was not considered in reaching the initial decision.
 2. The decision reached was demonstrably capricious or arbitrary; and/or
 3. There was demonstrable bias or discrimination that influenced the decision.
- B. The request for an appeal must be made in writing to the National Eligibility Committee, Administration Committee, and copied to the Executive Director and Director of Membership & Compliance within 30 days of the notification to the school of the original decision. The letter should clearly state the reasons for the requested appeal and include documentation to support that request.
- C. The Executive Director and Director of Membership & Compliance, in concert with the National Eligibility Committee and/or the Administration Committee of the Board of Directors, shall review the written request for appeal and reach one of the following decisions:
 1. No sufficient grounds exist for allowing the appeal, or
 2. The appeal is justified and the case is returned to the appropriate person/body for reconsideration, or
 3. The appeal is justified and the Executive Director, Director of Membership & Compliance, National Administration Council, and/or the Administration Committee of the Board of Directors shall review the case.

During both the investigation of the violation and appeal process, all current rights to appear and/or provide testimony or evidence remain for the appealing institution under investigation.

NATIONAL CHRISTIAN COLLEGE ATHLETIC ASSOCIATION



Eligibility & Casebook

Division I

Eligibility & Casebook Division I

Acknowledgment

The National Christian College Athletic Association (NCCAA) expresses its appreciation and acknowledgment to the National Association of Intercollegiate Athletics (NAIA) for the use of the eligibility, casebook, and frequency of contest information in this handbook. An attempt has been made to substitute NCCAA for NAIA and to align Regional and Eligibility Chairs in accordance with NCCAA procedures. Dually affiliated institutions with NAIA or NCAA are certified as meeting eligibility standards of the NCCAA by meeting the eligibility requirements of their dual association.

ALL NCAA/NAIA DUALY AFFILIATED MEMBERS MUST SUBMIT ONLY THE DUALY AFFILIATED ELIGIBILITY FORM TO BE IN COMPLIANCE. THIS FORM MUST BE SENT TO THE NATIONAL ELIGIBILITY CHAIR BY SEPTEMBER 15 OF EACH YEAR FOR ALL SPORTS DURING THAT YEAR.

SECTIONS

- A. [Application of Eligibility Rules](#)
- B. [Definitions](#)
- C. [Eligibility Requirements](#)
- D. [Retention: Re-establishment of Eligibility](#)
- E. [Termination of Eligibility](#)
- F. [Transfer Requirements: General](#)
- G. [Transfer: Previous Identification at a Four-Year Institution](#)
- H. [Transfer: Previous Identification at a Junior College](#)
- I. [Military Service Exception](#)
- J. [Submission of NCCAA Official Eligibility Certificates](#)
- K. [Processing of Eligibility Cases](#)
- L. [Processing Requests for an Exceptional Ruling to a Standard Rule](#)
- M. [Hardship Requests](#)
- N. [Amateur Rules and Reinstatement Procedures](#)
- O. [Institutional Financial Aid Policy for NCCAA Division I](#)

FORMS

[NCCAA Official Eligibility Certificate Guidelines](#)
[NCCAA Division I Official Eligibility Certificate](#)
[NCCAA Eligibility Certificate for Entering Freshmen Guidelines](#)
[NCCAA Division I Official Eligibility Certificate for Entering Freshmen](#)
[NCCAA Transfer Player Eligibility Statement](#)
[NCCAA Certificate of Clearance](#)
[NCCAA Official Hardship Request Certificate](#)
[NCCAA DUALY AFFILIATED NATIONAL ELIGIBILITY DECLARATION FORM](#)

SECTION A. APPLICATION OF ELIGIBILITY RULES

Institutional membership within either or both programs (men's and/or women's) or institutional membership on a sport by sport basis within a program charges each institution with the responsibility of knowing, administering, and enforcing the eligibility standards adopted by the members of the Association in respect to the institution's intercollegiate sports affiliated within the NCCAA.

The eligibility rules which follow apply to all students representing their institution in any manner (scrimmages, intercollegiate, etc.) against competitors not directly identified with the institution in any sport recognized by the NCCAA.

Any student identified with a two- or four-year college or university who then becomes identified at an NCCAA institution shall also be subject to the following regulations, which were submitted and approved by the member institutions.

SECTION B. DEFINITIONS

Eligibility Case; Eligibility Certification; End of a Term; Enrollment; Entering Freshman; Exhibition; Good Standing; Identification; Institutional Credit Hours; Intercollegiate Contest; Non-Term; Normal Progress; Participation; Postseason Competition; Prospective Student; Residency; Scrimmage; Season of Competition; **Start of a Term**; Terms of Attendance; Transfer Varsity Intercollegiate Sport

1. Eligibility Case: An actual or possible violation of an NCCAA rule or regulation as reported by the institution to the Eligibility Chair and/or the National Office or notification to the institution by the Eligibility Chair or National Office.
2. Eligibility Certification: Completion of the NCCAA Official Eligibility Certificate, NCCAA Certificate of Clearance, Transfer Player Eligibility Statement (when applicable), the Eligibility Certificate for Entering Freshmen (when applicable), and Non-Resident Student or Enrollment Gap Form (when applicable) for all students prior to allowing those students to represent the institution in any manner during a term.
3. End of a Term: Date listed in the institutional catalog as the last day of a term. If no such date is given, the end of the term shall be the last day of the final exam period for that term.
4. Enrollment: Completion of institution's enrollment forms or cards (payment of fees is not considered by the NCCAA as a definition of enrollment).
5. Entering Freshman: A student who upon becoming identified with an NCCAA institution has not been previously identified with any institution(s) of higher learning for any two semesters or three quarters (or equivalent).
6. Exhibition: A competition against competitors not identified with the institution when:
 - a. the competition does not meet the definition of a scrimmage pursuant to Section B, item 17 of the NCCAA Eligibility Section.
 - b. the competition is noted as an Exhibition on the institutional schedule.
 - c. the competition is against a non-NCCAA opponent.

If the competition meets this definition then it shall not be included in individual and team statistics, win/loss records, and coaching records. The competition shall count against NCCAA game limitations. An NCCAA institution shall be limited to one (1) Exhibition per season. A student shall be charged a season of competition for participating in an exhibition contest.

CASEBOOK EXAMPLE

Exhibition Contests/Season of Competition

Approved Ruling: A student who competes in an exhibition contest as defined in Eligibility Section B, Item 6 would be charged a season of competition.

In all sports except basketball an institution is allowed one (1) exhibition competition per season. The competition must meet the definition of an exhibition listed above. The exhibition competition shall count as one (1) varsity game, contest, or playing date within the limits stated above.

For the sport of basketball, an institution is allowed one (1) or more exhibition competitions per season so long as the total number of games, exhibitions and scrimmages does not exceed 32. For the sport of basketball, an exhibition competition shall not count as a varsity game.

7. Good Standing: Maintenance of NCCAA eligibility standards as well as the general institutional requirements for all students in order to represent the institution in any extra-curricular activity.
8. Identification: Representing an institution in an intercollegiate contest or enrolling in twelve (12) or more institutional credit hours with a minimum of nine (9) institutional credit hours at the NCCAA member institution in any given term (excluding summer session) as reported by the institution's registrar on an official transcript based on the institution's official census date.

Exception: An entering freshman shall identify with an institution during the student's first two semester terms or first three quarter terms by representing an institution in an intercollegiate contest, or enrolling in twelve (12) or

more credit hours, with a minimum of nine (9) credit hours at the NCCAA member institution as reported by the institution's registrar on an official transcript, based on the institution's official census date.

NOTE 1: For any student seeking eligibility as a first-time participant in any NCCAA sport, this definition of identification shall be applied to all terms, regardless of the dates during which the terms occurred.

NOTE 2: For all other students, this definition of identification only applies to terms that begin after April 14, 2014. For terms that begin prior to April 14, 2014, the definition of identification in effect during the term shall apply.

NOTE 3: Participation in an intercollegiate contest in the fall before school starts identifies the student with the institution and charges the student with a season of competition and a term of attendance, even if the student decides to transfer or leave school before classes start. The Progress Rule shall apply for participation in the same sport.

However, the term shall not be applied in determining the Nine-Hour Rule or the 24/36-Hour Rule if enrollment in 12 institutional hours was not noted on the institution's official transcript.

CASEBOOK EXAMPLES

Identification – Entering Freshman

Case: Can an entering freshman choose not to identify with an NCCAA institution when he is enrolled in 12 credit hours but only six of which are institutional credit?

Approved Ruling: No. An entering freshman who enrolls in 12 credit hours is identified with the NCCAA institution, regardless of the number of hours that meet the definition of institutional credit.

Branch Campus Identification Approved Ruling:

A student attending a branch campus of an NCCAA member institution may not compete in the intercollegiate program for the parent institution, nor may a student at the parent institution participate for a branch campus.

Failed Classes

Case: A student was enrolled in 12 institutional credits after the fall term census date and throughout the term, but failed three of those credits and did not participate in intercollegiate athletics. Did the student identify during the fall term and should the student be charged a term of attendance?

Approved Ruling: Yes, identification occurred and a term of attendance is charged at the point-in-time when a student is enrolled in 12 institutional credits after the institution's official census date. Identification occurred and the student is charged a term of attendance even if the student subsequently fails or withdraws from a course.

Withdrawal from Class

Case: A student was enrolled in 12 institutional credits last year for the fall term but officially withdrew from three credit hours prior to the institution's official census date. Is the student charged with a term of attendance in this instance?

Approved Ruling: If the student withdrew from the credits prior to the census date and the course does not appear on the student's official transcript in any capacity, then the term would not be charged as a term of attendance.

NOTE: A student who represents the institution in an intercollegiate contest prior to the census date shall be charged with a term of attendance and a season of competition even if the student is enrolled in fewer than 12 institutional credits after the census date. (For NCCAA only institutions: This does not include scrimmages.)

Participation Prior to Enrollment in the Fall

Approved Ruling: When an institution has scheduled an intercollegiate contest prior to the opening of school in the fall, a student shall be allowed to represent the institution although the student is not officially identified at the time of participation. The NCCAA Official Eligibility Certificate must be filed with the eligibility chair with the column requesting "Institutional Credit Hours Enrolled in this Term" showing at least 12 institutional credit hours enrolled.

Should a student compete and then not enroll in the term in which competition occurs, a season of competition and a term of attendance shall be charged for such competition.

Pre-Enrollment Participation and Transfer

Case: A student participates in a football game played before the fall term officially starts. May the student then transfer to another institution and be eligible immediately? Will the student be charged with a season of competition or a term of attendance?

Approved Ruling: The student would not be eligible immediately. Since a student becomes identified with an institution upon participation in an intercollegiate contest, this student would have used one season of competition for football and be charged a term of attendance. In addition to applying the transfer residency requirements, this student would be required to meet the normal Progress Rule for a second, third or fourth season of competition, as applicable.

International Students — Identification

Approved Ruling: International transcripts often reflect only courses for which the student took and passed the exam at the end of a term. For courses where the final exam was not taken, the course generally does not appear on the official transcript. A letter from a school official may serve in conjunction with – or in lieu of, when no official transcript is available – an official transcript to show the additional coursework for which the student was enrolled.

An international student shall be considered to have identified and shall be charged a term of attendance if the student attended any class and was enrolled in a regular, full-time course load. An international student whose official academic record does not reflect all attempted coursework but who attended a class while enrolled as a regular full-time student at an international university shall be charged with a term of attendance based on a letter from a school official showing all coursework attempted.

9. Institutional Credit Hour: Any credit hour attributed to a course that is recorded on the transcript with a grade and credit hours earned. Institutional credit hours shall be accepted for eligibility certification purposes only after the instructor submits the completed course grade in the normal manner to the institutional registrar for posting on the transcript.

EXCEPTION: Coursework awarded earned credit hours with a grade of F (or the equivalent) shall not be considered institutional credit hours for purposes of the Nine-Hour Rule, 24/26-Hour Rule, and the Progress Rule.

Credit hours attributed to a course in progress shall be considered institutional credit for purposes of determining identification and enrollment in twelve (12) credits when, as applied to the general student body, the course would appear on the transcript with a grade and credit hours earned upon completion.

The grade assigned to a course may include, but is not limited to, a letter grade, credit/no credit, pass/fail, and satisfactory/unsatisfactory.

Institutional credit hours shall be accepted for eligibility certification purposes only after the instructor submits the completed course grade in the normal manner to the institutional registrar for posting on the transcript.

CASEBOOK EXAMPLE

Institutional Credit

Case: A student enrolled in a course for three (3) credit hours and subsequently failed the course, showing zero (0) hours earned for the course on the student's transcript. Had the student completed the course successfully, credits associated with the course would have been shown on the student's transcript as earned and with a grade. Does the course count as institutional credit for the student?

Approved Ruling: Yes. The course itself is considered institutional credit even if a student fails the course. A student's performance in a given course does not determine whether the course meets the definition of institutional credit for purposes of identification and 12-hour enrollment. The student has not earned any institutional credit hours for the course, but the course shall be considered institutional credit hours attempted by the student in that term and shall be used for evaluating identification, 12-hour enrollment and GPA calculations.

CASEBOOK EXAMPLE

Recognition of Credits

Approved Ruling: When the grades are submitted in the normal manner to the registrar for posting on the transcript and the student is properly certified, the student is then recognized as having the credits apply in meeting NCCAA regulations.

10. Intercollegiate Contest: Any athletics competition in a sport recognized by the NCCAA and sponsored by the institution as an intercollegiate sport against competitors not identified with the institution. Alumni contests are considered as competition within the institution and not recognized as intercollegiate.
11. Non-Term: Any term that does not meet the definition of a term as defined in Item #20 below.

NOTE: This definition of non-term only applies to terms that begin after August 1, 2004. Prior to August 1, 2004, a non-term was enrollment in fewer than nine (9) institutional credit hours at a single institution during a given term or any summer session or inter-term.

CASEBOOK EXAMPLES

Non-Term – Attendance at a Non-Accredited Institution

Case: A student attends a non-accredited college, either junior or senior college, which may or may not sponsor an intercollegiate athletics program. What is the status of such a student?

Approved Ruling: For institutions in the U.S., the NCCAA shall use the Accredited Institutions of Post-Secondary Education published by the Council on Post-Secondary Accreditation by the American Council on Education to determine if terms are to be recognized by the NCCAA. If an institution is listed in this publication at the time of a student's attendance, the student transferring from this institution shall be charged terms of attendance, seasons of competition and be required to meet residency regulations as applicable.

If the institution is not listed in the publication and is not an NCCAA associate member, the student is considered not to have attended an institution of higher learning with regard to athletic eligibility. Foreign postsecondary institutions are considered accredited when determining terms of attendance.

(Note: The NCCAA shall use the Accredited Institutions of Post-Secondary Education published by the Council on Post-Secondary Accreditation by the American Council on Education to determine if terms are to be recognized by the NCCAA for terms prior to August 1, 2012.)

Non-Term – High School

Approved Ruling: High school students may take twelve (12) or more hours of college credits in a term without establishing a term of attendance.

Non-Term – Military Service

Approved Ruling: Members of the armed services, while on active duty, may take twelve (12) or more hours of college work during a term without establishing a term of attendance.

12. Normal Progress: The accumulation of academic credit at a rate so as to meet the minimum standards listed in Section C, item 9 of the NCCAA Eligibility Section.
13. Participation: Competing in an intercollegiate contest as defined by Section B, Item 10 of the NCCAA Eligibility Section.
14. Postseason Competition: Conference, region, or independent qualifying events.
15. Prospective Student: An individual who has never identified or whose previous collegiate identification was with another collegiate institution. The individual remains a prospective student until the student identifies with an institution in accordance with Item 8 above.

Prospective student are not permitted to practice or compete with an institution's team.

EXCEPTION 1: A prospective student may practice and compete with an institution's team during the summer (May 16-July 31) if the student is a high school graduate (or the equivalent) and not identified with any other institution of higher learning, and:

- a. Enrolled in a full-time class load, as defined by the institution, for the applicable summer term, or
- b. Enrolled in at least 12 institutional credit hours for the immediately subsequent fall term.

Such practice activities and competitions are not considered to be a tryout.

EXCEPTION 2: A prospective student, who is a high school graduate (or the equivalent) and not identified with any other institution of higher learning, may practice with an institution's team(s) prior to the start of the institution's academic term, or between regular academic terms, if the practice activity occurs during the team's 24-week season. Such practice activities are not considered to be a tryout.

EXCEPTION 3: This does not apply to sports mission trips.

16. Residency: Identification with an institution for sixteen (16) calendar weeks (112 calendar days) during the regular school year (summer session not included).

CASEBOOK EXAMPLE

16-Week Residency Period – Practice

Case: Can a student-athlete, who must fulfill the 16-week residency period, practice with the team during the 16-week residency period?

Approved Ruling: As long as the student is enrolled at the institution during the residency period, the student may practice with the team.

17. Scrimmage: A competition against competitors not identified with the institution when:
 - a. The competition is not listed or is noted as a scrimmage on the institutional schedule; and
 - b. No scores or statistics are reported by **NCCAA institutions**.

Scrimmages shall not be allowed in the following intercollegiate sports: cross country, golf, and track and field.

Students must be certified as eligible prior to participating in a scrimmage. Seasons of competition shall not be charged to students who participate only in scrimmages. Transfer students shall be governed by the association under which they competed.

CASEBOOK EXAMPLE

Scrimmage – Reporting Scores/Statistics

Approved Ruling: For a contest to be considered a scrimmage, scores, and statistics cannot be reported. This includes scores or statistics listed or appearing in an article on statistical reporting sites, athletic or institutional website, or community newspapers or websites.

Scrimmages – Season of Competition

Approved Ruling: A student participating in a contest that fits the definition of a scrimmage (Section B, item 17) shall not be charged a season of competition.

18. Season of Competition:
 - a. Participation in one (1) or more intercollegiate contests whether in a varsity, junior varsity, or freshman program. The NCCAA shall count seasons of competition based on intercollegiate participation charged by another intercollegiate athletic association.
 - b. Participation in any elite-level competition on or after the first day of the thirteenth month following high school graduation. The NCCAA shall count seasons of competition based on non-collegiate participation charged by another intercollegiate athletic association. Additional seasons of competition, based on non-collegiate participation, shall be charged when the student is not enrolled in a collegiate institution, or is enrolled but does not represent the institution in intercollegiate competition.

CASEBOOK EXAMPLES

Seasons of Competition – Transfer Students

Approved Ruling: A student transferring from one (1) NCCAA institution to another NCCAA institution shall have their seasons of competition determined under the rules of the NCCAA. However, previous seasons of competition for a student transferring from an institution not governed by the NCCAA shall be determined under the rules of the association (NCAA, NJCAA, NAIA, USCAA) from which the student transfers.

Discontinuance of a Sport During a Season

Approved Ruling: When an NCCAA institution discontinues a sport immediately, during the season, having completed one-half or less of its regular schedule, students on the team at the time of discontinuance shall not be charged with a season of competition in that sport, provided the students are eligible at the time the sport was discontinued.

EXCEPTION 1: An individual who trains or competes as a member of a non-collegiate post-secondary education (ie. Preparatory school) team shall not be charged a season of competition.

EXCEPTION 2: The date of a student's 18th birthday shall be used as the date of high school graduation if:

- a. The date of high school graduation cannot be ascertained; or
- b. The student earned a high school equivalency through the GED or other exam(s) without otherwise graduating high school.

EXCEPTION 3: While enrolled as a full-time collegiate student at an NCCAA institution, a student shall not be charged a season of competition based on participation as an unattached student-athlete. A student is considered to be competing as an unattached student-athlete if the following seven (7) criteria are met:

1. A coach or representative of the athletics department does not enter the student(s) in the event;
2. The institution or its representative does not provide meals or housing to the student(s) with regard to the event.
3. The student(s) does not wear an institutional uniform nor use the institution's name in the event;
4. Student(s) competing "unattached" are not covered by institutional athletic insurance;
5. Student(s) are made aware that they are not covered by institutional athletic insurance;
6. All competition and participation must conform to NCCAA amateur status regulations.
7. Student(s) are academically and athletically eligible for intercollegiate competition in accordance with all applicable NCCAA, conference, and institutional eligibility regulations.

NOTE:

1. For purposes of this bylaw, eligibility shall be determined by the National Eligibility Chair.
2. Unless specified elsewhere in the Bylaws, no student shall be charged more than one (1) season of competition during any 12-month period. Participation in elite-level athletic competition after May 15 shall be charged within the 12-month period that includes the subsequent academic year.
3. Athletes charged a Season of Competition pursuant to this paragraph must also comply with other applicable NCCAA Bylaws, including Amateur Rules and Eligibility Requirements.

CASEBOOK EXAMPLES

Summer Competition – Continuing Identification

Approved Ruling: Summer competition will be considered unattached, and is not subject to a competitive experience review, when a student is identified with an NCCAA institution in the spring and is identified with the same NCCAA institution the subsequent fall.

Summer Competition – Transfers and Students with Break in Enrollment

Approved Ruling: Competition after May 15 by a student who transfers institutions or has a break in enrollment is subject to a competitive experience review if the student was not charged with a season of intercollegiate participation during the preceding academic year. Summer competition by a student charged with a season of intercollegiate competition during the preceding academic year is not subject to a competitive experience review.

Case: A student identifies at a junior college but does not compete in the spring. The student participates in elite level competition during the summer, beginning after May 15. Can the student compete in intercollegiate competition during the subsequent academic year without being charged an additional season of competition?

Approved Ruling: Yes. The intercollegiate competition occurring during the subsequent academic year is considered a continuation of the in-progress season charged for the summer competition. However, the student is charged for the elite level summer competition, regardless of whether or not the student participates in intercollegiate competition during the subsequent academic year.

19. **Start of a Term:** Date listed in the institutional catalog as the first day of a term. If no such date is given, the start of the term shall be the first date of classes for that term according to the institution's academic calendar.
20. **Term of Attendance:** A term of attendance is any quarter, semester or trimester (excluding summer sessions) in which the student becomes identified at a single institution.

CASEBOOK EXAMPLES

Term of Attendance

Approved Ruling: A student is identified and charged a term upon enrolling in twelve (12) or more institutional credit hours at a single institution or at least nine (9) or more institutional credit hours at an NCCAA institution with at least three (3) hours at another institution as reported by the institution's registrar on an official transcript based on the institution's official census date, or by representing an institution in an intercollegiate contest.

Withdrawal and Transfer

Case: A freshman enrolled for twelve (12) credit hours at an institution this past fall and withdrew prior to the institution's official census date. Because the student withdrew within the drop period established by the institution, and no courses appear on the official transcript for the term, is this student subject to the Nine-Hour Rule for eligibility certification purposes in the next term?

Approved Ruling: No. The student withdrew from classes prior to the institution's census date and no classes appear on the official transcript for the fall term. Therefore, the student did not identify in the fall term and is not charged a term of attendance. The student is not considered a second-term freshman for eligibility purposes during the next term.

The word "term" as used throughout the Eligibility Section refers to quarter, semester, or trimester, whichever applies as the official unit of class attendance at any college or university.

If a student identified with an institution officially totally withdraws from that institution within twenty-one (21) calendar days following the official opening date of classes as stated in the institutional catalog and returns and again becomes identified with the same institution (without becoming identified at another institution), the student shall not be charged with a term of attendance for the term in which the student withdrew.

21. **Transfer:** A student who becomes identified with an NCCAA institution after having previously been identified with a two- or four-year institution of higher learning. Transfer students must complete the official NCCAA Transfer Player Eligibility Statement prior to their first participation at the NCCAA institution no matter how long ago the transfer occurred.

Once the student has completed the transfer form and has been in attendance for one term, the student is no longer considered a transfer student at the institution.

22. **Varsity Intercollegiate Sport:** A sport that has been accorded that status by the institution's chief executive officer or committee responsible for intercollegiate athletics policy AND satisfies all of the following conditions:
 - a. It is a sport that is administered by the department of intercollegiate athletics;
 - b. It is a sport for which the eligibility of the student is reviewed and certified by the institution's Compliance Officer or designated eligibility representative;
 - c. It is a sport in which qualified participants received the institution's official varsity awards.

SECTION C. ELIGIBILITY REQUIREMENTS

For a student to be eligible for any NCCAA-recognized intercollegiate competition, a member institution must ensure that the student conforms to the following regulations.

1. An entering freshman student must be a graduate of an accredited high school or be accepted as a regular student in good standing as defined by the enrolling institution.

2. An entering freshman student must meet two of the three entry-level requirements below. Students not meeting at least two of the three standards shall be denied athletics participation at a member institution for the first full year of attendance (two semesters, three quarters, or the equivalent) that such a student is identified with any institution(s). The three entry-level requirements are as follows:

- a. A minimum score of 18 on the ACT for tests taken before March 2016 or 860 on the SAT (Evidence-Based Reading and Writing and Math).

EXCEPTION: For ACT tests taken beginning March 2016, a minimum score of 16 shall satisfy this requirement. This exception shall apply through the 2018-2019 academic year, after which time the exception shall expire.

NOTE: The test score must be achieved at a single test sitting administered by a certified tester on a National, International or official state assessment testing date to apply to this requirement. A test taken under any conditions other than those listed is considered by both testing agencies to be a residual test and cannot be used for certification purposes. The ACT/SAT must be taken prior to the beginning of the term in which the student initially participates.

CASEBOOK EXAMPLES

Untimed ACT/SAT Scores

Approved Ruling: Students diagnosed with a learning disability may use untimed ACT/SAT test results to meet freshman eligibility standards. However, the test must be arranged, approved and conducted according to the procedure established by the ACT or SAT national office for the administration of such tests. Minimum score results needed to meet NCCAA freshman eligibility standards still must be achieved.

ACT/SAT Testing in the Fall Term

Approved Ruling: A student may take the ACT/SAT during the current fall term and use the results to meet the freshman regulation, provided the test was taken on a national testing date, the minimum score is achieved, and the results are received from the national test center in the usual manner before the student represents your institution. The key factor is that the test must be taken prior to the beginning of the term in which the student initially participates. Students would be eligible for participation on the day following the close of the fall term. Residual tests are not accepted.

- b. An overall high school grade point average of 2.00 or higher on a 4.00 scale;

CASEBOOK EXAMPLES

High School GPA

Approved Ruling: The GPA shall be determined from the student's high school transcripts that includes all coursework taken through the term immediately prior to graduation (e.g. the eighth term of school in which eight terms are necessary for a student to graduate).

High School GPA—Overall 2.00

Approved Ruling: Should a high school use a four-point scale, the high school GPA shall be used. Should a high school use something other than a four-point scale (e.g. a 12-point scale which uses the + and -), all high school grades shall be converted to the four-point scale to establish the GPA. Should the high school report grades as a numerical percentage, a student in the "C" range is considered to have met this regulation.

High School GPA—Attending Multiple High Schools

Approved Ruling: If a prospective student-athlete attended multiple high schools, the GPA listed on the student-athlete's final transcript is the GPA that shall be used to determine initial eligibility.

High School GPA – Prep School Attendance

Approved Ruling: Should a student be identified with a preparatory school for one full academic year, the GPA at the preparatory school shall be combined with the overall high school GPA for application to the freshman rule.

- c. Rank in the upper half of the student's high school class as it appears on the final high school transcript after the student's date of graduation. The class rank must appear on the student's transcript, leaving certificate or other academic document. If the student's class rank does not appear on the above-mentioned documents, a letter from the student's principal or headmaster, assistant or vice principal, guidance counselor or registrar, written

on the school's letterhead and with the school's official seal, stating that the student meets the class rank requirement can be accepted.

CASEBOOK EXAMPLES

High School Class Rank

Approved Ruling: The class ranking shall be determined from the student's high school transcript that includes all course work taken through the term immediately prior to graduation. (Example: The eighth term of school in which eight terms are necessary for a student to graduate.)

High School Class Rank – Top 50%

Approved Ruling: An incoming freshman student who graduates number 50 out of a high school graduating class of 100 shall meet the class rank requirement.

High School Class Rank – Prep School Attendance

Approved Ruling: Once students graduate from high school, their class ranking shall not change. Attendance at a preparatory school shall not affect this regulation.

NOTE 1: GED Students

The GED shall be recognized as satisfying the grade point average equivalent. The GED student must achieve a **test score in accordance with the regulations found in Section C. Item 2a** to meet the freshman requirements.

NOTE 2: Home-schooled students

Home-schooled students who complete a home schooling program conducted in accordance with the laws of the student's state of residence and achieve a minimum score of **18** on the ACT or 950 (**Evidence-Based Reading and Writing and Math**) on the SAT shall meet entering freshmen requirements.

For ACT tests taken beginning March 2016, a minimum score of 18 shall satisfy this requirement. For ACT tests taken prior to March 2016, a minimum score of 20 is required. This criteria shall apply through the 2018-19 academic year, after which time testing requirements for freshman eligibility shall be reevaluated.

NOTE 3: International students

An incoming freshman who graduated from a high school outside the United States or one (1) of the U.S. territories shall meet the same eligibility criteria required of a regular freshman student listed in Section C.1 and 2. High school graduation and cumulative grade-point averages shall be determined based on current published NCCAA initial-eligibility guidelines for international students (see below).

If the student has graduated from a high school outside the United States or one (1) of the U.S. territories and the high school transcript is such that the grade point average cannot be determined and the class ranking is not available, this student can be ruled eligible by meeting the specific institution's admission criteria for international students and by meeting the following NCCAA criteria:

1. A score of 18 on the ACT or 860 on the SAT (**Evidence-Based Reading and Writing and Math**)
2. Meet the entering freshman requirements as defined for students from each country in the most current Guide to International Academic Standards for Athletics Eligibility published by the NCAA (based on AACRAO guidelines).

Students not meeting at least two of the three standards shall be denied athletics participation at a member institution for the first full year of attendance (two semesters, quarters, or equivalent) that such a student is identified with an institution(s).

3. The student must be identified and enrolled in a minimum of twelve (12) institutional credit hours at the time of participation.

CASEBOOK EXAMPLES

Maintaining Institutional Identification

Approved Ruling: A student must maintain twelve (12) institutional credit hours, nine (9) institutional credit hours at an NCCAA institution, in order to participate intercollegiate athletics. Upon reducing the class load to fewer than twelve (12) institutional credit hours at a NCCAA institution, the student is no longer eligible.

12-Hour Enrollment Rule – Graduate Hours

Approved Ruling: Graduate credit hours may be included in the twelve (12) institutional credit hours in which a student must be enrolled.

EXCEPTION: A student who shall complete requirements for graduation within ten (10) semesters, fifteen (15) quarters, twelve (12) trimesters or less may retain eligibility during the last term of attendance of the senior year by enrolling in fewer than twelve (12) institutional credit hours. Official verification must be provided by the registrar that the student has completed all other academic requirements for graduation except for the currently enrolled credits. Such verification must be provided to the Eligibility Chair.

A student invoking the above Exception who completes all academic requirements for graduation and who subsequently enrolls in and seeks a second baccalaureate or equivalent degree at the same institution, who enrolls in and pursues a second major area of study at the same institution, who enrolls in a graduate or professional school, or who is enrolled in a fifth-year, post baccalaureate degree teacher education is eligible to participate provided the student has athletic eligibility remaining and meets the criteria of the Exception to Section D(5).

The term in which the student invokes this Exception shall be counted as a term of attendance. However, this term shall not count in the calculation of the 24-Hour Rule. To calculate the 24-credit hours, the institution should consider the two terms immediately preceding the term the student completes the requirements for graduation.

A student who invokes the above Exception and does not graduate forfeits any remaining eligibility in all sports sponsored by the NCCAA.

4. The student must maintain institutional identification during any term of participation. For exceptions see Section D, items 3 and 4.
5. The student must have accumulated a minimum of nine (9) institutional credit hours prior to identification for the second term of attendance.

Only those institutional credit hours earned after identification (at any institution) may be applied toward meeting the Nine-Hour Rule for a second-term freshman.

CASEBOOK EXAMPLES

Nine-Hour Rule – Summer Attendance Prior to Initial Identification

Approved Ruling: A student who enters college for the first time in the summer and then enrolls for the fall term, may not apply summer credit hours to meet the nine (9) institutional credit hour rule. Summer attendance does not identify a student with an institution. The hours earned in the summer cannot count toward the Nine-Hour Rule because they occur prior to the student's initial identification.

Nine-Hour Rule – Identification

Case: A student graduates high school in May. She enrolls in twelve (12) credit hours at an NCCAA institution the subsequent fall. She passes all twelve (12) hours, but only six (6) meet the definition of institutional credit. The student has not taken any additional college coursework. Is the student eligible for the spring semester?

Approved Ruling: No. An entering freshman identifies in the fall by enrolling in twelve (12) credit hours. She is considered a second-term freshman in the spring and must have accumulated at least nine institutional credit hours prior to the beginning of the student's second term of attendance.

Nine-Hour Rule – Incomplete Grades

Case: A first-term freshman passes eight (8) hours and receives four (4) hours of incomplete work. An extension is granted to complete the work because the student is otherwise passing the incomplete course. Does this student satisfy the Nine-Hour Rule required for second term freshmen?

Approved Ruling: No. The student has not passed the nine (9) institutional credit hours required for all first term freshmen and is therefore ineligible. Upon making up the incomplete and having the grade submitted to the registrar for posting on the transcript, the Nine-Hour Rule would then be satisfied. The athlete shall not compete until this incomplete is made up, the grade is submitted to the registrar and the student is properly certified as eligible. The same also applies to complying with the 24/36 hour rule.

6. 24 Hour Rule: After completion of the second semester term or third quarter term of attendance and from then on, a student must have accumulated a minimum of twenty-four (24) institutional credit hours in the two immediately previous terms of attendance (two most recent terms of attendance) in a semester system or thirty-six (36) institutional credit hours in the three immediately previous terms of attendance (three most recent terms of attendance) in a quarter system.

A student transferring from a quarter system to a semester system must have accumulated twenty-four (24) institutional credit hours in the previous two terms of attendance after the first term of attendance at the new institution.

A student in a quarter system must have accumulated twenty-four (24) institutional credit hours in the previous two (2) quarter terms of attendance if completion of three (3) quarter terms of attendance has not occurred. Upon completion of three quarter terms of attendance the student must have accumulated thirty-six (36) institutional credit hours.

No more than twelve (12) institutional credit hours earned during summers and/or during non-terms may be applied to meet the 24/36 institutional credit hour requirement. Such credit must be earned after one (1) or both of the two (2) immediately previous terms of attendance.

All credit hours used to meet this total of 24/36 institutional credit hours are to be taken at face value and are not to be converted, even if earned at different institutions using different credit hour systems (e.g., quarter and semester).

Credits earned by attending night, correspondence, and extension courses approved by the home institution may be applied in satisfying the 24/36-Hour Rule and/or the 12-Hour Enrollment Rule but are subject to the definition of "term of attendance."

CASEBOOK EXAMPLES

Correspondence Courses and/or CLEP

Correspondence and Extension Courses Case: A student starts and completes a three-hour correspondence or extension course approved by the home institution after the beginning of the fall term. The three hours give the student 24/36 credit hours. Can these hours be applied to meet the 24/36-Hour Rule for fall eligibility?

Approved Ruling: No. Hours to be applied to meet the 24/36-Hour Rule must be earned prior to the current term. If an extension course was first attended prior to the first day of class of a term or the student completed the first lesson of a correspondence course prior to the first day of class of a term, the credit would be applied to the term in which the institution would normally record the credit on the transcript. Credits earned by exam may only be used to satisfy the 24/36-Hour Rule if either (1) the credits are applied to the term in which the institution would normally record the credit on the transcript, or (2) the credits are accepted by the institution, the institution has official documentation from the testing service noting the date the credits were earned and the credits were earned during or after the terms being evaluated for 24/36-Hour Rule. Hours to be applied to meet the 24/36-Hour Rule must be earned prior to the term in which the student seeks to participate.

CASEBOOK EXAMPLE

24/26-Hour Rule – Quarter System

Case: A student is transferring from an institution using the quarter system to one using the semester system. The student has completed eleven (11), fourteen (14), and eleven (11) credits in the last three terms. Is the student eligible under the 24/36-Hour Rule?

Approved Ruling: Yes. Under the 24 semester/36 quarter rule a student who completes thirty-six (36) institutional credit hours during the last three (3) quarter terms of attendance is eligible to compete, provided he meets all other eligibility requirements. Additionally, the student must pass thirteen (13) institutional credit hours

the first term of attendance at the semester school to meet the 24-Hour Rule for the second term at the semester school.

24/36-Hour Rule – Transfer

Case: A freshman student transfers from an institution that uses the quarter system to an institution that uses the semester system. In the fall and winter quarter terms at the original institution, she completes and passes thirteen (13) and eleven (11) institutional credit hours. The student then passes twelve (12) credit hours in the spring semester at her new institution. Will she meet the requirements of the 24/36 hour rule due to her passing thirty-six (36) hours in her previous three terms of attendance and be eligible for the fall semester?

Approved Ruling: No. A student must accumulate thirty-six (36) institutional credit hours in the previous three (3) quarter terms of attendance. If a student does not complete three (3) quarter terms, the rule of accumulating twenty-four (24) institutional credit hours in the previous two terms of attendance takes precedent. In this instance, the student has accumulated only twenty-three (23) hours in the previous two (2) terms of attendance and is not eligible.

24/36-Hour Rule – Mixed Terms

Case: A student completed ten (10) semester hours during the first term at a junior college and completed twelve (12) quarter hours the next term at our institution. As a matter of institutional policy, we convert all hours to our terms, and thus the ten (10) semester hours would equal fifteen (15) quarter hours. Using this method, the fifteen (15) and ten (10) quarter hours would total more than twenty-four (24) hours the two (2) previous terms. Is this permissible in determining NCCAA eligibility?

Approved Ruling: No. Credits earned at a school are not to be converted but taken at face value when applying the twenty-four (24) credit hour rule. In this case, the athlete has completed only twenty-two (22) hours of credit the last two (2) terms and would not be eligible.

24/36-Hour Rule vs. Progress Rule

Case: What is the difference between the 24/36 Hour Rule and the progress rule for participation in a second season of competition? If a student has earned 24/36 hours in the last two (2) terms of attendance, isn't the progress rule met as well?

Approved Ruling: The 24/36 Hour Rule and the Progress Rule are two separate concepts and are to be applied independently. The 24/36 Hour Rule states that a student must have accumulated a minimum of 24/36 institutional credit hours in the two (2) semester/three (3) quarter immediately previous terms of attendance. These hours are always taken at face value, even if a transfer is involved and the new institution does not accept all of the hours. The progress rule involves institutional credit recognized by the student's current institution, with an exception for entering transfer students. Transfer students use the credit hours from the previous institution(s) only for the initial term at the new institution.

EXCEPTION 1: See Section B, Item 8, Note 2.

EXCEPTION 2: A transfer student who has met the graduation requirements for an associate degree from a junior college and who has not been identified with any institution(s) of higher learning for more than five (5) semesters or seven (7) quarters shall be exempt from meeting the 24/36 Hour Rule for the first term upon transferring to an NCCAA institution provided:

- a) the transferring student passed all hours required for graduation in the term in which graduation occurs and;
- b) less than 24/36 hours were required for graduation during the last two (2) semesters/three (3) quarters terms.

Students receiving this exception must pass at least twelve (12) hours in their first term of attendance at the four-year school to retain eligibility for a second term. The last semester/trimester/quarter at the junior college shall count as a term of attendance.

EXCEPTION 3: A student shall be exempt from meeting the 24/36 Hour Rule only during the first term in which the student initially competes in any sport at the intercollegiate level, provided the student has not previously participated in any intercollegiate sport at any institution and meets one of the following:

- a. Meets freshman eligibility requirements (applies only to students in the first four (4) semesters/six (6) quarters or equivalent, of attendance); or

-
- b. Has an overall GPA of 2.00 on a 4.00 scale calculated on the basis of all transcripts from all institutions (applies to students in all terms following the fourth semester/sixth quarter, or equivalent of attendance.)
7. The student must be making normal progress toward a recognized baccalaureate degree and maintain the minimum grade point average as defined by the institution and the NCCAA (where applicable).
8. Upon reaching junior academic standing as defined by the institution, a student must have a cumulative grade point average (GPA) of at least 2.00 on a 4.00 scale. The 2.00 cumulative grade point average (GPA) or higher must be certified each grading period in which the student wishes to compete after junior academic standing is reached.
9. Progression Rule: To participate a second season in a sport, all students must have accumulated at least 24 semester/36 quarter (or equivalent) institutional credit hours. Transfer students shall use institutional credit hours as certified by the previous institution(s) to meet this requirement only for their first term of attendance at a member institution. Thereafter only institutional credit recognized by the student's current institution and submitted to the registrar for posting on the transcript shall apply.

EXCEPTION: A freshman who initially becomes identified after the first term in the fall shall meet this requirement by having passed twelve (12) semester or twenty (20) quarter institutional credit hours. This exception shall apply to the second season of competition regulation only.

To participate the third season in a sport, all students must have accumulated at least 48 semester/72 quarter (or equivalent) institutional credit hours. Transfer students shall use institutional credit hours as certified by the previous institution(s) to meet this requirement only for their first term of attendance at a member institution. Thereafter only institutional credit recognized by the student's current institution and submitted to the registrar for posting on the transcript shall apply.

To participate the fourth season in a sport, all students must have accumulated at least 72 semester/108 quarter (or equivalent) institutional credit hours, at least 48 semester/72 quarter hours of which must be in general education and/or in the student's major field of study.

Transfer students shall use institutional credit hours as certified by the previous institution(s) to meet this requirement only for their first term of attendance at a member institution. Thereafter only institutional credit recognized by the student's current institution and submitted to the registrar for posting on the transcript shall apply.

CASEBOOK EXAMPLES

Progress Rule – Transfer Credit Taken at Face Value First Term Only

Approved Ruling: A transfer student bringing in “D” credit may have the “D” credit hours applied to all academic requirements the first term the student is identified only. Thereafter only those credits that are accepted toward a degree or are required by your institution and placed on your institutional transcript may apply.

To participate in a third and/or fourth season in a sport, all students must have and maintain a total cumulative GPA of at least 2.00 on a 4.00 scale. The GPA for students with continuing identification at your institution shall be calculated according to the official institutional policy for all students. The GPA for entering transfer students shall be calculated by dividing all quality points achieved by the total number of hours attempted for all courses listed on all official transcripts from all institutions previously attended.

10. The student must be eligible according to the institution's standards for intercollegiate competition.
11. If a dual member with NCAA or NAIA, the student must be eligible according to affiliated conference standards.
12. A repeat course is defined as a course previously passed with a grade of "D" or better in any term, non-term, and subsequently retaken.

Repeat courses previously passed with a grade of “D” in the initial attempt and retaken, earning a grade of “C” or better, shall be considered toward satisfying the 24/36-Hour Rule.

Repeat courses previously passed with a grade of “D” in the initial attempt and retaken, earning a grade of “D”, shall be excluded and cannot be considered towards satisfaction of the 24/36-Hour Rule. Only the initial attempt shall be considered toward satisfying the 24/36-Hour Rule.

A maximum of one (1) repeat course per term previously passed with a grade of "D" (or the equivalent) may be counted toward satisfying the 12 Hour Enrollment Rule.

Repeat courses previously passed with a grade of "C" or better cannot be applied to meet either the 12 Hour Enrollment Rule or the 24/36-Hour Rule.

CASEBOOK EXAMPLE

Repeat Course – Term of Attendance

Approved Ruling: All repeat courses previously passed shall be applied to the definition of a term of attendance. The allowing of one (1) course previously passed with a "D" grade to count toward satisfying the twelve (12) institutional Hour Rule is an exception to the 12 Hour Enrollment Rule only.

Re-taking a Failed Course

Approved Ruling: A student may repeat a course that was previously failed and have it count toward the current 12 Hour Enrollment Rule and, if passed, toward the 24/36 Hour Rule. A failed course is not considered a repeat course.

13. For the fall term only, if athletic contests are scheduled before the opening date of classes, an enrolled student may compete prior to the first day of class, provided the student meets all other eligibility requirements.

For all other terms during the regular academic year, a student enrolled in the second (or subsequent) term may compete between terms (beginning on the day following the close of the concluding term), provided the student meets all eligibility requirements for the upcoming term.

CASEBOOK EXAMPLE

Inter-term Identification

Approved Ruling: A student attending a specific institution for the first time during an inter-term shall become identified upon enrolling in three-fourths (or two-thirds if three-fourths is not appropriate) of the normal inter-term load as noted on the institution's official transcript.

Such students would be considered to be enrolled in the equivalent of twelve (12) hours and, assuming all other applicable eligibility requirements are met, could represent the institution after being properly certified. The student shall not be charged a term of attendance for this inter-term session.

14. A student who is eligible the last day of a term may retain eligibility until midnight of the 21st calendar day following the close of a term to allow an institution time to recertify eligibility. This regulation does not apply to students who complete all requirements for graduation or complete ten (10) semesters of attendance (or equivalent). Further, students declared ineligible by the institution or region shall lose eligibility immediately upon such declaration.

CASEBOOK EXAMPLE

21 Days of Extension of Eligibility (except Graduation and ten (10) Semesters)

Approved Ruling: After the end of a term, an institution has 21 calendar days or until the first contest after the end of the term (whichever is later) to re-check the eligibility of all students who were certified as eligible for the term just ending. This applies only to students being re-certified. Students establishing eligibility for the second term must be certified prior to participation.

During this 21-day period, all students who were eligible during the term just ended may continue to represent their institution in intercollegiate athletics. Should a student continue to represent an institution after this 21-day period and not be re-certified, it shall be considered a violation. Further, students declared ineligible by the institution or conference shall lose eligibility immediately upon such declaration.

15. A student enrolling in college after the date set by the institution for enrollment of regular full-time students shall not be eligible to compete in intercollegiate athletics until two (2) full calendar weeks of residency have been completed.

CASEBOOK EXAMPLE**Late Enrollment**

Approved Ruling: A student completing enrollment after the date established and published by an institution for enrollment of regular full-time students must be withheld from all participation until establishing two (2) full calendar weeks of residency. Competition may begin the 14th day after attending class.

SECTION D. RETENTION: RE-ESTABLISHMENT OF ELIGIBILITY (Also see Section E, item 2)

1. A student may participate four (4) seasons in one sport in ten (10) semesters, twelve (12) trimesters, or fifteen (15) quarters of attendance if otherwise eligible. The ten (10) semesters need not be consecutive. During the ninth or tenth semester, or equivalent, the student may participate in any sport in which the student has not already used four (4) seasons of participation.
2. With reference to establishing or re-establishing eligibility in the same institution a student is eligible for athletics participation on the day following the close of a term, provided the student meets all eligibility requirements for the upcoming term and is properly certified as eligible.

CASEBOOK EXAMPLE**Recognition of Credits**

Approved Ruling: When the grades are submitted in the normal manner to the registrar and are posted on the transcript and the student is properly certified, a student is then recognized as having the credits apply in meeting NCCAA regulations.

Incomplete Grades

Approved Ruling: If a student is ineligible due to having insufficient hours but can become eligible if an incomplete grade is made up satisfactorily, the student shall not compete until the incomplete is made up, the grade is submitted to the registrar as described above and the student is properly certified as eligible.

3. A student attending a college on the trimester system may participate in spring sports if the student was identified the previous term at that institution and completed 24/36 institutional credit hours or more since the beginning of the fall term of the current school year, and is otherwise eligible although not enrolled during the third trimester.
4. A student who is eligible during the regular sport season for a particular sport and who is eligible at the end of the regular sport season shall retain eligibility in that particular sport for participation in NCCAA postseason competition provided the student has been in attendance the term immediately preceding the postseason competition.
5. A student who has completed all academic requirements for graduation from a four-year institution as defined by that institution shall no longer be eligible to compete in intercollegiate athletics.

EXCEPTION 1: A student who has completed all academic requirements for graduation and who is enrolled and seeking a second baccalaureate or equivalent degree at the same institution or who is enrolled and pursuing a second major area of study at the same institution may participate in intercollegiate athletics provided the student has athletic eligibility remaining.

EXCEPTION 2: A student who has completed all academic requirements for graduation and who is enrolled in a graduate program, professional school or fifth year, post-baccalaureate degree teacher education program may participate in intercollegiate athletics provided the student has athletic eligibility remaining and the following conditions are satisfied.

The graduate must be enrolled in a full-time class load as defined by the school in lieu of twelve (12) institutional credits at the time of participation.

To maintain eligibility status, the student must successfully complete the full-time class load as defined by the institution.

The registrar must certify in writing to the Regional Eligibility Chair that the above conditions have been met prior to participation of the student. Students enrolled for a second major do not meet this condition for an exception.

SECTION E. TERMINATION OF ELIGIBILITY

1. A student terminates athletic eligibility at the end of a term upon completing ten (10) semesters, or twelve (12) trimesters, or fifteen (15) quarters in which the student is identified (See Section B, Item 8 of the NCCAA Eligibility Section).
 - a. **EXCEPTION 1:** A female student shall be granted a two-semester or three-quarter one-time extension of the ten-semester rule due to pregnancy. The request for the extension period of time shall be processed as an exceptional ruling to a standard rule.
 - b. **EXCEPTION 2:** A student **may** be granted up to a two-semester or three-quarter one-time extension to the ten-semester rule due to a debilitating illness (i.e., cancer, chemical dependency) **and treatment or a sufficiently intrusive psychological or mental illness. Appropriate medical documentation that establishes the student's inability to compete is required and must be provided by an individual who is qualified and licensed to diagnose and treat the particular illness (e.g., doctor of medicine, doctor of osteopathic medicine, psychologist, psychiatrist, clinical counselor, etc.).** The request for the extended period of time shall be processed as an exceptional ruling to a standard rule.

CASEBOOK EXAMPLE

Counting Terms of Attendance (Semesters/Quarters/Trimesters)

Approved Ruling: All terms (not hours) are converted to the type of term used by the institution currently being attended. The terms are converted as follows:

- 1 semester = 1 1/2 quarters – 1 1/5 trimesters
- 1 quarter = 2/3 semester
- 1 trimester = 5/6 semester

NOTE: This conversion refers only to terms of attendance. Credit hours earned at an institution are not converted but rather applied at face value.

Fractions of Terms

Approved Ruling: A student may play out a term if they have 2/3 of a term left. However, if a student has less than one-half a term remaining at the beginning of a term, their eligibility terminated.

2. A student who loses eligibility at the end of a term because of graduation becomes ineligible at the end of the week (11:59 p.m. (ET), Saturday) in which the term ends.

EXCEPTION: Students who graduate at the close of the fall/winter term and who have qualified for NCCAA national competition for the immediately following spring/summer through the regional event held in the fall/winter shall not be required to have been in attendance the immediately preceding term prior to postseason competition to be eligible. The student is subject, however, to any contrary ruling, which may be made by the local institution or region.
3. A student who loses eligibility at the end of a term other than because of graduation or completion of ten (10) semesters of attendance becomes ineligible no later than midnight of the 21st calendar day following the close of the term. If an institution checks eligibility prior to the 21-day deadline (Section J, item 2) and determines that a student has become ineligible, the student becomes ineligible immediately.
4. No student shall be permitted to participate in intercollegiate athletics for more than four (4) seasons in any sport.
5. Any student **for whom any of the following conditions apply** shall have no eligibility remaining in that sport within the NCCAA.
 - a. **Completed eligibility;**
 - b. **Been permanently banned in a given sport(s) at any four-year institution, either NCCAA-affiliated or other;**
OR
 - c. **Been permanently banned in a given sport(s) by any athletic association (two-year or four-year).**

A student for whom any of these conditions apply cannot regain eligibility in that sport at an NCCAA institution.

EXCEPTION: For eligibility purposes the NCCAA does not recognize the NCAA "five year rule" or age limitation regulations.

SECTION F. TRANSFER REQUIREMENTS: GENERAL

1. A student previously identified with an institution of higher learning (two (2)- or four (4)-year), who then transfers to a member college or university must complete the Official NCCAA Transfer Player Eligibility Statement, and the institution must mail this statement to the National Eligibility Chair prior to the student participating.
2. A student becomes identified with an institution upon representing an institution in an intercollegiate contest or enrolling in twelve (12) or more institutional credit hours as reported by the institution's registrar on an official transcript based on the institution's official census date (summer session not included). Anyone transferring after identification becomes a transfer student.
3. If a student identified with an institution officially withdraws from that institution within 21 calendar days following the official opening date of classes as stated in the institutional catalog and RETURNS and becomes identified with the same institution (without becoming identified at another institution), the student shall not be charged with a term of attendance for the term in which the student withdrew.
4. If a student becomes identified at an institution and officially totally withdraws from that institution within 21 calendar days and subsequently becomes identified at an NCCAA institution after remaining out of school for at least two full consecutive semesters, two full consecutive trimesters or three full consecutive quarters following the term of withdrawal, the term shall not be counted in application of the Nine-Hour Rule, 24/36 institutional credit hour rule. The term shall be charged as a term of attendance with respect to the ten (10) semester, twelve (12) trimester, or fifteen (15) quarter limit. However, the transfer rule shall apply and the term shall be counted in application of the Nine-Hour Rule or the 24/36 institutional credit hour rule if the athlete participated during the 21 days.
5. If a student identified with an institution officially withdraws from that institution after the institution's official census date then transfers and becomes identified with another institution, the student shall be charged with a term of attendance (and zero (0) hours credit) for withdrawing after the institution's official census date.
6. A student who has been dismissed, expelled, or suspended (or its equivalent) from any institution of higher learning must establish residency of two (2) semesters, two (2) trimesters, or three (3) quarter terms of attendance at a four-year institution or until the institutional dismissal or suspension period at the sanctioning institution has been terminated, whichever is shorter, before intercollegiate participation at an NCCAA institution shall be permitted.

CASEBOOK EXAMPLE

Suspension within Previous Athletic Department

Case: A student was admitted in good standing and has enrolled at their institution. The student was placed on suspension by the previous institution's athletic department. Does the previous suspension for violating athletic department policies affect eligibility within the NCCAA?

Approved Ruling: Yes. The student must establish two full semesters (or the equivalent) at your institution or until the institutional suspension policy at the suspending institution has been terminated, whichever is shorter. This residency of two semesters is still required if the student was allowed to attend the previous institution after the athletic department policy suspension. However, violation of team/coach's rules is not considered the same as violating institutional athletic department policies.

EXCEPTION 1: If the suspension (or its equivalent) occurred at a two-year institution within the student's first two semester, three trimester, or three quarter terms of attendance, the required residency (if necessary) may take place at any two-year or four-year institution.

EXCEPTION 2: A student who has been dismissed, expelled, or suspended (or its equivalent) for failure to meet institutional academic requirements, but still meeting NCCAA eligibility requirements, shall not be subject to this restriction provided the student has not participated in intercollegiate athletics at any collegiate institution for one (1) full calendar year after suspension from the original institution.

7. A transfer student who was suspended or was declared otherwise ineligible due to misconduct while representing an institution in competition, in accordance with the bylaws, must serve the period of suspension at the institution to which the student transfers before intercollegiate participation shall be permitted.

8. Attendance during a summer session or in a non-term (enrolled in fewer than nine (9) credit hours) does not count toward satisfying the sixteen (16) weeks residence requirement.
9. A student transferring to an institution using the trimester system may meet the residency requirements by enrolling in any regular trimester and establishing sixteen (16) calendar weeks (112 calendar days) of residence.
10. A student charged with a season of competition in one sport by different institutions in the same academic year shall be charged with two seasons of competition. A student could amass two seasons of competition within one (1) academic year.

EXCEPTION: A student competing at a junior college who meets the requirements for graduation from that junior college and transfers to a member institution during the same sport season and is otherwise eligible to compete at the member institution in the same sport shall be charged with only one (1) season of competition.

CASEBOOK EXAMPLES

Transfer – Participation at Different Institutions During Same Season

Approved Ruling: A student may participate in a given sport at two (2) different institutions during the same academic year. Such a student shall, however, be charged with two (2) seasons of competition in the same academic year if the student is charged a season of competition by the first institution and charged a season of competition by the NCCAA institution. See exception immediately below.

Junior College Graduate Competes for Two Different Institutions/Same Year

Approved Ruling: A junior college graduate who competed at the junior college and then transfers to a member institution during the same sport season and is otherwise eligible shall be charged only one (1) season of competition in a sport for representing two different institutions in the same sport during an academic year.

SECTION G. TRANSFER: PREVIOUS IDENTIFICATION AT A FOUR-YEAR INSTITUTION

1. A student who has participated in an intercollegiate contest at the immediately previous four-year institution and who then transfers to an NCCAA member institution shall be required to be in residence for a period of sixteen (16) calendar weeks before being eligible for the sport(s) previously participated in at the four-year institution.

A student shall have the sixteen (16) calendar weeks residency requirement waived for participation in that same sport provided the student has a cumulative minimum overall GPA of 2.00 (on a 4.00 scale) from all previously attended institutions of higher learning and receives a release from the Athletics Director, **Assistant Athletics Director or Compliance Officer** at the immediately previous four-year institution.

EXCEPTION: A student who has completed all academic requirements for graduation and who has transferred to an NCCAA institution and enrolled in a graduate program, professional school or fifth year, post baccalaureate degree teacher education program shall not be subject to the residency requirement. A graduate transfer student can compete immediately at the new institution, and there is not a release or minimum GPA required, pursuant to any applicable institutional rules.

A student who has not participated in an intercollegiate contest at the immediately previous four-year institution is not subject to the residency period in that sport.

The term “16 weeks” refers to sixteen (16) consecutive calendar weeks (112 calendar days), including vacations and inter-terms (except summer terms). The sixteen (16) weeks does not refer to school weeks.

CASEBOOK EXAMPLES

Transfer – Participation at Four-Year and Two-Year Schools

Case: A student competed at a four-year institution for one (1) year. The following year, he transferred to a two-year institution where he competed. The student has not identified at any other schools. The student is now transferring to an NCCAA institution. Does the 16-week residency requirement apply?

Approved Ruling: No. The residency requirement applies when a student’s immediately previous participation was with a four-year school. The residency requirement does not apply if a student’s immediately previous participation was with a two-year institution, even if the student initially competed at a four-year institution.

Transfer – Discontinued Institution

Approved Ruling: The 16-week residency requirement is waived for such a student, provided the student transfers within one (1) calendar year of the discontinuance of the institution.

Transfer – Discontinued Sport

Approved Ruling: A student who participates in a sport that is subsequently discontinued at an institution and transfers from that institution to another does not have to satisfy the residency requirement, provided the student satisfies all other eligibility requirements and transfers within the first two (2) full terms after the institution announces the discontinuance of that sport and provided the institution does not announce reinstatement of that sport while the student is still attending the institution.

2. This period shall be counted from opening date of classes as stated in the official college catalog or from the date on which the student enrolls, whichever is later. No part of the sixteen (16) weeks shall fall between the end of the term immediately preceding the regular summer term and/or summer vacations and the beginning of the fall term.
3. The residency requirement shall be satisfied at the beginning of the day following the end of the sixteen (16) calendar weeks (at the beginning of the 113th calendar day) from the first day of class. Should the sixteen (16) week period be satisfied after the institution's regular season has been completed, the student has established eligibility for the following season in that sport but is not eligible for postseason athletic competition in that sport which is held during an extended period of the term just completed.

SECTION H. TRANSFER: PREVIOUS IDENTIFICATION AT A JUNIOR COLLEGE

A student whose immediately previous identification and participation was with a two-year institution and who transfers to an NCCAA member institution shall not be required to meet the sixteen (16) weeks residency requirement. The student shall fulfill all academic requirements of NCCAA and is entitled to only four (4) seasons of participation in a given sport at the intercollegiate level.

SECTION I. MILITARY SERVICE EXCEPTION

1. A student whose college attendance has been interrupted or delayed by one (1) year or more of continuous active military duty in the armed forces of any nation shall be eligible for athletic participation immediately upon enrolling in a minimum of twelve (12) institutional credit hours and becoming identified.

The student may retain eligibility in the succeeding term by:

- a. having earned a minimum of 24/36 institutional credit hours the two immediately previous terms of attendance, **OR**
 - b. satisfying the requirements for a second term student by having completed nine (9) institutional credit hours the immediately previous term of attendance.
2. The duration of the application of the Military Service Eligibility Exception shall be limited to the first two (2) full semesters or three (3) quarters following release from active duty. Thereafter, the student is not entitled to any provisions of the Military Service Exception rule, and all regulations shall apply.

CASEBOOK EXAMPLES**Military Service**

Approved Ruling: This exception automatically excuses a veteran from the application of all entrance requirements (freshman rule, residency rule, 24/36 Hour Rule, progress rule) and makes the veteran eligible immediately upon registration as a regular student carrying twelve (12) or more credit hours.

The National Eligibility Chair must be furnished with a copy of the student's discharge paper in order for a student to be certified under this exception. Students using this exception shall be charged with terms of attendance and seasons of competition for terms and seasons used prior to entry into the military service.

To be eligible during the second term after re-entering college, the student (veteran) may use EITHER of two options:

- a. Satisfying the regular 24/36 Hour Rule as it applies to the last term before entering service and the first term after returning.

OR

- b. Passing nine (9) credit hours in the first term after returning and being accepted in good standing. (The last term before entering service would not apply to this option).

Time Limit to Apply Exception

Case: I was released from active duty in April 2010. I did not enroll in college in either the fall term 2010 or the spring term 2011. I plan to enroll in the fall term 2011. May I apply the Military Service Exception Rule?

Approved Ruling: No. You have exceeded the duration of application of the Military Service Exception and are not entitled to the any part of the exception.

Military Service Eligibility Exception Applies to One (1) Institution

Approved Ruling: The Military Service Eligibility Exception can be applied at one (1) member institution only. Upon transfer to a second member institution all provisions of Article V apply.

3. **Military Service Seasons of Competition Exception**

An individual serving full time in the armed forces of any nation shall not be charged with a season of competition for competing in outside competition while representing the military (base team or intra-military) during the period of full-time service.

SECTION J. SUBMISSION OF NCCAA OFFICIAL ELIGIBILITY CERTIFICATES

1. It shall be the responsibility of the Compliance Officer of each member institution to check the eligibility of each student prior to allowing the student to represent the institution in any manner (e.g. scrimmages, intercollegiate contests) against competitors not directly identified with the institution in any sport recognized by the NCCAA.

An NCCAA Official Eligibility Certificate signed by the Registrar, Athletics Director, Coach, and Compliance Officer of the institution is to be submitted to the National Eligibility Chair prior to participation. Reports become delinquent on the date following the first contest.

NOTE: The Certificate of Clearance is required for completion of eligibility certification, but it is not required to be submitted to the National Eligibility Chair. The Compliance Officer must retain a signed copy of the Certificate of Clearance and produce the certificate upon request.

CASEBOOK EXAMPLES

Certification of Student-Athletes

Approved Ruling: Eligibility certification is required for all students before representing their institution in any manner (scrimmage, exhibition, freshmen, junior varsity or varsity) against competitors not directly identified with the institution in any sport recognized by the NCCAA. The institution must submit eligibility certification to the National Eligibility Chair prior to participation.

Submitting Eligibility Certificates

Approved Ruling: The NCCAA Official Eligibility Certificate, and if applicable, the Transfer Player Eligibility Statement, and Competitive Experience Form must be sent to the National Eligibility Chair before competition is allowed. Certificate of Clearance must be filed with the Compliance Officer. Students competing prior to submitting the proper forms are participating ineligible. Penalties for delinquent filing can be severe.

2. Institutions which sponsor sports that carry over from one (1) term to another (basketball, swimming and diving, wrestling, etc.) must certify that students participating in these sports are eligible for all terms in which the competition takes place. A statement signed by the Registrar, Athletics Director, and Compliance Officer noting that the students have been re-evaluated and are eligible may be submitted in lieu of the official eligibility certificate to the National Eligibility Chair within fourteen (14) days after the close of the term or prior to the first competition after the close of a term, whichever is later.

In any case, institutions must recertify [submit an updated certificate] students by February 1 for second semester carryover sports or by April 8 for third quarter carryover sports, as appropriate. Should the 14-day extension period

be later than February 1/April 8 due to the attachment of the inter-term to the first term, the later date is acceptable for filing.

SECTION K. PROCESSING OF ELIGIBILITY CASES

1. Eligibility cases are defined as cases where an actual or possible violation of an NCCAA rule or regulation has taken place and has been duly reported to the Regional Coordinator and the National Eligibility Chair.
2. Should the National Eligibility Chair, after reviewing all information, determine that a violation has not occurred, the case shall be closed at that time.
3. Eligibility cases, which are initiated by an institution, must be submitted by the Compliance Officer and the Athletics Director at that institution to the National Eligibility Chair.

When apparent violations come to the attention of the National Eligibility Chair, the National Eligibility Chair shall notify in writing the Compliance Officer, the Athletics Director, and the Chief Executive Officer of the institution before processing the case.

4. Upon receipt of an actual or apparent violation, the following information must be sent it to the National Eligibility Chair and the Chief Executive Officer of the institution being investigated:
 - a. All pertinent data on the case (type of violation, date, place, etc.).
 - b. An up-to-date transcript of the student(s) involved.
 - c. A written statement signed by the institution's Athletics Director and Compliance Officer concerning the case and corrective steps to be taken by the institution.
 - d. Statement from the student(s) involved, if possible.
5. A recommendation from the Regional Coordinator as to the disposition of the case shall be submitted to the National Eligibility Chair on behalf of the region who shall notify the chief executive officer of the institution.
6. The Chief Executive Officer, after reviewing the case and the regional recommendation or regional action, may within seven days of receipt send a response to the National Eligibility Chair which shall be included in the material sent to the National Eligibility Committee.
7. In eligibility cases involving the participation of an ineligible student according to NCCAA rules and standards in either program in which it holds membership, NCCAA Infractions and Penalties section shall be applied by the institution.
8. All eligibility cases must be processed through the National Eligibility Chair and the NCCAA National Eligibility Committee.
9. Conference action taken by an affiliated conference whose requirements are more stringent than those of the NCCAA shall be supported by the NCCAA. Should a member be found to be in violation of an association rule, the case shall be processed to include a recommendation from the region.

In cases where NCCAA members belong to a non-affiliated conference, the National Eligibility Committee shall rule whether such conference action against a member institution shall be respected and supported.

CASEBOOK EXAMPLE

Request for an Eligibility Ruling

Case: A student wants to participate this weekend, but the Compliance Officer has concerns about the student's eligibility status. Due to the lack of time, can the Regional Coordinator, a member of the National Eligibility Committee, or the National Office be called for a telephone ruling?

Approved Ruling: No. Neither the Regional Coordinator nor the National Office can rule on an eligibility case. The National Eligibility Committee is the only body designated within the Association that may rule on eligibility cases. Such rulings shall be made only after receipt and review of all information pertaining to the case. The National Eligibility Chair can rule on behalf of the National Eligibility committee in some cases that are clear.

The Compliance Officer of each member institution is charged with certifying that a student has complied with all regulations. The Compliance Officer relies heavily upon the information from the registrar and, to some extent, the Athletics Director and coach, but the final decision rests with the Compliance Officer.

The request for clarification of a specific rule may be requested by phone from the Regional Coordinator, but the clarification shall apply only to the specific rule. The final determination with regard to eligibility status of an individual again rests with the institutional Compliance Officer.

SECTION L. PROCESSING REQUESTS FOR AN EXCEPTIONAL RULING TO A STANDARD RULE

In exceptional cases, where extenuating circumstances exist, an institution may request an exceptional ruling to a standard rule. Such a request may be made before or after participation of the student(s) involved. If applicable, such student(s) shall be withheld from further competition until the case is closed.

Exceptional cases are to be processed as follows:

1. The request for an exceptional ruling must be submitted to the Regional Coordinator and the National Eligibility Chair by the Compliance Officer and the Athletics Director of the institution requesting the ruling. The request must include all pertinent information concerning the request. Transcripts, the standard rule in question, and the reasons why an exceptional ruling should be granted must be included.
2. The Regional Coordinator shall forward the request for an exceptional ruling to the National Eligibility Chair, along with the region's recommendation, signed by the Regional Coordinator on behalf of the region's participating institutions.
3. The institutional request and all documentation shall be sent to the National Eligibility Committee, through the National Eligibility Chair, for a ruling. The ruling shall apply only to the specific case and shall not establish a precedent.

SECTION M. HARDSHIP REQUESTS

1. A hardship request is a request for an exception to the season of competition regulation (due to injury or illness). Hardships deal only with seasons of competition.

CASEBOOK EXAMPLES

Hardship Request – Contests counting against the Hardship Limit

Case: A student plays in six basketball games and discontinues participation because of illness or accident.

Approved Ruling: The student is charged with a season of competition in basketball because participation limit for basketball is five contests. Each sport has specific limitations and these are absolute.

Hardship Request – Term of Attendance

Case: If the hardship appeal is granted, does the term of attendance in which the student attended and/or participated, count as a term? What if no credits were earned during this term due to the student dropping out?

Approved Ruling: Yes, the term during which the student dropped out of college counts as a term of attendance, regardless of whether credit is earned, unless the student withdraws within 21 days following the official opening date of classes and returns to the same institution. Since the term counts, the student must meet all regulations of the NCCAA before being eligible again for participation. If the withdrawal is medically supported the institution may request an exceptional ruling in addition to a hardship to not apply the term of withdrawal to meet the 24/36 institutional credit hour rule upon the student's return.

Hardship Request – Residency Requirement

Case: A student receives an NCCAA hardship. May that student transfer and receive an automatic waiver of the 16-week residency requirement?

Approved Ruling: No. The student in this case did represent the previous four-year institution. While the hardship approval does waive the contests for the previous season with regard to applying the season as one of the four (4) seasons allotted, the student is still considered to have competed.

Hardship Request– Transfer With No Previously Approved Hardship

Approved Ruling: Students transferring from a non-member institution to a member institution who would qualify for NCCAA hardship consideration shall have their requests honored for processing IF the requests are fully documented and include the appropriate verification from the previous institution.

Hardship – NJCAA:

Question: Does the NCCAA honor the rulings of hardship cases approved by the NJCAA?

Approved Ruling: No. The NCCAA does not honor hardship rulings approved by the NJCAA. Individual cases, which meet NCCAA standards and are well documented, may be submitted for consideration by the National Eligibility Committee.

Hardship – NAIA and NCAA:

Question: Does the NCCAA honor the rulings on hardship cases approved by the NAIA or NCAA?

Approved Ruling: NAIA and NCAA approved hardships are automatically honored by the NCCAA. They must be submitted to the National Eligibility Committee and meet the criteria for approval established by the NCCAA.

2. All hardship requests must meet the following criteria.

- a. They must involve an injury or illness which is beyond the control of the student or coach and which incapacitates the student from competing further during the sport season in question as verified by the attending physician (M.D. or D.O.) who must have examined the student during the sport season in question.
- b. The student involved shall not have participated in more contests or dates, excluding scrimmages, in the affected sport during the sports season than those listed for the sport:

Baseball	11 contests	Softball	6 dates
Basketball	6 contests	Tennis	5 dates/tournaments
* Cross Country	2 meets	* Track & Field - Indoor	2 meets
Football	2 contests	* Track & Field - Outdoor	2 meets
* Golf	3 contests	Volleyball	6 dates
Soccer	4 contests		

[* Scrimmages are not allowed in these sports.]

Note 1: These limits shall be updated annually to reflect 20% of the maximum allowable contests or dates as listed in the Frequency of Contests section.

Note 2: These limits shall apply to injuries occurring on or after August 1, 2015. Medical Hardship requests for injuries occurring before August 1, 2015 shall be evaluated based upon the rule(s) in place at the time of the injury.

- c. Hardships cannot be requested for students who are incapacitated in the last regular season contest or postseason competition.
- d. All applicable information must appear on the completed certificate. This certificate, along with a current transcript shall be sent to the National Eligibility Chair for processing.
- e. Participation by a student after being examined by a physician for the incapacitating injury or illness, and before receiving written medical clearance, shall nullify hardship considerations.

CASEBOOK EXAMPLE**Hardship Requests – Scrimmage Contests**

Approved Ruling: Scrimmages shall not be included in the number of contests or dates established for hardship requests, but they must be listed on the hardship request and noted as a scrimmage.

3. The hardship request must be submitted by the Compliance Officer or Athletics Director of the institution requesting the exception. Before a request or appeal can be considered, the following material must be submitted:
 - a. A current transcript of the student involved.
 - b. A completed official NCCAA Hardship Request Certificate.
4. Regional recommendations, if any, shall be considered, but only the decision of the National Eligibility Committee shall be recognized by the NCCAA in hardship cases.

SECTION N. AMATEUR RULES AND REINSTATEMENT PROCEDURES

1. DEFINITION OF AN AMATEUR

- a. To properly control competition in the NCCAA program, only amateur students shall be eligible to participate in a given sport. An amateur is a student who engages in athletics contests for educational values, personal pleasure, satisfaction, and for the love of the sport, not for monetary or material gain.
- b. A student who becomes a professional in a particular sport recognized by the NCCAA is considered a professional in that sport only (except for the sport-specific exception listed below) and therefore is ineligible for intercollegiate competition in that sport, except as permitted by the governing legislation of the NCCAA.

EXCEPTION 1: A student who becomes a professional in cross country, indoor track and field or outdoor track and field is considered a professional in all three sports.

EXCEPTION 2: A student who becomes a professional in indoor or arena football is considered a professional in the sport of football.

EXCEPTION 3: A student who becomes a professional in indoor soccer is considered a professional in the sport of soccer.

EXCEPTION 4: A student who becomes a professional in beach volleyball is considered a professional in the sport of volleyball.

2. ACTS PERMITTED BY NCCAA AMATEUR CODE

The following acts shall NOT cause an athlete to lose amateur standing.

CASEBOOK EXAMPLE

Tryouts at Professional Camp

Approved Ruling: Attendance at a professional camp to participate in a tryout is not a violation of amateur standing in the NCCAA if there is a) no contract (player or agent); b) no financial payment (may be housed and fed); c) no participation against other teams.

- a. Playing with an amateur team against a professional team or player if under the sponsorship or approval of NCCAA or the governing body of the sport concerned.

CASEBOOK EXAMPLE

Competition Against Professional Team

Case: Is it permissible within NCCAA eligibility rules for a student to compete on a collegiate team against a professional team?

Approved Ruling: Yes, if the game is under the sponsorship or has written approval of the NCCAA or of the sport's governing body. No, if the game does not have the approval of the NCCAA.

- b. Participating as a member of a team while not receiving remuneration (expense reimbursement) beyond actual expenses of travel, meals and lodging only from the immediately previous city to the event, even though other members of the team may receive remuneration in excess of NCCAA amateur limits. Expenses must be itemized and properly documented.

CASEBOOK EXAMPLE

Playing with Players Having Lost Amateur Standing

Case: May a student compete on a non-professional team where some players are receiving compensation in excess of travels, meals and lodging?

Approved Ruling: Yes, provided the team is not considered professional in any manner and the student in question receives no more than actual expenses for travel, meals, and lodging. Such expenses must be documented and itemized.

- c. Receiving reasonable compensation for officiating or coaching in amateur, recreational or interscholastic programs. A student may solicit and be paid reasonable compensation on a lesson basis.

CASEBOOK EXAMPLES

Officiating/Coaching

Approved Ruling: A student may coach or officiate at the amateur, recreational or interscholastic level for reasonable compensation. A student may coach at the intercollegiate level as long as compensation (if any) meets the criteria set forth in Article II, Section B of the bylaws and, as compensation is institutionally controlled, must be included in the year-end report as institutionally related financial aid. The student may belong to an official's association without prejudice to amateur standing.

Employment of Students

Approved Ruling: With certain restrictions, employment in areas such as summer camps, recreation programs, municipal centers, or private clubs shall not jeopardize an athlete's eligibility. Students may solicit and be paid a reasonable amount on a lesson basis or wages must be paid on a fixed hourly, weekly, or monthly basis that is commensurate with the going rate for such employment. Students may give instruction when incidental to the overall job requirements. Students may not endorse or promote for remuneration, in money or in kind, any commercial venture or product.

- d. Coaching at the intercollegiate level when compensation (if any) meets the criteria set forth in the Bylaws. Such compensation shall be considered athletic aid, as defined by official NCCAA policy, and shall be reported as such.
- e. Competing in a non-team athletics contest, certified as amateur by that sport's national governing body, and receiving financial reimbursement (expense reimbursement) for such participation when such remuneration does not exceed the actual expenses for travel, meals and lodging only from the immediately previous city to the event. Expenses must be itemized and properly documented.
- f. Participating in radio or television programs for the purpose of promoting an amateur athletic event where no remuneration is provided.
- g. Receiving reasonable compensation for supervision of physical education, playground, or recreational activities.
- h. Receiving reasonable compensation for use of name or picture to promote any commercial product or enterprise if:
 - 1. There is no reference to the student's intercollegiate athletic participation in any promotion of the product or enterprise;
 - 2. The use of the student's name or picture in no way references any institution with which the student has established identification, including, but not limited to, the use of logos, marks, or names; and
 - 3. Remuneration is consistent with standard rates for any individual participating in comparable promotional activities.

3. RECOGNIZED AWARDS RECEIVED BY STUDENTS

The NCCAA shall recognize the following award structure as conforming to the amateur regulations of this Association.

Individual awards presented to a student in recognition of athletics participation shall be approved by the member institution and region, if applicable, and shall conform to the following requirements:

- a. All such awards must be of a personal nature. Cash awards or certificates redeemable for cash shall cause a student to lose amateur standing within the NCCAA.

- b. A student may receive more than one award while being recognized (example: a first-place team trophy and an outstanding-performer watch) but the value of each individual award shall not exceed \$500.00 nor shall the combined value of all such awards exceed \$600.00.

EXCEPTION: An individual participating in a recognized amateur event while not institutionally identified or in such events held during the summer in which the individual is not representing an institution shall adhere to the award regulations of the National Governing Body of that particular sport, provided such awards do not conflict with item 1 of this section.

4. ACTS THAT RESULT IN LOSS OF AMATEUR STANDING

The following acts shall cause a student to lose amateur standing for participation in intercollegiate competition recognized by NCCAA in the sport where any or all such acts occur.

- a. Receiving (directly or indirectly) expense reimbursement beyond actual expenses of travel, meals and lodging only. Expenses must be itemized and properly documented.
- b. Signing a contract with any professional team.
- c. Participating in any athletics contest as a professional or as a member of a team where the student in question receives remuneration exceeding the actual expenses of travel, meals and lodging only.

CASEBOOK EXAMPLE

Semi-Professional Teams

Case: A student has signed an agreement to play for a semi-professional soccer team. Although this team bills itself as “semiprofessional,” none of the players receive more than actual expenses of travel, meals, and lodging. Has the student lost amateur standing?

Approved Ruling: Yes, because the team includes the word “professional” in its advertising. The student is considered to have signed an agreement with a professional team.

- d. Receiving remuneration for a public or media appearance if the appearance makes reference to the student’s intercollegiate athletic participation in a given sport or any institution with which the student has established identification.
- e. Receiving remuneration for use of name or picture to promote any commercial product or enterprise if remuneration is based on the individual’s intercollegiate athletic participation in a given sport, or references with the use of marks, logos or names any institution with which the student has established identification.
- f. Entering into an agreement of any kind to compete in professional athletics, with either a professional sports organization or with any individual or group of individuals authorized to represent the athlete with a professional sports organization.

5. REINSTATEMENT APPLICATION PROCEDURES

A student who has lost amateur status in a sport shall have amateur standing reinstated in that sport upon satisfying the following conditions:

- a. Ceasing to participate in violation of NCCAA amateur-standing regulations.
- b. Being charged a season of competition in that sport for every competition season in which the student competed in any manner as a professional or in which the student was in violation of the NCCAA amateur code.
- c. Fulfilling two consecutive semesters/three consecutive quarters (or equivalent) of attendance at the institution at which the student wishes to participate prior to being allowed to represent the institution in that sport in any manner in intercollegiate athletics.
- d. Having appropriate verification regarding satisfaction of these criteria submitted to the NCCAA Eligibility Committee for review and final dispensation.

SECTION O. INSTITUTIONAL FINANCIAL AID POLICY FOR NCCAA DIVISION I

1. The financial aid policy, including the aid limits, shall apply to varsity participants only.
2. Definitions
 - a. Countable aid: Any and all financial assistance to student-athletes that is funded, controlled or allocated by the institution, regardless of category, title or original source.
 - b. Non-countable aid: Aid that is not funded, controlled, or allocated in any significant way by the institution: Pell, SEO, federal and state grants, benefits and/or scholarships; loans not controlled by institutions; state-mandated tuition waivers and institutionally funded tuition waivers for employee dependents attending the institution of the employee.
3. In the case where a student-athlete is a varsity participant in more than one sport, that student's aid shall be equally prorated to each sport.
4. Upper limits for Institutional Aid

Football	24	Baseball	12
Basketball	11	Softball	10
Volleyball	8	Golf	5
Track & Field	12	Soccer	12
Cross Country	5	Tennis	5

Under no conditions may an individual or organization provide direct financial assistance to a previously enrolled or prospective student.

All donations to the general athletics program and/or the athletics scholarship fund by outside organizations shall be deposited in an institutional fund and be administered by appropriate institutional committees under the control of the chief executive officer.

5. A member institution shall award no more financial aid to a student-athlete than the actual cost of:
 - a. Tuition;
 - b. Mandatory fees, books, and supplies required for courses in which the student-athlete is enrolled; and
 - c. Board and room for the student-athlete only, based on the official board and room allowance listed in the official institutional publication.
 - d. Further financial assistance to a student-athlete by a member institution, other than listed above, is prohibited.

EXCEPTION 1: An institution may pay for necessary medical and dental expenses incidental to a student-athlete's participation in intercollegiate athletics at the member institution. Necessary expenses may include medical, surgical, medication and therapy expenses incurred as a result of an athletic injury; medical examination costs; and athletic related medical insurance. Institutions shall not provide assistance for expenses for treatment of a student-athlete's illness or injury not resulting from intercollegiate athletics participation.

EXCEPTION 2: An institution or the National Office may provide actual and necessary expenses associated with attendance at a student-athlete advisory committee or student-athlete leadership meeting or activity, so long as the meeting or activity is sponsored by the institution or National Office. Such costs may be paid directly to the service provider or as reimbursement to the student-athlete, and allowable expenses may include, but are not limited to, the cost of travel, meals, lodging, awards, and personal gifts or apparel.

NCCAA Official Eligibility Certificate Guidelines

(to be completed by non-dually affiliated members only)

Be sure all requested information at the top of the form is complete and accurate.

1. List student-athlete's name and institutional identification number. List students in groups by previous seasons of competition.
2. If the student is transferring from another institution, write a "YES" in space. An NCCAA transfer form must be completed for this student and submitted to the National Eligibility Chair along with the eligibility certificate before participation is allowed. The transfer form and notation of the student being a transfer is to be completed and noted only once so long as the student remains at your institution.
3. List the total terms the student has attended any post-secondary institution (as defined by COPA), including the current term. Please note the type of term your institution is using (semester, quarter, trimester) at the top part of the certificate. The NCCAA converts past terms into the type of term used by your institution. Terms are to be converted as follows: 1 semester equals 1 1/2 quarters or 1 1/5 trimesters; 1 quarter equals 2/3 semester; 1 trimester equals 5/6 semester. Students are allowed ten (10) semesters, twelve (12) trimesters or fifteen (15) quarters to complete eligibility. A student must have one-half or more terms remaining, after converting, to be eligible the final term. Example: 10 1/2 semesters, including the current term, the student can compete that term. 10 2/3 semesters, including the current term, the student is not eligible for that term.
- 4a. State "Yes" or "No" as to whether the student is classified as a junior/senior academically by your institution or competing in the 3rd or 4th season in a sport.
- 4b. If the answer to 4a is "Yes", list the student's total cumulative grade point average (GPA). Transfer students shall have the GPA computed on all transcripts from previous institutions that the student has attended. Students whose last identification (not including summer) was with your institution shall have the GPA used by your institution placed here. Remember, summer or non-terms do not identify a student.
5. These hours must be hours accepted by your institution as institutional credit, or consist of courses required by your institution and recognized as institutional credit on your transcript. Non-credit courses, although required by your institution, cannot be recorded in this column.
6. For transfers, use the credit hours listed on the transcript. For students whose immediate previous identification was with your institution, use the definition as stated in Item #5 above and list those hours the student passed (D or better) during the student's last (most recent) term of attendance (twelve (12) or more institutional or required credit hours of enrollment).
7. Apply criteria listed in Item #6 above to the second most recent term of attendance. If a quarter system, they must be the two quarters immediately before the last term of attendance. List each term separately. If student has not completed three (3) consecutive quarters, then must meet 24-Hour Rule under Items #5 and #6.
8. No more than twelve (12) summer and/or non-term institutional credit hours can be used for this column. A non-term is defined as a term in which the student enrolls in fewer than twelve (12) institutional and/or required credit hours at an institution. These hours must come after one of the two terms defined in column 6 or 7. Summer or non-term hours cannot be used if earned prior to the term before last (column 7).
9. List the previous seasons of competition in this sport at all institutions along with any seasons of competition charged by outside competitive experience.
10. Students must have accumulated at least 48 semester/72 quarter institutional credit hours in general education and/or the student's major field of study to be eligible to compete the 4th season in a sport.
11. Students competing in the 2nd season in a sport must have accumulated at least 24 semester/36 quarter institutional credit hours. To compete the 3rd season in a sport, a student must have accumulated at least 48 semester/72 quarter institutional credit hours. To compete the 4th season in a sport, a student must have accumulated at least 72 semester/108 quarter institutional credit hours.

NCCAA Division I Official Eligibility Certificate

(to be completed by non-dually affiliated members only)

Institution _____ State _____ Region _____ Sport _____ Men/Women _____ Year _____

Date of the first contest (scrimmage or regular season) for the athlete(s) listed _____

Page # _____ of # _____ page(s)

List type of term used at your institution (semester, quarter, trimester, etc.) _____

List date of first day of class this term _____

See guidelines for clarification (previous page).

(1) Name in full and ID number. Include all athletes on all teams (varsity, jr. varsity, freshman, etc.). List seasons of competition in the sport. Those competing in first season list first, those competing in second season, list next and so on, with fourth season competitors listed last.	(2) If the student is a transfer, write "YES" and submit a completed Transfer Form for the student.	(3) List total terms of attendance at any institution of higher learning, including this term.	(4a) Is the student certified as a JR or SR academically or participating in 3 rd or 4 th season in this term? Enter Yes or No for each student.	(4b) If Yes, list the student's GPA.	(5) Institutional credit hours enrolled in <u>this</u> term of attendance.	(6) Hours passed <u>last</u> (most recent) term of attendance.	(7) Hours passed term of attendance immediately before the last term of attendance (second most recent term).	(8) Hours earned in summer and/or non-terms which follow term reported in columns 6 and 7.	(9) Previous seasons of competition in this sport. If none, put "0".	(10) If column 9 lists 3, has the student earned 48 semester or 72 quarter credit hours <u>in general education and/or the student's major field of study?</u> Yes or No.	(11) List total institutional credit hours earned to date.
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Copy this page to submit more students. Required signatures on every page.

I hereby certify that only students listed above are allowed to represent our institution in any manner in the sport listed.

Athletics Director: _____ Date: _____ Head Coach: _____ Date: _____

I hereby certify that columns 3, 4a, 4b, 5, 6, 7, 8, 10, and 11 are complete and correct according to official records. The students listed above are making normal progress toward a recognized degree and are maintaining the grade point required to remain in good standing at our institution.

Registrar: _____ Date: _____

I hereby certify that I have checked this certificate prior to student participation and that the above students are eligible under NCCAA rules.

Compliance Officer: _____ Date: _____

THIS FORM MUST BE SUBMITTED TO THE NATIONAL ELIGIBILITY CHAIR PRIOR TO ALLOWING ANY STUDENT TO REPRESENT YOUR INSTITUTION.

NCCAA Eligibility Certificate for Entering Freshmen Guidelines

An entering freshman is defined as a student who upon first becoming identified with an NCCAA institution has not previously been identified for two (2) full semesters or three (3) full quarters (or equivalent) at any institution(s) of higher learning (two- or four-year).

- Be a graduate of an accredited high school or be accepted as a regular student in good standing as defined by the enrolling institution; and
- Meet two (2) of the three (3) following requirements. If as an entering freshman you do not meet at least two (3) of the three (3) standards, you cannot participate in athletics for the first full year of attendance (2) semesters, three (3) quarters, or equivalent)

An entering freshman student must meet two (2) of the three (3) entry level requirements.

1. Print name in full and student ID number. Include all athletes who meet the definition of an entering freshman.
- A. A score of 18 or higher on the ACT or a score of 860 or higher on the SAT. Tests must be taken on a state, national or international testing date; scores must be achieved on a single test. The SAT must be achieved on the **Evidence-Based Reading and Writing** sections. You must pass the standardized test prior to the term in which you want to participate in athletics.

REQUIREMENT CHANGE (as of July 1, 2016 in accordance with NAIA eligibility edits)

Any student with a 16 on the ACT taken in March 2016 or more current may use the score for eligibility purposes in academic year 2016-2017 **through academic year 2018-2019**.

The NCCAA National Eligibility Chair shall automatically apply this SAT test score minimum exception in the eligibility determination process.

- B. A minimum overall high school grade point average of 2.00 on a 4.00 scale. The NCCAA accepts the grade point average determined by the high school, provided it is recorded and awarded in the same manner as for every other student at the school.
- C. Graduation in the upper half of the student's high school graduating class. This is interpreted to mean the class ranking listed on the student's final high school transcript. If a student's class rank does not appear on the transcript, a letter from the principal or headmaster, written on the school's letterhead and with the school's official seal, stating that the student meets the class rank requirement may be submitted.

Two (2) of the three (3) requirements must still be met, but the criteria for alternative high school experiences and those outside the U.S. are determined as follows:

GED (General Education Diploma) Students:

- A. GED students must achieve a minimum of 18 on the ACT or 860 on the SAT.
- B. GED students are recognized as having met the GPA requirement.
- C. Class rank requirement is not applicable in regard to GED.

HOME Schooled Students:

- A. Must achieve a minimum of 18 on the ACT or 860 on the SAT
- B. Must receive the certificate (or equivalent) granted by the appropriate state verifying successful completion of home schooling requirements. If the state does not issue certificates (or equivalent) the case must go to the NCCAA National Eligibility Committee.
- C. Class rank requirement is not applicable.

(NOTE: Home school students who have a 20 on the ACT or 950 on the SAT are considered to have met the freshman eligibility requirement.)

(continued)

NCCAA Eligibility Certificate for Entering Freshmen Guidelines - Page 2

International Students:

The same three (3) criteria listed above are to be used. However, if the foreign high school transcript is such that the grade point average cannot be determined and the class ranking is not available, the foreign student can be ruled eligible by meeting the specific institution's admission criteria for foreign students and by meeting the following NCCAA criteria:

1. A score of 18 or higher on the Enhanced ACT OR 860 or higher on the SAT.

AND

2. Meet the requirements listed in the most current *Guide to International Academic Standards for Athletics Eligibility* (GIAS) published by the NCAA (based on AACRAO guidelines)

NCCAA Division I Official Eligibility Certificate for Entering Freshmen

(to be completed by non-dually affiliated members only)

Institution _____ State _____ Region _____ Sport _____ Men/Women _____ Year _____

NOTE: Students must also be certified on the NCCAA Official Eligibility Certificate prior to participation. Each student must qualify in two of the three columns – A, B and/or C.

(1) Name in full and student ID number. Include all athletes who meet the definition of an Entering Freshman.	A		B	C	If applicable	
	Score from a single ACT-taken on a national testing date	Score from a single SAT-taken on a national testing date	List overall high school GPA on a 4.0 scale	Was the student ranked in the upper half of his/her graduating class? Yes or No	GED/Home schooled Students: List date certificate was awarded	International Students: Meets the requirements of the GIAS
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I hereby certify that the above information is accurate.

I hereby certify that the above incoming student(s) comply with NCCAA regulations.

Registrar _____ Date _____

Compliance Officer _____ Date _____

This form must be submitted to the National Eligibility Chair prior to allowing any freshman to represent your institution.

NCCAA Transfer Player Eligibility Statement

This form should be completed by the Compliance Officer (assisted by the transfer student) only once at any NCCAA institution. All students who have previously been identified with an institution of higher learning must complete this form prior to participation. Complete all fields; if not applicable, write N/A in the field.

Institution _____ State _____

Student Last Name _____ First Name _____ Middle _____

Date you first attended classes at this institution as a transfer student:
Month Day Year

☐ Yes ☐ No Did you enroll after the date set by the institution for regular full-time students?

If "Yes", give date of enrollment:
Month Day Year

☐ Yes ☐ No Did you graduate from high school?

If "Yes", give month and year of high school graduation:
Month Year

High School Name _____
City, State, Country _____

If "No", did you earn a G.E.D.? ☐ No ☐ Yes, list date G.E.D. earned: _____

☐ Yes ☐ No Have you served on Active Military Duty for one year or more?

If "Yes", list date of discharge: _____

☐ Yes ☐ No Have you been granted a hardship/medical redshirt by any intercollegiate athletics association or conference?

If "Yes", complete the following:
Sport _____ Year _____

Granted by _____

☐ Yes ☐ No Have you ever been suspended (or its equivalent) from any institution of higher learning?

☐ Yes ☐ No Have you ever attended a four-year college or university, a trade school, a junior college, or other post-high school institution?

If you answered "Yes" to the above question, complete the following two sections:

ATTENDANCE SECTION (account for every academic/calendar term since high school)				
Name of Institution	Type (2- or 4-year)	City, State	From MO/YR To MO/YR	Number & Type of terms of attendance

COMPETITION SECTION			
<input type="checkbox"/> Yes <input type="checkbox"/> No	Did you participate in an intercollegiate contest at any previous institution? List below any seasons of competition in ALL intercollegiate sports: (If you did not participate, write "None.")		
Name of Institution	Seasons of competition* (List 1, 2, 3, or 4)	Sport	Academic Year(s)

*Seasons of Competition: Seasons of competition for a transfer student will be determined by NCCAA Eligibility & Casebook, Section B, Item 18.

To the best of my knowledge, this is a complete and accurate report of my participation in college athletics. I believe that I am eligible under NCCAA rules. I understand withholding information or providing false information, particularly concerning previous institutional identification and/or participation, shall rule me ineligible for participation in athletics within the NCCAA.

Date _____ Student _____

Transfer Player Eligibility Statement – Page 2

This page to be completed by the Compliance Officer

Name of Student _____ Filing Institution _____ State _____

I verify that I have confirmed, or have been informed by my Athletics Director who has confirmed, the following:
(initial appropriate sections):

- ☐ The student did not participate in the sport of _____ at the immediately previous four-year institution and therefore the residency rule does not apply for that sport.
- ☐ The student transferred from a junior college and has not previously been identified with a four-year institution. The residency rule shall not apply.

If any period of time is missing between high school graduation and enrollment at your institution, the student must account for the missing time.

EXCEPTIONS TO THE RESIDENCY REGULATION (SECTION G OF NCCAA ELIGIBILITY)

- ☐ The student is a junior college transfer (having previously participated in intercollegiate athletics at a four-year institution) who has graduated from the junior college with a two-year degree as specified on the junior college transcript. The student was identified at the junior college for at least one (1) full term (excluding summer school) immediately preceding graduation.
- ☐ The student participated in the sport of _____ at the immediately previous four-year institution. However, the student has not competed in that sport (while remaining identified at the immediately previous four-year institution) for a minimum of one (1) calendar year prior to transferring. This information has been confirmed (either orally or in writing) by the Athletics Director at the immediately previous four-year institution.
- ☐ The student participated in the sport of _____ at the immediately previous four-year institution. However, the student has a minimum overall grade point average of 2.00 on a 4.00 scale, and we have received (either orally or in writing) a release for the student from the Athletics Director at the immediately previous four-year institution. If the student attended more than one institution, our Registrar re-computed the GPA from all courses taken.
- ☐ The student participated in intercollegiate athletics at the immediately previous four-year institution, but has not attended any institution of higher learning (has remained completely out of school) for at least two full consecutive semesters, two full consecutive trimesters, or three full consecutive quarters following the last term of attendance.
- ☐ The student does not qualify for an exception to the residency regulation. The opening date of classes for this student at our institution is _____. The student shall satisfy the 16 calendar week residency on _____, which is the day following the 16 week period.

I have examined the student's academic records and, based on that material, all information provided on this form is accurate.

Compliance Officer's Signature _____

Date _____ Institution _____

Institution _____ State _____

The above statement is applicable for the sport of _____ for the academic year 20____ to 20____.

This form is to be completed. One copy is to be retained by the institution and be prepared to produce the certificate upon request.

[illegible]

Athletics Director or Compliance Officer	Institution/State	Date
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NCCAA Official Hardship Request Certificate

A hardship request is a request for an exception to the Season of Competition Regulation (SECTION M of NCCAA Eligibility). Hardship cases deal only with seasons of competition. For requests not dealing with seasons of competition, see SECTION L of NCCAA Eligibility, "Processing Requests for an Exceptional Ruling to a Standard Rule."

All hardship requests must be referred to the National Eligibility Chair as set forth in SECTION M, ITEM 2.c. of NCCAA Eligibility. **A current transcript of the student-athlete must be submitted with the request.**

Name of Student-Athlete _____ Sport in Question _____

Submitting Institution _____ Address _____

List the number of contests or dates (as applicable) in which the student-athlete competed during the season of competition in question. Include the contest in which the injury occurred, if applicable. _____

Date of injury or illness that incapacitated the student-athlete. _____

List all dates and all opponents (institutions) that the student-athlete competed against for the year in question. Scrimmages are not counted against the maximum allowable contests for hardships, but should be listed and noted as scrimmages.

Date(s)	Opponent(s)	Date(s)	Opponent(s)
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

List all seasons of competition, including current season, of the sport in question (Example: 2014-2015)

I hereby certify that the above information is complete and accurate:

Athletics Director or Compliance Officer Position Date

Coach

The completed form is to be sent to the National Eligibility Chair.

To be completed in full by the attending physician (must be an M.D. or D.O.)

Please initial appropriate blanks. Do not use check marks.

1. Was the athlete under medical care prior to the injury or illness that initiated this hardship? ____Yes ____No
If yes, was the athlete medically released for participation prior to the injury/illness in question? ____Yes ____No
2. Was the injury/illness of such a nature to incapacitate the student from competing during the remainder of the sport season in question? ____Yes ____No
3. On what date did you examine the athlete after the injury or illness AND recommend no further competition for the remainder of the season? _____
4. When, in your judgment, will the athlete be medically fit to return to competitive athletics? _____

Physician's signature Physician's printed name

Address City State Zip

For official use only – Do not write in this space

_____ The above request is GRANTED.

_____ The above request does not meet the criteria established by the membership. The request is DENIED.

Date NCCAA National Eligibility Chair

NCCAA DUALY AFFILIATED NATIONAL ELIGIBILITY FORM

Institution: _____ Year: _____

Dual Affiliation: _____ NAIA _____ NCAA II _____ NCAA III Region: _____

List all sports **sponsored by school**: SPORT Date of first contest or scrimmage

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

List others on the back of the form.

An eligibility form was completed and filed in compliance with NAIA or NCAA Eligibility Rules.

Faculty Athletics Representative or Compliance Officer Date: _____

Athletics Director Date: _____

1. This form may be used only by NCCAA institutions dually affiliated with the NAIA or NCAA.
2. This form must be filled out one time for all sports and returned to the NCCAA National Eligibility Chair by September 15.

VERIFICATION

Date Postmarked/Faxed: _____

Cleared: _____
NCCAA National Eligibility Chair



Frequency of Contests

Division I

Frequency of Contests

SECTION A. GENERAL INFORMATION

The following guidelines for frequency of play and scheduling pertain only to NCCAA Division I member institutions. NCCAA Division I institutions who are dually affiliated with NCAA should abide by the NCAA guidelines for frequency of play and scheduling. All other NCCAA Division I institutions, whether or not dually affiliated with any other national organization, should abide by the guidelines listed below, which were taken from NAIA.

SECTION B. FREQUENCY OF PLAY AND SCHEDULING

1. The maximum number of varsity games, contests or playing dates an institution may schedule is listed below. The number of junior varsity or freshman games, contests, or playing dates scheduled during the academic year cannot exceed the number of varsity games, contests or playing dates scheduled during that academic year. Further, no student may compete in a sport in an academic year in more than the number of games, contests or playing dates listed below (this includes varsity, junior varsity, freshman, etc.), excluding NCCAA, NAIA, and NCAA approved postseason participation.

<u>Sport</u>	<u>Number of Games/Contests/Playing Dates</u>
Baseball	55 contests
Basketball (M & W)	30 games (A student who participates in a varsity contest and a junior varsity contest, on the same day, and at the same location, is considered to have participated only in one game. A student may invoke this exception a maximum of 10 times during an academic year.)
Cross Country (M & W)	8 meets
Football	11 games, with a student limited to participating in no more than 15 contests (This includes varsity, junior varsity, freshman games, and scrimmages.)
Golf	14 matches/tournaments
Soccer (M & W)	18 games played at any time during the sport season. Three additional dates to be played only after the fall term has concluded. The three additional dates may be played only during weekends and other nonscheduled class dates, according to the academic calendar.
Softball	28 dates
Tennis (M & W)	24 dates/tournaments and/or scrimmages (except for the ITA exception* listed below)
Indoor Track (M & W)	10 meets counted on the basis of an individual student's participation in the meet.
Outdoor Track (M & W)	10 meets (or 12 meets if indoor track is not sponsored) counted on the basis of an individual student's participation in the meet.
Volleyball (M & W)	28 dates

In the sports of baseball, cross country, golf, soccer, softball, tennis, indoor track & field, outdoor track & field, and volleyball, an institution is allowed one exhibition competition per season. The competition must meet the definition of an exhibition under Eligibility, Section B, Item 6. The exhibition competition shall count as one varsity game, contest, or playing date within the limits stated above.

Exhibition competition is not allowed in the sport of football.

For the sport of basketball, an institution is allowed one or more exhibition competitions per season so long as the total number of games, exhibitions and scrimmages does not exceed 32. For the sport of basketball, an exhibition competition will not count as a varsity game.

***EXCEPTION:** In the sport of tennis, the Fall ITA regional and national singles and doubles tournaments shall not count towards the student's playing limits.

CASEBOOK EXAMPLES

Scheduling

Approved ruling: The scheduling limitation is established per season. Any game, match or contest that must be cancelled may be re-scheduled with the same or another opponent so long as the total number of games played

does not exceed the allowable limit for either institution or athlete. Contests that are forfeited in accordance with approved NCCAA policy shall count against the frequency of play limits.

Split Squads

Approved ruling: When a squad (i.e. golf, tennis, indoor and outdoor track and field) is split into two or more teams to compete in different matches or meets in a single day and no individual athlete competes in more than one meet or match on that day, this competition will be counted as only one varsity contest as it applies to the frequency of play limits.

Tournaments – Preseason and Postseason

Approved ruling: Conference, Association of Independent Institutions and unaffiliated grouping qualifying tournaments held at the end of the season are considered postseason and will be approved by the NCCAA. Such tournaments do not count in the maximum number of scheduled contests/dates allowed. Conference or other tournaments held prior to the end of the season shall count against frequency of play limits.

2. The following number of scrimmages per sport will be allowed in addition to the maximum number of varsity games, contests or playing dates which an institution may schedule or in which a student may compete:

<u>Sport</u>	<u>Number of Scrimmages Dates</u>
Baseball	2
Basketball (M & W)	2
Cross Country (M & W)	0
Football	1
Golf	0
Soccer (M & W)	2
Softball	2
Tennis (M & W)	1
Track & Field (M & W)	0
Volleyball	2

CASEBOOK EXAMPLE

Scrimmages and Scheduling

Approved Ruling: In the sports of cross country, golf, swimming and diving, indoor track and field, and outdoor track and field, scrimmages are not allowed. In those sports, all athletics competition against competitors not identified with the institution shall be included in the maximum number of varsity games, contests, or playing dates the institution may schedule. Such contests also apply to the maximum number of playing dates, contests, or games in which a student may compete in a sport during an academic year. This applies to contests meeting the definition of a scrimmage, and participation in such contests is considered regular season competition.

3. In those sports where scrimmages are allowed, an institution that does not schedule or participate in the maximum number of allowable varsity games, meets, or playing dates may conduct additional scrimmages, of up to the NCCAA's limits. In no case can the combined number of scheduled contests and scrimmages exceed the maximum number listed.
4. A maximum of two contests against teams from foreign countries (excluding Canada and Mexico) played in the United States and/or Canada/Mexico will be permitted without counting against the maximum allowable number. Contests held in a country (except Canada/Mexico) will not apply to the limitation.
5. Each sport shall have a maximum 24-week practice and competition season established by each member institution. Frequency of play, practice and scheduling policies shall be applied only during the period of August 1 to May 15. Frequency of play, practice, and scheduling outside of this period is governed by each member institution and will not be regulated by the NCCAA.

There shall be no more than 3 break periods during the 24 weeks. NCCAA approved postseason participation shall not be counted as part of the 24-week period. A week is defined as Monday (12:00 a.m.) through Sunday (11:59 p.m.). Any practice or competition during this period shall constitute one of the 24 weeks permitted.

As an exception, a team participating in NCCAA approved postseason competition shall not count practice activities towards the team's 24-week season, as described below:

EXCEPTION 1: When a conference/independent/unaffiliated group qualifying competition occurs, any practice activities occurring during the week(s) of the competition shall be exempt. Once teams are selected for NCCAA National Championship competition, institutions not selected must cease practice activities or comply thereafter with the restrictions of the 24-week rule.

Any regular season or non-qualifying events occurring during this time must be counted towards the team's frequency of play limits, even if the week is exempt from the 24-week season due to this exception.

EXCEPTION 2: Practice activities for teams selected to participate in the NCCAA National Championship competition shall continue to be exempt. The team may continue to utilize the exception through its final contest in National Championship competition.

EXCEPTION 3: For all other forms of NCCAA approved postseason, practice activities occurring between the deadline for the sport's completion of conference/independent/unaffiliated competition and the team's participation in its final contest in NCCAA approved postseason shall not count towards the team's 24-week season. Once teams are selected for NCCAA approved postseason, institutions not selected for the NCCAA approved postseason must cease practice activities or comply thereafter within the restrictions of the 24-week rule. Teams selected to participate in NCCAA approved postseason must count all activities at the conclusion of its postseason participation.

CASEBOOK EXAMPLE

Break Periods

Approved Ruling: A break is any week Monday (12:00 a.m.) through Sunday (11:59 p.m.) or series of consecutive weeks in which no practice or competition occurs. Scheduled breaks for the institution that meet the definition (such as Christmas vacation) must be counted as one of the three allowable breaks if no practice or competition occurs.

6. Practice shall be defined as follows: An activity organized and/or directed by an identified member of the coaching staff of that sport in which appropriate equipment is used or instruction and/or evaluation of the athlete takes place.

CASEBOOK EXAMPLE

Conditioning

Approved Ruling: Conditioning and weight-training activities that do not utilize equipment associated with a sport will not be considered practice in that sport.

Activity Classes

Approved Ruling: A college activities class involving the teaching of sports skills that is open to all students will not be considered practice. A college activities class involving the teaching of sport skills only to invited students shall apply to the practice/competition season of that sport.

Alumni Game – Season of Competition

Approved Ruling: An alumni contest is considered to be an "in-house" event and shall be treated the same as an internal practice.

7. All-Star Competitions:
- A student-athlete may represent his/her NCCAA institution in an all-star competition under the following conditions:
 - The student-athlete is eligible for NCCAA participation during the term in which the all-star contest occurs, or
 - The all-star contest occurs during the academic year, or subsequent summer, in which the student-athlete completes his/her fourth season of competition and/or 10th semester/15th quarter term of attendance.
 - A student-athlete is limited to participating in all-star competition for a particular sport on no more than two dates between August 1st and May 15th. There is no limit on the number of all-star contests in which a student may participate between May 16th and July 31st.
 - Any or all expenses related to travel, meals, and lodging for the competition may be paid by the student-athlete, his/her NCCAA institution, affiliated conference or certified football conference, or the host of the all-star competition.
 - All-star contests in the sports of baseball, basketball, football, soccer, softball, and volleyball shall not count toward team or individual contest limits in the NCCAA Frequency of Contests. Practice activities in these sports directly related to the all-star competition, and consisting only of all-star competition participants, shall not count

toward any team's 24-week season provided such activities occur no more than five days prior to the start of the competition.

- e. All-star contests in all other sports shall count against frequency of play and scheduling limits listed in the Bylaws section of the NCCAA Handbook.
 - f. NCCAA coaches may administer, direct, and/or conduct all-star related practice and game activities that involve student-athletes identified with other institutions. Such actions by a coach shall not be considered violations of NCCAA recruiting or tryout regulations and shall not trigger the notification requirement in the NCCAA Handbook.
 - g. All-Star competitions may not use the NCCAA logo, Game Plan 4 LIFE logo, or any other NCCAA logo or trademark without the prior approval of the National Office.
8. At no time, can a contest (scrimmage or game/meet) be added to the schedule to allow for the serving of any suspension by a student-athlete or coach. Should a contracted opponent drop a program during the season, thus necessitating a replacement contest, then the replacement game would not be impacted by the above restriction.

9. **FORFEITS:**

- a. Each member institution in a forfeited game shall enter the results of the contest in its records in the same manner as the NCCAA to prevent confusion in national ranking of team and coaching records.
- b. If a forfeit is declared while a game is in progress, all statistics are voided unless the game has reached a "reasonable point of conclusion" (e.g., 3 quarters completed in football, 30 minutes in basketball, 5 innings in baseball, 5 innings in softball, 70 minutes in soccer), in which case all statistics shall count and be reflected in the records. The team's won-loss record and coach's record shall include the forfeit, but if the statistics are voided, all averages in future ranking shall be computed without inclusion of the forfeited game.
- c. If a game is interrupted and the officials do not declare a winner or loser in such a contest, the status shall be "no contest." Statistics shall not be counted, nor shall either team's won-loss record or coaches record be changed.
- d. If institutions have agreed to and signed a written contract for a game(s) and one institution fails to abide by that contract, a forfeit shall be awarded to the offended institution provided the following conditions are met. (The Declaration of Intent to Participate serves as a contract for all postseason competition.)

The NCCAA National Office must be notified in writing should an institution officially drop a sport during a season. Contracted contests that are dropped after August 10 for fall sports, October 10 for winter sports, and January 10 for spring sports are subject to the awarding of forfeits.

- 1. The Athletics Director or Faculty Athletics Representative of the offended institution must submit a written request for the forfeit to the NCCAA National Office. The request must be submitted within 10 days of the forfeit in question or prior to the start of postseason competition, whichever is earlier. Faxing is encouraged.
- 2. A copy of the contract or bracket assignments for postseason play must accompany the written request for the forfeit.

EXCEPTION: Weather conditions and/or other acts of God which threaten the safety of an institution's representatives may be evaluated for their impact. Such conditions may or may not be grounds to deny a request for a forfeit.

- e. Once an institution announces discontinuance of a sport, it must notify all institutions remaining on the schedule as well as the NCCAA National Office.

SECTION C. SANCTIONED CHAMPIONSHIP REQUIREMENTS

- 1. NCCAA sanctioned championships must have 33% of the membership for uni-division sports, or 33% of divisional membership for separate Division I or II sports, sponsor a varsity program in the sport.
- 2. For regional qualifying sports, the National Championship field shall be no more than 20% of the participating varsity programs for that sport.
- 3. National Championship fields for non-regional qualifying sports (ie. cross country, track and field) shall be determined by teams or individuals meeting the national standards set by the coaches association of the sport.
- 4. Exceptions to field limitations must be approved by the Administration Committee of the NCCAA Board of Directors after review by the NAC (National Administrative Council).

SECTION D. EQUITABLE PROGRAM OFFERINGS REQUIREMENT

New Members failing to provide equitable sport offerings for both genders shall be placed on Restricted Probation. In regards to sport sponsorship, continuing members must comply with Title IX offerings by the academic year assigned by the Administration Committee. All NCCAA institutions should be in compliance with federal Title IX expectations regarding sport offerings and proportionality.



Baseball

Baseball

I. GUIDELINES

- A. Bids to host the NCCAA National Baseball Championship shall be submitted to the National Office and reviewed by the National Baseball Chair.
- B. Dates of the National Championship for the upcoming years are as follows:
May 23-25, 2018 – TBA May 22-25, 2019 – Mason, Ohio
- C. All Regional Championships are to be completed by the Saturday evening prior to the National Championship. Regional Championships may be completed earlier if agreed upon by members within each region. Regions may choose whatever format is most expedient for the number of teams participating, but must send a copy of their Regional Championship pairings, along with the NCCAA Power Rating (see Appendix D) and results, to the National Baseball Chair and the Director of Membership & Compliance *two weeks prior to the start of their Regional Championship*. The NCCAA Power Rating System shall be used for regional seeding. All Regional Sports Chairs must double check each NCCAA Power Rating System before seeding the regionals. If there are any discrepancies, they must be reported to the National Chair and to the National Statistician. Regions must accommodate all dual members as much as possible and work around their NAIA/NCAA schedules.

Statistics must be submitted to the NCCAA in the form of .XML game files, following the steps outlined at www.thenccaa.org/helpcenter. Game files must be submitted to the NCCAA within 48 hours after the game. However, the mandatory deadline for weekly game files to be uploaded to the NCCAA website is Mondays at 11:59 p.m. (ET). Any amount of missing game files in a week shall count as a missed report. The penalties for not reporting statistics or for being late are: 1st offense=warning; 2nd offense=\$100 fine paid before Regional Championships; 3rd offense=team is not allowed postseason play. **It is the responsibility of each institution to contact the National Office regarding any technical problems experienced in submitting weekly statistics. Proper communication can eliminate team penalties.**

D. Regional Representation

The following regions would advance one team automatically to the National Championship as a result of Regional play:

Mideast Region	1 Bid	North Central Region	1 Bid
South Region	1 Bid	Central Region	1 Bid
Midwest Region	1 Bid	West Region	1 Bid
		At-Large	4 Bids

- a. In the event there is no Regional Championship due to lack of participation, a lone region representative may be selected by that region to receive their automatic bid provided they have a record of .500 or better. This may occur when only one team is seeking to participate or if other teams are alive in NAIA/NCAA play and are unable to participate in the NCCAA regional. A team that had originally declared its intent to participate (see Forms & Procedures section) but could not because of NAIA/NCAA tournament participation may still be considered for an at-large bid.
- b. Any team that chooses not to participate in their Regional Championship is NOT eligible for at-large consideration.
- c. The NCCAA Power Rating System shall be reported starting the second Monday of April and every week after that date. The rating shall be used in seeding for the Regional Championship.
- E. Selection of At-Large Bids
- a. The National Baseball Committee shall consist of the National Chair, the Vice-Chair and one at-large selection, selected by the National Chair, who must come from a team not playing in the championship.
- b. Runners-up in regions shall be given priority for consideration of at-large bids over other teams in regions that held a regional championship provided they have a record of .500 or better.
- c. The at-large request to be considered for the NCCAA National Championship is on the Declaration of Intent to Participate. Athletics Directors may list the conditions by which they shall accept at-large berths on the Declaration of Intent to Participate. To be considered for an at-large, you must have played in the NCCAA regional playoffs or been exempt due to NCAA or NAIA conflicts.
- d. At-large bids shall only be given to teams that have sought to participate in their respective Regional Championship. If a team does not play in its NCCAA Regional Championship due to NAIA/NCAA regional conflict, that team may be considered for an at-large berth if it was declared to participate in its NCCAA

Regional Championship and its results to the National Baseball Chair. The Intent to Participate form must be filed by the listed deadline. At-large selections shall be based on the following:

1. Overall record
2. Information given by Region Sports Chair during the conference call
3. Final season NCCAA Power Rating System and strength of schedule
4. Head to head, if applicable.

The process shall be as follows: Saturday evening there will be a conference call that includes all Regional Sports Chairs, the National Baseball Committee and a representative from the National Office. This call shall include discussion of regional winners and who would like an at-large bid from that region. The Regional Sports Chairs shall give their opinion about those teams at this time. Following this call, the National Baseball Committee shall have a call to discuss at-large selection and championship seeding. If a coach whose team is asking for an at-large bid is on the committee, he shall excuse himself from this process and the National Chair shall choose a replacement. The National Baseball Chair shall email all region sports chairs with the 10 team field and the seeding after the call.

F. Ranking

The TOP 10 shall be selected on a weekly basis by the Regional Sports Chairs and the list shall be compiled by the National Chair and sent to Brandon Gilmore (bgilmore@thenccaa.org) by noon on Tuesday. When casting votes for the national TOP 10 Rankings, regional voters must follow the order of the regional polls when casting their TOP 10 vote.

G. Election of Sport Chair and Vice-Chair

A National Baseball Chair and a Vice-Chair are elected to serve three-year terms. The Vice-Chair replaces the National Baseball Chair after three years to serve as the National Baseball Chair.

H. Championship Administration

To insure proper administration, transportation and expenses to the National Championship shall be paid for the National Baseball Chair by the Host Site. (Flight must be scheduled 21 days in advance.) The Vice-Chair's transportation and expenses shall be paid in the event that the National Baseball Chair's team is involved in the National Championship. In the event that both the National Baseball Chair and the Vice-Chair's teams are in the National Championship, an NCCAA head baseball coach of a team not in the National Championship may be designated to act as the Championship Administrator.

I. NCCAA Regional Player of the Year

Each region shall select one Regional Player of the Year from players nominated at the Regional Championship. Teams may nominate only one player for consideration for each honor. Coaches shall determine this award by vote at the Regional Championship. Regional Players of the Year shall be automatically selected to the All-American team unless there are more Regional Players of the Year than there are openings at that position. If that occurs, a vote shall take place between the Regional Players of the Year for that All-American spot(s). All-Region certificates shall be awarded to the recipients by the Region Sports Chair.

J. National Player of the Year

A National Player of the Year shall be selected from the submitted Regional Players of the Year during the All-American conference call. The All-American Selection Committee shall meet on Tuesday following the championship by way of a conference call. Region Sports Chairs are to notify the National Baseball Chair of their respective Regional Player of the Year prior to the National Championship.

K. All-American Team

An All-American Team shall be selected Tuesday following the championship by phone conference. Only individuals who have been selected to the All-Regional Team shall be considered. The All-American team shall not be voted on by position but shall be awarded as the top players regardless of position. There shall be 12 players each on the first team, second team, and third team. There shall be no honorable mention. Coaches who wish to have players considered for the All-Regional Team and/or the All-American Team must submit completed DAN Statistics (see [Appendix A](#) and [Appendix B](#)) to their respective Regional Sports Chairs and shall follow the same format as the All-American Team selection. The Region Sports Chair is then responsible for presenting their All-Regional Team at the coaches' meeting for All-American consideration. A trophy/plaque shall be awarded to each member of the All-American first team and a certificate shall be presented to each recipient and his respective institution.

-
- L. Scholar-Athlete Award
All candidates shall be **submitted via Teamworks four weeks** prior to the World Series. Candidates to be considered must meet the following criteria:
1. Be of junior, senior, (or graduate student) academic standing making normal progress toward a degree.
 2. Have completed at least one semester or quarter at the nominating institution.
 3. Be a competing student-athlete or a varsity letter winner or that institution's equivalent in the sport for which nominated.
 4. Player must have a minimum cumulative GPA of 3.40, which must be confirmed by the Registrar.
- M. Hank Burbridge Award sponsored by Unlimited Potential, Inc. (see [Appendix C](#))
In order to be eligible for this award, a student-athlete must:
1. Be at least a junior, senior, or grad student academically.
 2. Possess and demonstrate outstanding leadership qualities.
 3. Possess and demonstrate outstanding athletic ability.
 4. Possess and demonstrate a vibrant and clear Christian testimony on and off the field.
 5. Possess and demonstrate an unlimited potential in serving Christ through: athletics, his local fellowship, sports evangelism, and/or other Christian organizations.
 6. Possess at least a 2.50 grade point average.
- N. Regional Baseball Chair
The listing of the Regional Baseball Chairs is found on the NCCAA website: www.thenccaa.org
Selection of All-Regional Team and Regional Coach of the Year
1. The Regional Baseball Chair is responsible for the administration of the vote and shall notify the National Baseball Chair of the All-Regional Team selection by May 16. The All-Regional Team shall have the same make up as the All-American Team. At the time of the selection of the various All-Regional Teams, each region is required to rank each player to aid in the selection of the All-American Team under the following guidelines:
A Player – A definite All-American candidate
B Player – An above average All-Regional performer
C Player – An average All-Regional performer
 2. A Regional Coach of the Year is to be selected by a vote of the regional coaches. The Regional Baseball Chair is responsible for the administration of the vote and shall notify the National Baseball Chair of the Regional Coach of the Year selection by May 16. Criteria to be considered should include the following:
 - a. Christian testimony
 - b. Conduct of the team
 - c. Win/loss record
 - d. Development of overall program
 3. Special care should be given to insure that the win/loss record does not become the lone consideration for this award.
- O. The National Coach of the Year
The National Coach of the Year award shall be selected on the Tuesday telephone conference and the candidates shall be the seven Regional Coaches of the Year plus the National Championship Coach. A plaque shall be mailed and award recipient shall be announced on the NCCAA website.
- P. National Championship Banquet
There shall be a "Lead Off" banquet on the Tuesday evening prior to the National Championship. All teams are required to participate and awards will be presented.
- Q. National Championship Housing
All teams are required to lodge in the hotel designated by the host institution or city for this championship.
- R. National Championship All-Tournament Team
A total of 10 players plus Most Outstanding Player of the Tournament (with plaque) shall be selected to the All-Tournament Team during the National Championship. Each coach shall nominate the appropriate number of players from his team based on his team's final place in the championship. The number of players selected per team is as follows:
- | | |
|--|---|
| First Place Team | 1 player (plus the Most Outstanding Player) |
| Second Place through tenth place teams | 1 player for each team |

S. National Championship Christian Service Project (CSP)

Each player and coach participating in the National Championship shall be asked to donate up to, but not more than, two hours of his time to visit with members of an organization or school. The host Championship Director, in concert with the Director of Membership & Compliance, is in charge of securing the sites and setting up the times for the visits.

T. National Championship Format

There shall be two five-team pools allowing each team to play at least four games. The top two teams from each pool shall advance to a semi-final game. The winner of Pool A will play the second place team from Pool B. The winner of Pool B shall play the second place team from Pool A. The winners of the semi-final game shall play one game for the championship. The championship pool play shall be:

Sample Baseball Pool Play Schedule

Pool A Seeds: 1, 4, 5, 8, 9

Pool B Seeds: 2, 3, 6, 7, 10

		<u>Prasco Park</u>			<u>Legacy</u>		
Wednesday	10:00 a.m.	3	v	6	9:00 a.m.	4	v 5
	1:00 p.m.	1	v	8	12:00 p.m.	2	v 7
	5:00 p.m.	4	v	9	4:00 p.m.	3	v 10
	8:00 p.m.	1	v	5	7:00 p.m.	2	v 6
Thursday	10:00 a.m.	6	v	7	9:00 a.m.	5	v 8
	1:00 p.m.	2	v	10	12:00 p.m.	1	v 9
	5:00 p.m.	7	v	10	4:00 p.m.	8	v 9
	8:00 p.m.	2	v	3	7:00 p.m.	1	v 4
Friday	10:00 a.m.	4	v	8	10:00 a.m.	3	v 7
	1:00 p.m.	5	v	9	1:00 p.m.	6	v 10

Semifinals: #1 Pool A v #2 Pool B and #1 Pool B v #2 Pool A. Winners advance to the championship match with an additional game if needed.

Tie Breaker:

1. If there is a tie between two teams with identical records, the tie breaker is the score of the game played between the two teams (head-to-head result).
2. If there are two teams, and no clear victor can be determined through head-to-head competition, then the total number of defensive runs given up, divided by the number of innings played on defense, is computed for each team involved in the tie. The one team with the lowest "run differential" advances.
3. If the two teams are still tied, the number of defensive runs given up, divided by defensive innings played will be re-computed using just the teams involved in the tie.
4. If a three-or-more-team tie exists and one team has defeated all of the other teams tied through head-to-head competition, that team will advance.
5. If there are three or more teams tied, and no clear victor can be determined on head-to-head competition, then the total number of defensive runs given up, divided by the number of innings played on defense, is computed for each team involved in the tie. The one team with the lowest "run differential" advances.
6. If a three-or-more-team tie still exists, the number of defensive runs given up, divided by defensive innings played, shall be re-computed using just the teams involved in the tie. However, if a two way tie exists after advancing a team, refer to two way tie above.

NOTE: If a team only plays part of a half-inning on defense before the game is ended, that partial inning will count as a full half-inning for the purpose of computing run differential.

U. Official Rulebook

Baseball: Professional Baseball Rules with National Association of Intercollegiate Athletics (NAIA) Baseball Coaches Association modifications. Rule books may be purchased by contacting: The Sporting News, Book Department, Box 11229, Des Moines, Iowa 50340.

- V. Radio and Television: Arrangements for radio and television are available through the NCCAA Executive Director's predetermined rates which are \$100 per game or \$250 per championship and must be paid to the National Office before the first contest. **Arrangements should be made at least one week in advance of the broadcast date.** Due to the NCCAA contract with Tourbeau Sports, no one is allowed to video tape any games.

ADDENDUM A

Official Speed-up and Championship Rules Mandatory for NCCAA Regional and National Championships

A. Speed-up Rules

1. There shall be a 10-minute warm-up period for each team between games. A National Baseball Committee member shall be charged with timing the warm-up. Home team shall take infield practice first.
2. Infielders shall be allowed to throw the ball around infield while the pitcher takes five warm-up pitches. RECOMMENDATION: The pitcher in the game is permitted to use the bullpen between innings to stay loose as long as he does not delay the start of the next half-inning.
3. Relief pitchers shall be allowed eight warm-up pitches when entering a game.
4. Batter must be on deck when his turn at bat comes around.
5. On an intentional walk, the batter is waved to first base (no pitches to be thrown).
6. ENFORCE the 20-second rule: The pitcher shall deliver the ball or make a play, or an attempted play, within 20 seconds after receiving the ball.
7. Umpire shall insist that both the pitcher and batter be ready in a reasonable time. If not, they shall be penalized. If the batter delays, the umpire shall instruct the pitcher to pitch and shall call "strike" on each such pitch. If the pitcher delays, a "ball" shall be called under normal pitching rules.
8. The Ten-Run Rule shall be in effect at the end of seven innings or any inning thereafter. This is applicable only to the first complete round of play, including the loser's bracket games in the Regional Championships and to all pool play games in the National Championship.
9. All batters/runners are required to wear a double earflap helmet. The same helmet, worn while batting, shall be worn on the basepaths.
10. It is mandatory that teams use a courtesy runner for the pitcher or catcher with two men out in all championship games. With less than two outs, this rule is optional. NOTE: A team may not use the same runner for the pitcher and catcher in the same inning. If the pitcher is also designated hitter for the game, a courtesy runner is allowed. A player removed from the line-up may not be used as a courtesy runner.
11. A pitcher is permitted to go to his mouth on the dirt portion of the mound as long as he is not on the rubber and that he wipes off before going to the rubber.

B. Regional and National Championship Rules

1. The Regional Championship shall be double elimination tournament and the National Championship shall be pool play.
 - a. Any other type of championship which may be caused by weather, playing conditions, etc., shall be determined by the Region Sports Chair (for Regional Championship) and/or by the National Baseball Committee, in consultation with the Director of Membership & Compliance, for the National Championship.
 - b. Regions, which determine a champion without conducting a Regional Championship event, must certify that the regional representative complies with all NCCAA championship policies.
2. The home team for the first-round games in the NCCAA Regional Championships and NCCAA World Series shall be determined by a coin flip.
 - a. Teams drawing a bye in the first round of all championships shall be assigned either home or visitor, based upon their opponent's status in the first-round game.
 - b. For subsequent games, the Games Committee shall designate the home team as the institution that has been the home team the fewer number of times. If the two teams are equal in this respect, but unequal in the number of times they were the visitor, then the team that has been the visitor most often shall be designated the home team.
 - c. If the two teams are equal in the number of times that they have been home and visitor, the NCCAA Game Committee shall observe the following procedures in the order as listed:
 - 1) the team that was visitor in its preceding game shall be the home team, unless both teams were visitors in their preceding game;
 - 2) if the two teams have met previously in the championships, the visitor in the previous game shall be the home team in the game in question;
 - 3) if the above procedures do not resolve the matter, the home team shall be determined by a flip of a coin.

In the NCCAA World Series, this method shall be used for all pool play games. The semifinals shall already be determined by pool play results. The championship game home team shall be the highest seed team in the series.

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3. The designated hitter rule is in effect for all championship games. It is permissible for the pitcher to remain as the designated hitter after he is removed as pitcher providing he was listed as the designated hitter prior to the start of the game.
 - a. A hitter may be designated to bat for the starting pitcher and all subsequent pitchers in any game without otherwise affecting the status of the pitcher(s) in the game. A designated hitter for the pitcher must be selected prior to the game and must be included in the line-up card presented to the Umpire-In-Chief. The starting pitcher may be designated prior to the start of the game as the designated hitter and, in this case, it is only permissible for the pitcher to remain as the designated hitter after he is removed as the pitcher. It is not mandatory that a team designates a hitter for the pitcher, but failure to do so prior to the game precludes the use of a designated hitter for that game.
 - b. Pinch hitters for a designated hitter may be used. Any substitute hitter for a designated hitter becomes the designated hitter. A replaced designated hitter shall not re-enter the game in any capacity.
 - c. The designated hitter may be used defensively, continuing to bat in the same position in the batting order, but the pitcher must then bat in the place of the substituted defensive player, unless more than one substitution is made. The manager (coach) then must designate their spots in the batting order.
 - d. A runner may be substituted for the designated hitter and the runner assumes the role of designated hitter.
 - e. A designated hitter is “locked” into the batting order. No multiple substitutions may be made that will alter the batting rotation of the designated hitter.
 - f. Once the game pitcher is switched from the mound to another defensive position, this move shall terminate the designated hitter role for the remainder of the game.
 - g. Once the game pitcher bats for the designated hitter, this move shall terminate the designated hitter role for the remainder of the game.
 4. Any of the starting players, with the exception of the pitcher and the designated hitter, may withdraw from the game and re-enter once, provided such players occupy the same batting position whenever they re-enter the line-up.
 5. The aluminum bat is approved for all championship games.
 6. The official traveling party (for expense purposes) is not to exceed 30. All teams with more than 30 in their party shall have their institution assume financial responsibility for every person over the official 30-person traveling limit. Only coaches, players, manager and trainer shall be permitted in the dugout.
 7. No one is permitted on the playing field unless in proper uniform.
 8. Coaches and assistant coaches (or players) are allowed to occupy the coaching boxes at first and third base provided they are properly uniformed.
 9. There shall be no tobacco use of any form in the dugout or on the playing field by managers, coaches, players, umpires, honorary coaches or any other personnel associated with the championship.
 10. The National Baseball Committee is given the authority to suspend, for the next game, a player or coach who is removed from a championship game for improper behavior.
 11. The National Baseball Committee shall decide upon championship protests before the next pitch is thrown. All protests must be made to the Umpire-in-Chief before the next pitch is thrown.
 12. Any game that is suspended (including tie games) shall be continued from the point of suspension at a time designated by the National Baseball Committee. All games shall be nine innings except those affected by the 10-run rule.
 13. Rules governing the final game of each championship (regional or national) shall be decided by the Regional Baseball Chair (for the Regional Baseball Championship) and by the National Baseball Committee, in consultation with the NCCAA liaison (for the National Championship) before the game is played.
 - a. If a game is interrupted after five innings and cannot be completed before the completion deadline established for Regional and National Championships, it shall be considered a regulation game.
 - b. If a rain date has been established for the championship, then the rain date becomes the official completion date for the said championship.
 14. Once a team has committed (Declaration of Intent to Participate – see Forms & Procedures section) to the Regional Championship, it must agree to continue through the National Championship, if it so qualifies.
 15. The NCCAA’s designated baseball season is spring and ONLY GAMES AGAINST A FOUR YEAR DEGREE-GRANTING INSTITUTION SHALL COUNT ON A TEAM’S RECORD (winning percentage, ties do count) AND SEASON STATISTICS.
 16. Teams are responsible for their own accident insurance. Neither the NCCAA nor the championship host/sponsor is responsible for hospital or doctor bills.
 17. The OFFICIAL BASEBALL RULES (professional) shall govern play, except as cited in Addendum A, Section A (Speed-up Rules).
 18. NAIA Mandatory Slide Rule shall be in effect.

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19. Throwing helmets or bats is not acceptable as appropriate Christian conduct. One warning per team may be given per contest. Any subsequent violation shall result in the ejection of the offender. A member of the National Baseball Committee or an umpire has the authority to give this warning and the head coach shall be notified of this warning.

II. **2017-2018** DEADLINES

<u>Deadline</u>	<u>Item</u>	<u>Destination</u>
January 4-7, 2018	National Coaches' Meeting at ABCA Convention	Indianapolis, Indiana
Postmarked Prior to First Game or Scrimmage	Eligibility Certificate Mailed (for NCCAA only members)	National Eligibility Chair
March 1	Last date to amend the Declaration of Intent to Participate Form (see Forms & Procedures section)	All Coaches
April 10	First NCCAA Power Ratings due	National Statistician
May 1	Hank Burbridge Unlimited Potential Award Nominations	National Baseball Chair
May 15	Conference call with Regional Sports Chair by 10:00 p.m. Eastern time Scholar-Athlete Nominations Due DAN Stats for All-Region Players Due	National Baseball Chair
May 15	Conference call with National Baseball Committee following the previous call. Selection of at-large teams and seeding the National Championship	National Baseball Chair
May 23	National Championship Teams participate in CSPs & Championship Banquet	TBA
May 23-26	NCCAA National Championship	TBA
May 29	All-American /Coach of the Year Conference Call	All Regional Sports Chairs
May 30	All-American/Coach of the Year and Scholar-Athletes list due at National Office	National Baseball Chair

Baseball Appendix A

(Copy form for additional opponents & staple)

All-American Selection Committee

DAN Statistics

Catchers – Outfielders – Infielders

Game by Game Analysis

Player: _____ Position: _____ School: _____ Class: _____ Area: _____ Coach: _____

Opponents	G	AB	R	1B	2B	3B	HR	H	RBI	BB	K	SB/ SBA	B.A	PO	A	E	PCT	SBA	SB	PB
Total of all games																				

Special Information: Great Pitching Performances: Against what teams _____

Coach's Comments (Technical Proficiency, Versatility, Execution, Consistency, etc.) _____

Baseball Appendix B

(Copy form for additional opponents & staple)

All-American Selection Committee

DAN Statistics

Pitchers

Game by Game Analysis

Player: _____ Position: _____ School: _____ Class: _____ Area: _____ Coach: _____

[illegible]

Special Information: Great Pitching Performances: Against what teams _____

Coach's Comments (Technical Proficiency, Versatility, Execution, Consistency, etc.)	
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Appendix C
Hank Burbridge Award sponsored by Unlimited Potential, Inc.
Due May 1 to the National Baseball Chair

I. PURPOSE

The purpose of this award is to honor the NCCAA's Outstanding Christian Baseball Player of the Year with potential in Christian service through baseball.

II. AWARD

Both the recipient and his institution receive a trophy, provided by Unlimited Potential, bearing the title, date, and name of player receiving this award. Unlimited Potential, Inc. is an organization that ministers to baseball programs around the world "serving Christ through Baseball". Hank Burbridge was the long time baseball coach at Spring Arbor University and mentor/leader in NCCAA as well as NAIA baseball.

III. ELIGIBILITY CRITERIA

In order to be eligible for this award, a student-athlete must:

1. Be at least a junior.
2. Possess and demonstrate outstanding leadership qualities.
3. Possess and demonstrate outstanding athletic ability.
4. Possess and demonstrate a vibrant and clear Christian testimony on and off the field.
5. Possess and demonstrate an unlimited potential in serving Christ through: athletics, his local fellowship, sports evangelism, and/or other Christian organizations.
6. Possess at least a 2.50 grade point average.

IV. NOMINATIONS

Coaches of their respective institutions may nominate only one player per year for this award. Completed nomination forms and current DAN Statistics are to be copied and mailed no later than May 1 to the National Baseball Chair. The National Baseball Chair will send copies to the committee. The committee members shall then make their recommendations with the final announcement to be made at the National Baseball Championship Banquet by the Director of Unlimited Potential, or a representative from their ministry, if possible.

V. SELECTION COMMITTEE

The selection committee shall be comprised of the following:

1. Director of Unlimited Potential
2. Board members of Unlimited Potential (up to two)
3. NCCAA National Office Representative
4. NCCAA National Baseball Chair
5. NCCAA National Baseball Vice-Chair

Appendix C, page 2
Hank Burbridge Award sponsored by Unlimited Potential, Inc.
Nomination Form

Due May 1 to the National Baseball Chair

Nominee _____ Age _____ Year ____junior ____senior ____grad student

Home Address _____ City _____ Zip _____

Institution _____ Coach _____

Christian Character (“testimony on and off the field”)

Summary of Student-Athlete’s Career (Batting Average, ERA, etc.)

Athletic Honors Received (Institutional, All-Conference, All-Regional, All-American, etc.)

“Unlimited potential in serving Christ through: athletics, his local fellowship, sports evangelism, and/or other Christian organizations”

Academic Major _____ GPA _____

Academic Honors _____

Appendix C, page 3
Hank Burbridge Award sponsored by Unlimited Potential, Inc.
Nomination Form
Due May 1 to the National Baseball Chair

Leadership Qualities

Additional Comments

Certification of Nomination Data

Coach _____ Date _____
Signature

Athletics Director _____ Date _____
Signature

Nomination form must be postmarked by May 1 and sent to the NCCAA Baseball Chair

Appendix D NCCAA Power Rating System

I. Formula

For each game played at team earns power points based on the following formula:

1. Win/Loss
 - a. if a win 4 points
 - b. if a loss 0 points
2. Home/Away/Neutral Contest
 - a. if away or neutral 1 point
 - b. if home 0 points
3. Opponent's Record
 - a. .667 - 1.000 winning percentage 3 points
 - b. .500 - .666 winning percentage 2 points
 - c. .333 - .499 winning percentage 1 point
 - d. .000 - .332 winning percentage 0 points
4. Opponent's Affiliation
 - a. NCAA I 4 points
 - b. NCAA II/CIS 3 points
 - c. NAIA/NCAA III/NCCAA I 2 points
 - d. NCCAA II/USCAA/Other 1 point
5. Ranked Opponent
If opponent is ranked in Top 25 of NCAA or NAIA poll at reporting date. 1 point

II. Power Points

- A. The sum of those criteria determines the power points for a game. The maximum points for a contest is 13 (a win on the road against a .667 or better NCAA I Top 25 team). The minimum points for a game is 1 (loss at home against a .332 or lower losing NCCAA II/USCAA team).
- B. The rating is determined by adding the power points for the season and dividing by the number of games (to the third decimal place).

III. Rankings Based on Power Points

The rating system is only as accurate as the information supplied on the game results reporting form. Each institution should report the most accurate data possible. Each region should have a system in place for ensuring the accuracy of the reported ratings at the initial reporting date. The end of the regular season power rating for each institution shall determine the seeding and any at-large selections for the National Championship.

IV. Reporting Dates

Team and individual statistical data, along with game results, game location, and opponent's affiliation shall be reported each week. For individual player statistics, only stats for players who qualify for national rankings need to be reported.

NCCAA Power Ratings, including the opponent's record and Top 25 ranking information, shall be calculated beginning the second Monday of April and each week following. The opponent's win-loss record should reflect their record at this reporting date. After this date, it should reflect the opponent's record at the time of the contest.

NATIONAL CHRISTIAN COLLEGE ATHLETIC ASSOCIATION



Men's Basketball

Division I

Division I Men's Basketball

I. GENERAL ADMINISTRATION OF THE NATIONAL CHAMPIONSHIP

A. Administration

In concert with the Director of Membership & Compliance, the National Men's Basketball Chair and the Championship Director shall comprise the National Men's Basketball Championship Games Committee and shall be responsible for the administration of the National Championship. In the event that the National Basketball Chair and/or the Championship Director's teams are participating in the championship, participation on this committee shall be appointed by either of the men involved.

B. National Championship Bid Information (see Forms & Procedures Section)

All necessary information pertaining to the National Championship Bid Contract is answered in the Forms & Procedures Section.

C. Date and Site

Championship dates and sites are listed in the Directory Section in addition to the NCCAA website at www.thenccaa.org/championshipcalendar.

D. Team Information

1. The National Championship shall be an eight-team championship.
2. Eligibility Certification (See Eligibility Section): Each participating team in NCCAA regional playoffs shall be expected to send a roster and team photo. In addition, participating teams must be certified as eligible through the respective Associations (NAIA/NCAA) or be certified eligible from the NCCAA National Eligibility Chair.
3. Publicity: Send all publicity releases to the publicity chairman designated by the Championship Director.
4. Squad Size: Participating teams must submit an official roster for the National Championship. The official party size is limited to 20 on the bench (15 roster size limit).
5. Transportation: Transportation to the National Championship is the responsibility of the participating institution.
6. Practice: Practice for participating teams shall be arranged through the Championship Director.
7. Christian Service Project: Each team shall be expected to be involved in ministry that shall provide service to the community. This shall be coordinated by the Championship Director.
8. Each participating team in the National Championship shall receive 20 tickets for the Tip-Off Banquet. All teams, including coaches and players, are expected to be in attendance. Business casual is strongly recommended for the banquet (no jeans or sweats).

E. NCCAA National Basketball Championship Timetable

Saturday prior to Championship: Each region shall have determined their representative to the National Championship by 6:00 p.m. Eastern time. All teams shall be seeded following the results.

Tuesday-Saturday: Christian Service Project shall be held on Tuesday.
Banquet at 6:30 p.m. on Tuesday (or decided by the championship committee)
Parade of Champions prior to the host school's game
(2nd to the last game on the 1st day)
Game Times TBA

F. Additional Administrative Information

1. Insurance: Each participating institution shall furnish its own accident, medical, life and travel insurance.
2. Basketballs
 - a. The official game ball used in the National Championship shall be determined by the Basketball Games Committee. The **Wilson Solution** game ball basketball is presently used.
 - b. Practice balls are available to participating teams during the arranged practice times and before the start of each half of the game in which they are competing.
3. Referees: Officials for the NCCAA National Men's Basketball Championship are selected and assigned by the National Men's Basketball Chair and/or the Championship Director. Assigner is in charge of all officials with input from the National Championship Committee.
4. Tickets: Each member of the official party of the participating teams shall be provided championship passes that shall be presented to them upon arrival at the championship site.

5. Uniforms: Each participating team in the National Championship shall bring to the championship a complete set of light and a complete set of dark uniforms. The higher seeded team shall wear the light uniforms unless negotiated with the opponent ahead of time.
6. Radio and Television: Arrangements for radio and television are available through the NCCAA Executive Director's predetermined rates which are \$100 per game or \$250 per championship and must be paid to the National Office before the first contest. **Arrangements should be made at least one week in advance of the broadcast date.** Due to the NCCAA contract with Tourbeau Sports, no one is allowed to video tape any games.
7. Timeouts: Teams shall receive the normal allotted number of timeouts per game (four 60-second timeouts plus two 30-second timeouts), in addition to one media timeout per half at the first dead ball after the ten minute mark. Music must be played at each timeout (see Championship Music Policy in Forms and Procedures section).
8. Each team shall receive a championship ball.
9. Warmup time between games for the first two days shall be 10 minutes with a 10 minute halftime. Teams for the next game can shoot around for 7 minutes of halftime. Friday and Saturday schedule shall resume normal game procedures: 20 minutes warmup and 15 minutes half.
10. No 8:30 a.m. games shall be scheduled for West Region teams on the first day of the championship.
11. All teams must follow the NCAA rule book for championship warmups: no headsets, uniforms, no dunking, etc.
12. No dunking except during the games.
13. The host shall provide lodging and meals (\$35 per diem) for one National Sports Chair (or his/her designate) and also the travel expenses of the National Sports Chair or his/her designate. (See the bid contract found in the Forms and Procedures section.)

G. Selection of Teams

The teams to participate in the National Championship shall be chosen under the following format: Six spots in the National Championship shall go to regional winners; one spot shall go to the host school if they chose to take it. Should the host school be a regional champion, then an at-large team shall be selected to join the field in their place. If a region is not represented, then an at-large team shall fill that spot. The at-large team shall be the highest rated team, according to the NCCAA Power Rating System (see [Appendix A](#)) (from the final regular season National Power Rating System), that has declared its intent (see Forms & Procedures section) to play in the championship. All NCCAA member institutions must send to the National Office a completed Declaration of Intent to Participate form by September 15 for all varsity sports. Amendments for Winter sports must be submitted by January 15. The At-Large request to be considered for the NCCAA National Championship is on the Declaration of Intent to Participate. Athletics Directors may list the conditions by which they shall accept at-large spots on the Declaration of Intent to Participate. To be considered for an at-large, you must have played in the NCCAA regional playoffs or been exempt due to NCAA or NAIA conflicts. If there is only one team from a region and therefore no playoffs, then see II.A.3.

H. Seeding

1. Teams for the National Championship shall be seeded using the NCCAA National Power Rating System (See [Appendix A](#)).
2. Seeding for the National Championship shall take place on the Saturday evening immediately prior to the Championship event.
3. Teams from the same region shall not play in the first round National Championship games. Therefore, minor adjustments of the teams' pairings may be necessary (the lower seeded team shall be adjusted).
4. If two or more regions do not send a team to the National Championship, the Men's Basketball Committee shall select an additional at-large team that is the highest Power Rated System seeded team available.
5. Once the Championship games committee selects and seeds the teams, then a phone call shall be done with all eight teams Saturday night. Teams and seedings shall be announced by 10:00 p.m. Saturday on the Championship website.

I. Awards

1. Championship awards: The following awards shall be presented at the conclusion of the National Championship game:
 - a. Team awards to each of the top four finishers in the National Championship (first, second, third and fourth).
 - b. Individual awards to the official 15-member party of the championship team.
 - c. Players shall be selected by the coaches. Each coach shall nominate players from his/her own team for automatic selection to the All-Tournament Team.All Tournament awards are the responsibility of the championship host.

- 1.) The All-Tournament Team shall consist of five players and one Most Outstanding Player (for a total of six on the team).
 - 2.) The team breakdown shall be as follows:
 - a.) Championship team – one player and one Most Outstanding Player (plaque ordered and paid for by the NCCAA)
 - b.) Second through fifth place teams – one player each.
 2. Pete Maravich Award: The Pete Maravich Award shall be presented at the Tip-Off Banquet of the National Championship. This award is sponsored by Mr. Gary Beck, manager of the Gary Beck Foundation and a former NCCAA All-American student-athlete from Greenville University, IL.
 - a. The recipient: The outstanding Christian men's basketball player in the NCCAA for Division I.
 - b. The nominee must:
 - 1). Be a team member at an NCCAA institution.
 - 2). Possess a vital Christian testimony both on and off the court.
 - 3). Exhibit outstanding leadership qualities.
 - 4). Be highly skilled in the sport of basketball.
 - 5). Be a junior, senior or graduate student with high academic standing.
 - c. Purpose: To enhance the Christian purpose of athletic excellence in Christian athletic competition, and to perpetuate the Christian philosophy and faith in evangelical Christian colleges and universities across our nation.
 - d. Procedures:
 - 1). Student-athletes must be nominated by the head coach or Sports Information Director.
 - 2). The nomination form (See Appendix B) must be used and submitted to the National Chair by March 1.
 - 3). Final selection shall be made by a selection committee appointed by the National Men's Basketball Chair.
- J. National Rankings
1. The NCCAA Power Rating System shall be used (see Appendix A).
 2. In order for a member of a team to be included in the All-American selection procedure, the member institution must participate in the national ranking system (NCCAA Power Rating System).
 3. Each member institution must meet all statistical requirements (see section IV below).
 4. The NCCAA Power Rating System shall begin being used on the first Monday of February and shall be reported every week following that date as instructed in Appendix A.
 5. TOP 10- Due each Tuesday at 12:00 p.m. in the National Office. Monday noon: all region sports chairs should send their region top seven to the National Sport Chair. The National Sport Chair shall compile and return the ballot for them to vote by Tuesday morning. When casting votes for the national TOP 10 rankings, regional voters must follow the order of the regional polls when casting their TOP 10 vote.

II. REGIONAL PLAYOFF GUIDELINES

A. Dates and Sites

1. The regional final game is to be played no later than the Saturday prior to the National Championship. The start time shall be no later than 4:00 p.m. Eastern Time.
2. The site is under the direction of the Regional Basketball Chair, taking into consideration:
 - a. Seeded teams based on final NCCAA Power Rating System (see [Appendix A](#)) (final regular season National Power Rating System). (Each Regional Sport Chair should re-figure all region NCCAA Power Rating System prior to the seeding of regional playoffs and report any discrepancies to the National Chair and the NCCAA statistician)
 - b. Continuation of past plans of alternating sites among areas.
 - c. Economic status of various sites.
3. Regional Representation: If only one team in a region declares to participate, it must hold a season winning percentage of .500 or better OR be ranked in the top half of the NCCAA Power Rating System in order for that team to receive a bid to the National Championship.
4. All regional hosts shall plan and schedule the region Christian Service Project (CSP) and report the results to the National Office. Each host shall also send all information regarding dates, sites, schedule, game results, etc. to the National Office prior to the Regional Championship.

B. Selection of Teams

All member institutions that have met their Declaration of Intent to Participate shall be eligible for selection. It is the responsibilities of each Regional Sport Chair to enforce the Declarations of Intent to Participate in their regions.

C. Eligibility (see Eligibility Section)

1. Individual Eligibility: Each participant in the NCCAA National Basketball Championship must be eligible under the rules of:
 - a. His own institution.
 - b. The NCCAA eligibility rules as set forth in the Eligibility Section.
2. Institution Eligibility: Any active participating institution of the NCCAA that has paid its dues for the current year and is in good standing is eligible for the National Men's Basketball Championship play-off system.
3. Team Eligibility
 - a. Each member institution must meet all statistical requirements (see section IV below).
 - b. Each member institution is required to honor their Declaration of Intent to Participate. All NCCAA member institutions must send to the National Office a completed Declaration of Intent to Participate form by September 15 for all varsity sports. Amendments can be made for Winter sports (Basketball and Indoor T&F) but must be submitted by January 15. If a school has a winning percentage rule on their declaration and is slightly below that and wishes to appeal, the deadline for appeal (to the Director of Membership & Compliance) is two weeks prior to regional playoffs. All percentage rules are enforced after the final regular season game.
 - c. Each region must attempt to accommodate every region member that meets their Declarations of Intent to Participate (if at all possible).

D. Financial Report

1. Regional playoff game site managers are to submit the financial report to the Regional Coordinator within 10 days after the completion of the playoffs.
2. Monies in excess of the expenses of administration of the playoff games shall go to the team advancing to the National Championship to help with its travel expenses.

E. Squad Size

The squad size for the regional playoffs shall be to list any number of members on the championship roster, all of whom may dress out. There is a roster limit of 15 and a limit of 20 bench personnel.

F. All-Regional Team and Regional Coach of the Year

The All-Regional Team (see [Appendix C](#)) and Regional Coach of the Year shall continue to be developed at the regional level under the direction of the Regional Basketball Chair. This information shall be submitted to the National Men's Basketball Chair for consideration of All-American and National Coach of the Year recognition, which is determined by the National Men's Basketball Coaches' Meeting held at the National Men's Basketball Championship. All information must be given to the National Chair by Saturday prior to the start of the Championship.

G. Publicity

Publicity for Regional Championship play shall be the responsibility of each participating team and shall be supported and encouraged by the Regional Basketball Chairs.

1. Press releases shall be provided by the Regional Basketball Chair to each institution for publicity in their area.
2. Regional Basketball Chairs should publicize the honors within their respective region after release from the National Office.

III. NATIONAL AWARD QUALIFICATIONS

A. All-American

1. Players who have finished in the top five of their All-Regional teams shall be given first consideration to be nominated for All-American. Regional Player of the Year from each region shall be given first consideration for 1st Team All-American. No student-athlete is eligible for All-American if his institution is on NCCAA probation.
2. Individual coaches must complete a nomination form for any of their players who are eligible and forward it to the National Sport Chair (see [Appendix C](#)).
3. Each Regional Sport Chair shall fill out an All-American Nomination and Rating Form (see [Appendix D](#)) and forward it to the National Men's Basketball Chair prior to the National Championship.
4. Selection to the All-American Team shall be made at the National Championship. The meeting shall take place on Friday morning. Each Region Sport Chair shall be present or will be on the phone conference call for the meeting.

5. The first, second and third All-American Teams shall consist of five members each. Members of the first team shall receive plaques and certificates from the National Office and members of the second and third teams shall receive certificates.
6. The purpose of the selection of an All-American team in basketball:
 - a. To recognize outstanding performance in Christian intercollegiate basketball competition.
 - b. To publicize and promote the Christian student-athlete.
 - c. To promote the presence and prominence of Christian character in intercollegiate athletics.
 - d. To publicize and promote the participating institutions within the NCCAA.
 - e. To publicize and promote the NCCAA, its presence and its programs.
7. A Player of the Year award shall be given to the best player in NCCAA Division I Men's Basketball. An All-American form MUST be submitted to be considered for this award.
8. Coach of the Year shall be determined through email votes by coaches Tuesday after the National Championship.
9. Region Sport Chairs shall complete [Appendix D](#).
10. Coaches must abide by the region rankings of the All-Regional team rank order of the players and cannot override the region vote.

B. Coach of the Year

1. Each Regional Coach of the Year as well as the NCCAA National Championship team coach is eligible for National Coach of the Year.
2. The Regional Basketball Chair should complete a nomination form (see Forms and Procedures) and forward it to the National Men's Basketball Chair prior to the National Championship.
3. No coach is eligible for this honor if his institution is on NCCAA probation.
4. Selection of the Coach of the Year shall be voted on by a committee chosen by the National Sport Chair then announced at the championship game.
5. A plaque and certificate shall be presented from the National Office.
6. The purpose of the selection of an NCCAA Coach of the Year in basketball:
 - a. To recognize outstanding effort and/or achievement by a Christian coach in intercollegiate basketball.
 - b. To publicize and promote the presence and prominence of Christian character in intercollegiate coaching.
 - c. To promote and publicize NCCAA basketball and the organization as a whole.

C. Scholar-Athlete

The Scholar-Athlete nomination ballot must be presented via Teamworks to the National Office four weeks prior to the National Championship meetings (see [Forms & Procedures Section](#)).

D. Scholar-Team award

The Scholar-Team nomination ballot must be submitted by May 31. The form is on Teamworks or found in the Forms and Procedures Section of the Handbook.

IV. STATISTICS

Statistics must be submitted to the NCCAA in the form of .XML game files, following the steps outlined at www.thenccaa.org/helpcenter. Game files must be submitted to the NCCAA within 48 hours after the game. However, the mandatory deadline for weekly game files to be uploaded to the NCCAA website is Mondays at 11:59 p.m. (ET). Any amount of missing game files in a week shall count as a missed report. The penalties for not reporting statistics or for being late are: 1st offense=warning; 2nd offense=\$100 fine paid before Regional Championships; 3rd offense=team is not allowed postseason play. **It is the responsibility of each institution to contact the National Office regarding any technical problems experienced in submitting weekly statistics. Proper communication can eliminate team penalties.**

V. OFFICIAL RULEBOOK

Rule Book: Official National Collegiate Athletic Association (NCAA) Men's Basketball Rules. To obtain rules, contact: NCAA, P.O. Box 6222, Indianapolis, IN 46206-6222.

Appendix A NCCAA Power Rating System

I. Formula

For each game played at team earns power points based on the following formula:

1. Win/Loss
 - a. if a win 4 points
 - b. if a loss 0 points
2. Home/Away/Neutral Contest
 - a. if away or neutral 1 point
 - b. if home 0 points
3. Opponent's Record
 - a. .667 - 1.000 winning percentage 3 points
 - b. .500 - .666 winning percentage 2 points
 - c. .333 - .499 winning percentage 1 point
 - d. .000 - .332 winning percentage 0 points
4. Opponent's Affiliation
 - a. NCAA I 4 points
 - b. NCAA II/CIS 3 points
 - c. NAIA/NCAA III/NCCAA I 2 points
(basketball divides NAIA I to 2.5 points and NAIA II to 2 points)
 - d. NCCAA II/USCAA/Other 1 point
5. Ranked Opponent
If opponent is ranked in Top 25 of NCAA or NAIA poll at reporting date. 1 point

II. Power Points

- A. The sum of those criteria determines the power points for a game. The maximum points for a contest is 13 (a win on the road against a .667 or better NCAA I Top 25 team). The minimum points for a game is 1 (loss at home against a .332 or lower losing NCCAA II/USCAA team).
- B. The rating is determined by adding the power points for the season and dividing by the number of games (to the third decimal place).

III. Rankings Based on Power Points

The rating system is only as accurate as the information supplied on the game results reporting form. Each institution should report the most accurate data possible. Each region should have a system in place for ensuring the accuracy of the reported ratings at the initial reporting date. The end of the regular season power rating for each institution shall determine the seeding and any at-large selections for the National Championship.

IV. Reporting Dates

Team and individual statistical data, along with game results, game location, and opponent's affiliation shall be reported each week. For individual player statistics, only stats for players who qualify for national rankings need to be reported.

NCCAA Power Ratings, including the opponent's record and Top 25 ranking information, shall be calculated beginning the first Monday in February and each week following that date. The opponent's win-loss record shall reflect their record at the reporting date. After this date, it shall reflect the opponent's record at the time of the contest.

Appendix B - Men's Basketball
The Pete Maravich Award Nomination Form
Send to National Chair by March 1

The purpose of this award is to recognize the outstanding NCCAA student-athlete in Division I Men's Basketball and highlights excellence in competition, skill, academics, and Christian character and service during his career. This award is sponsored by Mr. Gary Beck, manager of the Gary Beck Foundation and a former NCCAA All-American student-athlete from Greenville University, IL. The award shall be presented annually at the National Men's Basketball Championship. Due by March 1.

Mail to: The NCCAA Division I Men's Basketball National Chair

Region _____ Chair _____
Player's Name _____ Class ____ Senior ____ Graduate Student
Hometown _____ City _____ Zip _____
Institution _____ Coach _____
Position _____ Date of Birth ____/____/____
Height _____ Weight _____
20__ - 20__ Season Record: Won _____ Lost _____
20__ - 20__ Season Record: Won _____ Lost _____
20__ - 20__ Season Record: Won _____ Lost _____
20__ - 20__ Season Record: Won _____ Lost _____

Christian Character and service as well as faith story

Leadership characteristics and qualities

Stats

Points Per Game Average _____ Total Season Points _____
High Game _____ vs. _____ Date ____/____/____
opposing team
Individual Field Goal Percentage _____ Individual Foul Shot Percentage _____
Individual Assists Per Game _____ Total Season Assists _____
Individual Steals per game _____ Total steals _____ Individual blocks per game _____ Total blocks _____

Appendix B - The Pete Maravich Award Nomination Form, page 2

Rebounding

Rebounds Per Game Average _____

Total Season Rebounds _____

High Game _____ vs. _____
opposing team

Date ____/____/____

Defense

(Comment as to the effectiveness and contribution of the player to the total team success)

Honors Received (Athletic)

Individual _____

Team _____

Scholarship (Academic)

Degree Program _____ Major _____

GPA _____ Honors _____

Comments and/or Recommendations (include top 10 national statistical ranking if appropriate)

Include a recent digital photo, a varsity schedule and player's current stats.

Coach signature _____ Date _____

Appendix C
NCCAA Division I Basketball All-American Regional Nomination Form

To be completed by the nominating coach

Send to the DI National Men's Basketball Chair by Saturday night prior to the National Championship

Region _____ Regional Sport Chair _____

Player's Name _____ Class _____

Hometown, State _____

Institution _____ Coach _____

Position _____ Age _____ Height _____ Weight _____

20 _____ - 20 _____ Season Record: Won _____ Loss _____

Scoring

Points Per Game Average _____ Total Season Points _____

High Game _____ vs. _____ Date _____
opposing team

Individual Field Goal Percentage _____ Foul Shot Percentage _____

Assists Per Game average _____ Total Season Assists _____

Rebounding

Rebounds Per Game Average _____ Total Season Rebounds _____

High Game _____ vs. _____ Date _____
opposing team

Defense: Blocks per game average _____ Total season blocks _____ Steals per game average _____ Total season steals _____
Comment as to the effectiveness and contribution of the player to the total team success

Leadership: Comment as to the player's contribution to the team's success

Scholarship (Academic)

Degree Program _____ GPA _____

Honors _____

Appendix C - NCCAA Division I Basketball All-American Regional Nomination Form, Page 2

Character _____

Honors Received (Athletic)

Individual _____

Team _____

Comments and/or recommendations

The above named student-athlete has my support as a viable nominee for NCCAA postseason honors. His behavior both on and off the court is complimentary to the NCCAA and its Christ-like standards.

Coach's signature

Date

Institution

Appendix D
NCCAA Division I Basketball
All-American Nomination and Rating Form
 To be completed by Regional Basketball Chair

Region _____ Basketball Chair _____ Date _____

Signature of Regional Basketball Chair _____

Rating	Christian Commitment (Yes/No)	Name	Institution	Pos.	Pts/ G	Rb/ G	Ast/ G	Hometown State

Rating System

I = Player is agreed upon to be a definite first team All-American

II = Player is agreed upon to be a definite second team All-American

Christian Commitment: A “Yes” in this space indicates that the player is in harmony with the ideals of the NCCAA and has the endorsement of the member institution concerning its position on Christian conduct and commitment.

Guidelines for selecting All-American candidates

1. The student-athlete must be a member of a basketball team at a participating institution in the NCCAA. No student-athlete is eligible for All-American status if his/her institution is on NCCAA probation.
2. The student-athlete must be nominated by a participating institution from within the region in which the student-athlete is a member.
3. The student-athlete must be worthy of consideration for the honor of All-American.
4. An All-American nominee must be one of the top five players from within the region he/she represents. NOTE: A maximum of five student-athletes may be nominated by any one region.
5. Each regional student-athlete nominated for All-American consideration shall have a nomination form sent to the National Basketball Chair on his/her behalf by the Regional Sport Chair.
6. The student-athlete must be a member of an institution that has participated in the NCCAA Regional and National Statistical Reporting Procedure (see Basketball III.D.2.).
7. Each nominating coach shall send a completed All-American and Regional Nomination form to the National Basketball Chair in support of his/her student-athlete(s).

NATIONAL CHRISTIAN COLLEGE ATHLETIC ASSOCIATION



Women's Basketball

Division I

Division I Women's Basketball

I. SITE AND DATE

- A. Date
The championship shall be held the third weekend in March. Regional championships shall be completed by the Saturday prior to the National Championship.
- B. Site Requirements
Determined by the standards set in the bid contracts (see Forms and Procedures Section).

II. TEAM SELECTION

- A. The six regions must determine how teams in their respective region should qualify in order to participate in the National Championship. Teams included for the National Championship shall be the champion of each region (a qualifying regional championship could be held, best record through regular season competition, or any other system the region mandates), the host school and any number of at-large berths needed to make up an eight-team National Championship. All teams must have completed the following:
 - 1. A team must pay dues to the National Office by August 15 to be considered for participation in the National Championship.
 - 2. All NCCAA member institutions must send to the National Office a completed Declaration of Intent to Participate form by September 15 for all varsity sports. Amendments for Winter sports (basketball and indoor track & field) must be submitted by January 15 (see Forms & Procedures section.) The Regional Sports Chair must make sure that all teams in the region are following their Declarations of Intent to Participate. If a school has a winning percentage rule on their declaration and they are slightly below that and wishes to appeal, the deadline for appeal (to the Director of Membership & Compliance) is two weeks prior to regional playoffs. All percentage rules are enforced after the final regular season game. Each region must attempt to accommodate every region member that meets their Declaration of Intent to Participate (if at all possible).
 - 3. Regional Representation: If only one team in a region declares to participate, it must hold a season winning percentage of .500 or better OR be ranked in the top half of the NCCAA Power Rating System in order for that team to receive a bid to the National Championship.
- B. Selection of At-Large Berths
 - 1. The at-large request to be considered for the NCCAA National Championship is on the Declaration of Intent to Participate. Athletics Directors may list the conditions by which they shall accept at-large spots on the Declaration of Intent to Participate. To be considered for an at-large, you must have played in the NCCAA regional playoffs or been exempt due to NCAA or NAIA conflicts.
 - 2. The at-large selection shall be determined by the NCCAA Power Rating System at the end of the regular season. The team with the highest NCCAA Power Rating shall be selected first. Selection shall continue to follow the NCCAA Power Rating System until the at-large berths are filled (see [Appendix A](#)).
 - 3. If two teams have an equal NCCAA Power Rating, then the strength of the region shall be considered:
 - a. Based on final national rankings of the teams involved (NCCAA, NAIA, NCAA II, NCAA III).
 - b. Previous National Championship play.
 - c. The number of teams in the regional championship playoffs.
- C. The Regional Sport Chair is also responsible for figuring each region teams NCCAA Power Rating and reporting any discrepancies to the National Chair as well as the NCCAA statistician. All seeding for the regional playoffs shall be by the NCCAA Power Rating at the end of the last regular season game.
- D. The Director of Membership & Compliance, the Championship Director, the National Basketball Chair, and the National Vice-Chair shall communicate prior to or on the Saturday after the regional cutoff date prior to the National Championship by conference call in order to decide the at-large berths and the seeding of the National Championship.

III. CONDUCT OF CHAMPIONSHIP

- A. The championship shall be a single elimination championship **with a consolation round** played through the eight places. Times shall be announced and set by the National Chair and the Championship Director.

-
- B. Times (to be determined by the host) may be adjusted so that the host team plays during a time that shall bring the greatest gate. Should the host team need a time different from a bracket to accommodate this, bracket times shall simply be set by the National Chair and the Championship Director. Teams that fly in from the West Region shall not be scheduled for early morning games on the first day.
- C. Championship Seeding
1. Seeding shall be the responsibility of the National Basketball Chair and National Basketball Committee, using the NCCAA Power Rating System.
 2. Seeding shall be according to the final national regular season rating (using the revised NCCAA Power Rating System). No consideration is to be given, for seeding purposes, to the Regional Champions over at-large teams from the same region.
 3. All teams shall be seeded with one and four being in the top bracket and two and three being in the bottom. One shall play eight, two shall play seven, three shall play six, and four shall play five.
 4. Teams from the same region shall not play each other in the first round of the championship.
- D. Restrictions
1. The championship shall not exceed four days.
 2. The championship shall begin on Wednesday.
- E. National Basketball Chair Expenses
- The host shall provide lodging and meals (\$35 per diem) for one National Sport Chair or his/her designate and also the travel expenses of the Chair. See bid contract found in Forms and Procedures Section.
- F. Additional Administrative Information
1. Insurance: Each participating institution shall furnish its own accident, medical, life and travel insurance.
 2. Basketballs
 - a. The official game ball used in the National Championship shall be determined by the Basketball Games Committee. The **Wilson Solution** game ball basketball is presently used.
 - b. Practice balls are available to participating teams during the arranged practice times and before the start of each half of the game in which they are competing.
 3. Referees: Officials for the NCCAA National Women's Basketball Championship are selected and assigned by the National Women's Basketball Chair and/or the Championship Director. Assigner is in charge of all officials with input from the National Championship Committee.
 4. Tickets: Each member of the official party of the participating teams shall be provided championship passes that shall be presented to them upon arrival at the championship site.
 5. Uniforms: Each participating team in the National Championship shall bring to the championship a complete set of light and a complete set of dark uniforms. The higher seeded team shall wear the light uniforms unless negotiated with the opponent ahead of time.
 6. Radio and Television: Arrangements for radio and television are available through the NCCAA Executive Director's predetermined rates which are \$100 per game or \$250 per championship and must be paid to the National Office before the first contest. **Arrangements should be made at least one week in advance of the broadcast date.** Due to the NCCAA contract with Tourbeau Sports, no one is allowed to video tape any games.
 7. NCCAA National Women's Basketball Championship timeouts for all participating teams shall be given the following:
 - a. Three 30-second timeouts. Each team may carry 3 timeouts into the second half. A team that uses no timeout in the first half shall lose one 30-second timeout.
 - b. One full timeout (60 seconds) to be used at any time during the game.
 - c. Two end-of-quarter intermissions of 75 seconds (end of first and third quarters).
 - d. One media timeout ONLY in the second and fourth quarters. The electronic/media timeouts shall occur at or below the five-minute mark in the second and fourth quarters. The first timeout requested by either team in the second and fourth quarters shall become the electronic/media timeout for that particular quarter. No media timeouts shall be given in the first and third quarters.
 - e. Extra periods shall be five minutes each in length with a one-minute intermission before each.
 - f. Each team shall be entitled to one additional 30-second timeout during each extra period in addition to any timeouts it has not used previously.
 - g. There shall be no media timeouts in the extra period(s).
 8. Each team shall receive a championship ball.

9. Warmup time between games for the first two days shall be 10 minutes with a 10 minute halftime. Teams for the next game can shoot around for 7 minutes of halftime. Friday and Saturday schedule shall resume normal game procedures: 20 minutes warmup and 15 minutes halftime.
10. All teams must follow the NCAA rule book for championship warmups: no headsets, uniforms, no dunking, etc.

IV. CHAMPIONSHIP DIRECTOR

- A. The Championship Director plans the National Championship with the approval of the National Basketball Chair.
- B. A discussion of items shall take place between the Championship Director and the National Basketball Chair. These items are listed in the bid contract section (see Forms and Procedures Section).

V. CHAMPIONSHIP COMMITTEE

- A. Membership
 1. The Championship Committee shall be composed of the Director of Membership & Compliance, the National Basketball Chair, the Championship Director and the Sports Committee.
 2. If a member of the Championship Committee is directly or indirectly involved in a protest submitted, the individual shall be replaced by an appointee of the Committee Chair (i.e. the member may be affiliated with one of the teams involved in the protest or misconduct of an official of the protested game).
 3. Three members must be present for action to be taken.
- B. Responsibilities
 1. Ethical Behavior
 - a. Observe the behavior of the student-athletes, coaches and other team personnel during competitive events.
 - b. Promote standards of ethical behavior during competitive events and throughout the championship. This can be accomplished by general reminders to individual(s) and team(s) during the championship, and reinforced by more specific communication. If unacceptable behavior occurs, this committee has the right and obligation to act on the issue. This may include a reprimand with official notice to the institution.
 2. Write a report of all cases on which the committee acts. A duplicate report shall be filed with the Championship Director for inclusion with the championship report.
 3. Make on-site decisions concerning extenuating circumstances that effect the conduct of the National Championship (i.e. extreme weather conditions).
- C. Protests
 1. Assure that protest procedures, as indicated in the NCCAA rulebook, have been followed.
 2. Act on all appropriate protests.

VI. REGIONAL PLAYOFF GUIDELINES

- A. Dates and Sites
 1. The regional final game shall be played no later than the Saturday prior to the National Championship. The start time shall be no later than 4:00 p.m. (ET).
 2. The site is under the direction of the Regional Basketball Chair, taking into consideration:
 - a. Seeded teams based on final NCCAA Power Rating System (see [Appendix A](#)) (final regular season NCCAA Power Rating System) (Each Regional Sport Chair should re-figure all region NCCAA Power Rating System prior to the seeding of regional playoffs and report any discrepancies to the National Chair and the NCCAA National Statistician.)
 - b. Continuation of past plans of alternating sites among areas.
 - c. Economic status of various sites.
 3. Regional Representation: If only one team in a region declares to participate, it must hold a season winning percentage of .500 or better OR be ranked in the top half of the NCCAA Power Rating System in order for that team to receive a bid to the National Championship.
 4. All regional hosts shall plan and schedule the region Christian Service Project (CSP) and report the results to the National Office. Each host shall also send all information regarding dates, sites, schedule, game results, etc. to the National Office prior to the Region Championship.

B. Selection of Teams

All member institutions that have met their Declaration of Intent to Participate shall be eligible for selection. It is the responsibility of each Regional Sport Chair to enforce the Declarations of Intent to Participate in his/her region.

C. Eligibility (see Eligibility Section)

1. Individual Eligibility: Each participant in the NCCAA National Basketball Championship must be eligible under the rules of:
 - a. His/her own institution.
 - b. The NCCAA eligibility rules as set forth in the Eligibility Section.
2. Institution Eligibility: Any active participating institution of the NCCAA that has paid its dues for the current year and is in good standing is eligible for the National Men's Basketball Championship playoff system.
3. Team Eligibility
 - a. Statistics must be submitted to the NCCAA in the form of .XML game files, following the steps outlined at www.thenccaa.org/helpcenter. Game files must be submitted to the NCCAA within 48 hours after the game. However, the mandatory deadline for weekly game files to be uploaded to the NCCAA website is Mondays at 11:59 p.m. (ET). Any amount of missing game files in a week shall count as a missed report. The penalties for not reporting statistics or for being late are: 1st offense=warning; 2nd offense=\$100 fine paid before Regional Championships; 3rd offense=team is not allowed postseason play. **It is the responsibility of each institution to contact the National Office regarding any technical problems experienced in submitting weekly statistics. Proper communication can eliminate team penalties.**
 - b. Each member institution is required to honor their Declaration of Intent to Participate. All NCCAA member institutions must send to the National Office a completed Declaration of Intent to Participate form by September 15 for all varsity sports. Amendments can be made for winter sports (Basketball and Indoor Track & Field) but must be submitted by January 15. If a school has a winning percentage rule on their declaration and is slightly below that and wishes to appeal, the deadline for appeal (to the Director of Membership & Compliance) is two weeks prior to the regional playoffs. All percentage rules are enforced after the final regular season game.
 - c. Each region must attempt to accommodate every region member that meets their Declarations of Intent to Participate (if at all possible).

D. Financial Report

1. Regional playoff game site managers are to submit to Regional Coordinators within 10 days after the completion of the playoffs.
2. Monies in excess of the expenses of administration of the playoff games shall go to the team advancing to the National Championship to help with their travel expenses.

E. Squad Size

The squad size for the regional playoffs shall be to list any number of members on the championship roster, all of whom may dress out. There is a roster limit of 15 with a total limit of 20 bench personnel.

F. All-Regional Team and Regional Coach of the Year

The All-Regional Team (see [Appendix D](#)) and Regional Coach of the Year shall continue to be developed at the regional level under the direction of the Regional Basketball Chair. This information shall be submitted to the National Women's Basketball Chair for consideration of All-American and National Coach of the Year recognition, which is determined by the National Women's Basketball Coaches' Meeting held at the National Women's Basketball Championship. All information must be given to the National Women's Basketball Chair by Saturday prior to the start of the Championship.

G. Publicity

Publicity for Regional Championship play shall be the responsibility of each participating team and shall be supported and encouraged by the Regional Basketball Chairs.

1. Press releases shall be provided by the Regional Basketball Chair to each institution for publicity in their area.
2. Regional Basketball Chairs should publicize the honors within their respective region after release from the National Office.

VII. SPORTS COMMITTEE

A. Composition and Term of Office

1. The National Basketball Committee shall consist of the Regional Sports Chair from each of the six regions.

2. The term of office shall terminate June 30.

- B. Duties of Committee Members (see Regional Sport Chairs as described in the Forms and Procedures section of the Handbook):
1. Represent the interest of coaches and student-athletes.
 2. Perform duties as specified by the National Basketball Chair.
 3. Propose revisions of National Championship operating policies and procedures.
 4. Assist in solicitation of bids for future National Championship sites.
 5. Attend the National Championship event.
- C. Duties of the National Basketball Chair
The National Basketball Chair shall perform duties as described (see [Forms and Procedures Section](#)).

VIII. OFFICIALS

- A. Selection and rotation of officials
The officials shall be rotated between game times and brackets throughout the first three days of the championship.
- B. The selection and assignment of officials shall be made by the Championship Director in consultation with the National Basketball Committee.
- C. Officials' expenses shall be paid as per contract using the going rate of the National Championship area.

IX. ALL-TOURNAMENT TEAM

- A. An All-Tournament Team shall be honored at the National Championship.
- B. Players shall be selected by the coaches. Each coach shall nominate players from his/her own team for automatic selection to the All-Tournament Team.
1. The All-Tournament Team shall consist of five players and one Most Outstanding Player (for a total of six on the team).
 2. The team breakdown shall be as follows:
 - a. Championship team - 1 player and 1 Most Outstanding Player (plaque ordered and paid for by the NCCAA)
 - b. Second through fifth place teams - 1 player each.
- C. The All-Tournament Team shall be announced prior to the championship awards.
- D. Each selected player shall receive a commemorative plaque and a certificate of recognition (paid for by the host).

X. MEETINGS

- A. The Championship Director or National Basketball Chair shall schedule a meeting for the coaches of the participating schools at the National Championship for Monday night at 9:00 p.m. (ET).
- B. The Regional Sport Chairs shall be responsible to establish rule changes and proposals to the DI Women's Basketball Handbook. All changes must be voted on by a majority of the coaches (at least 50% response). A Friday meeting shall be held to vote on All-Americans and all Regional Sports Chairs not in attendance shall be included on a Conference call.
- C. A coaches' meeting shall be held at the NCCAA Annual Convention.

XI. AWARDS

- A. Team awards standard with NCCAA championships shall be presented to each member on the championship team (see [Awards Section](#)).

-
- B. Coach of the Year
1. Each Regional Coach of the Year is eligible for National Coach of the Year as well as the winning National Championship coach.
 2. The Regional Basketball Chair should complete a nomination form (see Forms and Procedures) and forward it to the National Women's Basketball Chair prior to the National Championship.
 3. No coach is eligible for this honor if his/her institution is on NCCAA probation.
 4. Selection of the Coach of the Year shall be made by a selection committee chosen by the National Chair.
 5. A plaque and certificate shall be presented from the National Office.
 6. The purpose of the selection of an NCCAA Coach of the Year in women's basketball:
 - a. To recognize outstanding effort and/or achievement by a Christian coach in intercollegiate basketball.
 - b. To publicize and promote the presence and prominence of Christian character in intercollegiate coaching.
 - c. To promote and publicize NCCAA women's basketball and the organization as a whole.
- C. National Player of the Year Award shall be awarded to the top player for that year. She shall be chosen by the committee that selects the All-American awards. This shall be in addition to the five All-Americans (five All-Americans plus one National Player of the Year.) She shall be selected from the Regional Players of the Year pool.
- D. The Kathy Freese Award shall have the following criteria (see [Appendix B](#) & [Appendix C](#)):
1. Purpose: To enhance the Christian purpose of athletic excellence in Christian athletic competition and to perpetuate the Christian philosophy and faith in evangelical Christian institutions across our nation.
 2. The Recipient: The outstanding Christian women's basketball player.
 3. The Nominee must: (include a digital picture)
 - a. Be a junior, senior or graduate student with high academic standing.
 - b. Possess a vital Christian testimony both on and off the court.
 - c. Be highly skilled
 - d. Exhibit outstanding leadership qualities
 - e. Be a team member of an NCCAA institution.
 4. Procedures:
 - a. Student-athletes must be nominated by the head coach or the Sports Information Director.
 - b. The nomination form (see [Appendix C](#)) must be used, submitted by each coach, and received by the National Basketball Chair by March 1. A digital headshot photo shall be emailed to the National Basketball Chair.
 - c. The final selection shall be made prior to the National Championship by a selection committee, comprised of the National Chair, National Vice-Chair, a representative from the National Office and others determined by the National Basketball Chair.
 - d. The award shall be presented each year at the National Championship banquet.
 - e. The recipient shall be encouraged to be present at the banquet; therefore, coaches should keep this in mind when making their nominations. The National Office shall contribute up to \$250 toward travel expenses.
 - f. The National Office shall order and pay for the award.
 - g. A biography and picture of the winner shall be included in the championship program along with the list of names of all nominees. These shall be emailed to the National Basketball Chair.
 5. Nature of the Award: An award shall be given to the recipient to commemorate the occasion.
 6. Award Sponsor: This award is sponsored by Mr. Gary Beck, manager of the Gary Beck Foundation and a former NCCAA All-American student-athlete from Greenville University, IL.

XII. NATIONAL RANKINGS

- A. The NCCAA Power Rating System shall be used (see [Appendix A](#)).
- B. In order for a member of a team to be included in the All-American selection procedure, the member institution must participate in the national ranking system (NCCAA Power Rating System).
- C. Statistics must be submitted to the NCCAA in the form of .XML game files, following the steps outlined at www.thenccaa.org/helpcenter. Game files must be submitted to the NCCAA within 48 hours after the game. However, the mandatory deadline for weekly game files to be uploaded to the NCCAA website is Mondays at 11:59 p.m. (ET). Any amount of missing game files in a week shall count as a missed report. The penalties for not reporting statistics or for being late are: 1st offense=warning; 2nd offense=\$100 fine paid before Regional Championships; 3rd offense=team is not allowed postseason play. **It is the responsibility of each institution to**

contact the National Office regarding any technical problems experienced in submitting weekly statistics. Proper communication can eliminate team penalties.

- D. The NCCAA Power Rating System shall begin being used on the first Monday of February and shall be reported every week following that date as instructed in [Appendix A](#).
- E. TOP 10 rankings are due each Tuesday by 12:00 p.m. (ET) in the National Office. All Regional Sport Chairs shall send their region top seven to the National Women's Basketball Chair no later than 12:00 p.m. (ET) each Monday. The National Women's Basketball Chair shall compile and return the ballot for them to vote by 11:00 a.m. (ET) each Tuesday. When casting votes for the national TOP 10, regional voters must follow the order of the regional polls when casting their TOP 10 vote.

XIII. ALL-AMERICAN SELECTION PROCEDURE AND AWARDS

- A. All-American Teams shall be determined by the final outcome of the regional balloting. All coaches who wish for their players to be considered for All-American honors shall complete Appendix D.
- B. Five players shall be chosen for the first team All-American. The top vote recipients in each region shall be given first consideration for the All-American First Team. The Player of the Year shall be the top vote getter. There shall also be five chosen for the second team and five chosen for the third team. There shall be no Honorable Mention.
- C. There shall be a meeting on Friday morning to select the All-American Team. The Regional Sport Chairs that are in attendance shall be at the meeting and those not able to be present shall be connected by conference call.
- D. The All-American Team shall be announced at the National Championship.
- E. Regional Sport Chairs shall complete [Appendix E](#).
- F. Scholar-Athletes
 - 1. The Scholar-Athlete Nomination Ballot (see Forms and Procedures Section) must be submitted to **the National Office four weeks prior** to the National Championship via Teamworks.
 - 2. The Registrar from each institution must sign the form to verify the GPA. Transcripts no longer have to be sent with the nomination form.
 - 3. The nominee must have a 3.4 GPA, or above, through five semesters or seven quarters of attendance.
- G. Scholar-Team Award
The Scholar-Team nomination ballot must be submitted by May 31. The form is on Teamworks and is found in the Forms and Procedures Section of the Handbook.

XIV. EXPENSES

- A. No entry fee for teams shall be charged.
- B. Expenses, including lodging, meals and transportation shall be absorbed by competing institutions.
- C. Profits shall be used for housing, meals and transportation, in that order.

XV. MISCELLANEOUS

Current NCAA basketball rules shall be used throughout the National Championship.

XVI. OFFICIAL RULEBOOK

Official National Collegiate Athletic Association (NCAA) Women's Basketball Rules. To obtain rules, contact: NCAA, P.O. Box 6222, Indianapolis, IN 46206-6222

Appendix A NCCAA Power Ranking System

I. Formula

For each game played at team earns power points based on the following formula:

1. Won/Loss
 - a. if a win 4 points
 - b. if a loss 0 points
2. Home/Away/Neutral Contest
 - a. if away or neutral 1 point
 - b. if home 0 points
3. Opponent's Record
 - a. .667 - 1.000 winning percentage 3 points
 - b. .500 - .666 winning percentage 2 points
 - c. .333 - .499 winning percentage 1 point
 - d. .000 - .332 winning percentage 0 points
4. Opponent's Affiliation
 - a. NCAA I 4 points
 - b. NCAA II/CIS 3 points
 - c. NAIA/NCAA III/NCCAA I 2 points
(basketball divides NAIA I to 2.5 points and NAIA II to 2 points)
 - d. NCCAA II/USCAA/Other 1 point
5. Ranked Opponent
If opponent is ranked in Top 25 of NCAA or NAIA poll at reporting date. 1 point

II. Power Points

- A. The sum of those criteria determines the power points for a game. The maximum points for a contest is 13 (a win on the road against a .667 or better NCAA I Top 25 team). The minimum points for a game is 1 (loss at home against a .332 or lower losing NCCAA II/USCAA team).
- B. The rating is determined by adding the power points for the season and dividing by the number of games (to the third decimal place).

III. Rankings Based on Power Points

The rating system is only as accurate as the information supplied on the game results reporting form. Each institution should report the most accurate data possible. Each region should have a system in place for ensuring the accuracy of the reported ratings at the initial reporting date. The end of the regular season power rating for each institution shall determine the seeding and any at-large selections for the National Championship.

IV. Reporting Dates

Team and individual statistical data, along with game results, game location, and opponent's affiliation shall be reported each week. For individual player statistics, only stats for players who qualify for national rankings need to be reported.

NCCAA Power Ratings, including the opponent's record and Top 25 ranking information, shall be calculated beginning the first Monday in February and each week following that date. The opponent's win-loss record shall reflect their record at the reporting date. After this date, it shall reflect the opponent's record at the time of the contest.

Appendix B

NCCAA Division I Women's Basketball

Kathy Freese Award

Due by March 1 to the National Women's Basketball Chair

I. PURPOSE

The purpose of the award is to enhance the Christian purpose of athletic excellence in Christian athletic competition, and to perpetuate the Christian philosophy and faith in evangelical Christian institutions across our nation.

II. RECIPIENT

The outstanding Christian women's basketball player from NCCAA Divisions I shall be the recipient of the award.

III. NOMINEE

The nominee must:

- A. Be a senior or graduate student in good academic standing and in her final year of eligibility.
- B. Possess a vital Christian testimony both on and off the court.
- C. Be highly skilled.
- D. Exhibit outstanding leadership qualities.
- E. Be a team member of an NCCAA institution.

IV. PROCEDURES

The following procedures shall be used when selecting the recipient:

- A. Student-athletes must be nominated by the head coach.
- B. The nomination form (see [Appendix C](#)) must be used and received by the National Basketball Chair by March 1.
- C. Final selection shall be made prior to the National Championship by a selection committee, comprised of the National Chair, National Vice-Chair, a representative from the National Office and others determined by the National Chair (a nominee's coach cannot be part of the process).
- D. The award shall be presented each year at the National Championship banquet.
- E. The recipient shall be expected to be present at the banquet; therefore, coaches should keep this in mind when making their nominations. The National Office shall contribute up to \$250 toward travel expenses.
- F. The National Office shall order and pay for the award.
- G. A biography and picture of the winner shall be included in the championship program along with the list of names of all nominees. These shall be emailed to the National Basketball Chair.

V. AWARD SPONSOR

This award is sponsored by Mr. Gary Beck, manager of the Gary Beck Foundation and a former NCCAA All-American student-athlete from Greenville University, IL.

Appendix C
NCCAA Division I Women's Basketball
Kathy Freese Award Nomination Form

Mail to: The NCCAA Division I National Women's Basketball Chair (due by March 1).

Region _____ Regional Coordinator _____

Player's Name _____ Class: Senior _____ Grad _____

Hometown _____ State _____ Zip _____

Institution _____ Coach _____

Position _____ Date of Birth ____/____/____

Height _____

20__ - 20__ Season Record: Won _____ Lost _____

20__ - 20__ Season Record: Won _____ Lost _____

20__ - 20__ Season Record: Won _____ Lost _____

20__ - 20__ Season Record: Won _____ Lost _____

Christian (Faith) Character and Service

Leadership

Scoring

Points Per Game Average _____ Total Season Points _____

High Game _____ vs. _____ Date ____/____/____
Opposing team

Individual Field Goal Percentage _____ Individual Free Throw Percentage _____

Team Field Goal Percentage _____ Team Free Throw Percentage _____

Individual Assists Per Game _____ Total Season Assists _____

Appendix C – Kathy Freese Award Nomination Form, page 2

Rebounding

Rebounds Per Game Average _____ Total Season Rebounds _____

High Game _____ vs. _____ Date ____/____/____
Opposing team

Team Rebound Per Game Average _____ Team Rebounding Margin _____

Defense

Individual Blocks Per Game ____ Total Season Blocks ____ Individual Steals Per Game ____ Total Season Steals ____
(Comment as to the effectiveness and contribution of the player to the total team success)

Scholarship (Academic)

Degree Program _____ Major _____

GPA _____ Honors _____

Honors Received (Athletic)

Individual _____

Team _____

Comments and/or Recommendations

Coach's signature _____ Date: _____

Include a recent digital photo and a varsity schedule with results and player's current stats.

Appendix D
NCCAA Division I Basketball All-American
Regional Nomination Form

To be completed by the nominating coach and sent to the National Chair the Saturday before Nationals.

Region _____ Regional Coordinator _____

Nominee's Name _____ Class _____

Hometown, State _____

Institution _____ Coach _____

Position _____ Age _____ Height _____ Weight _____

20 _____ - 20 _____ Season Record: Won _____ Loss _____

Scoring

Points Per Game Average _____ Total Season Points _____

High Game _____ vs. _____ Date _____
opposing team

Individual Field Goal Percentage _____ Free Throw Percentage _____

Team Field Goal Percentage _____ Team Free Throw Percentage _____

Assists per game average _____ Total season assists _____

Rebounding

Rebounds Per Game Average _____ Total Season Rebounds _____

High Game _____ vs. _____ Date _____
opposing team

Team Rebounds Per Game Average _____ Team Rebounds Per Game Percentage _____

Defense: Steals per Game average _____ Total season steals _____ Blocks per game _____ Total season blocks _____

Comment as to the effectiveness and contribution of the player to the total team success

Leadership: Comment as to the player's contribution to the team's success

Scholarship (Academic)

Degree Program _____ GPA _____

Honors _____

Appendix D - NCCAA Division I Basketball All-American Regional Nomination Form, Page 2

Christian Character _____

Honors Received (Athletic)

Individual _____

Team _____

Comments and/or recommendations

The above named student-athlete has my support as a viable nominee for NCCAA postseason honors. Her behavior both on and off the court is complimentary to the NCCAA and its Christ-like standards.

Coach's signature

Date

Institution

Appendix E
NCCAA Division I Basketball
All-American Nomination and Rating Form
 To be completed by Regional Basketball Chair

Region _____ Basketball Chair _____ Date _____

Signature of Regional Basketball Chair _____

Rating	Christian Commitment (Yes/No)	Name	Institution	Pos.	Pts/ G	Rb/ G	Ast/ G	Hometown State

Rating System

I = Player is agreed upon to be a definite first team All-American

II = Player is agreed upon to be a definite second team All-American

HM = Player is agreed upon to be an honorable mention All-American

Christian Commitment: A “Yes” in this space indicates that the player is in harmony with the ideals of the NCCAA and has the endorsement of the member institution concerning its position on Christian conduct and commitment.

Guidelines for selecting All-American candidates

1. The student-athlete must be a member of a basketball team at a participating institution in the NCCAA. No student-athlete is eligible for All-American status if his/her institution is on NCCAA probation.
2. The student-athlete must be nominated by a participating institution from within the region in which the student-athlete is a member.
3. The student-athlete must be worthy of consideration for the honor of All-American.
4. An All-American nominee must be one of the top five players from within the region he/she represents. NOTE: A maximum of five student-athletes may be nominated by any one region.
5. Each regional student-athlete nominated for All-American consideration shall have a nomination form sent to the National Basketball Chair on his/her behalf by the Regional Coordinator.
6. The student-athlete must be a member of an institution that has participated in the NCCAA Regional and National Statistical Reporting Procedure (see Basketball III.D.2.).
7. Each nominating coach shall send a completed All-American and Regional Nomination form to the National Basketball Chair in support of his/her student-athlete(s).

NATIONAL CHRISTIAN COLLEGE ATHLETIC ASSOCIATION



Men's & Women's Cross Country

Division I

Division I Men's & Women's Cross Country

I. ELIGIBILITY

- A. Each team must be from a participating member college in good standing with the NCCAA and have an eligibility list (see Eligibility Section) filed with the Director of Membership and Compliance before the first meet. Only seven members per team shall be allowed to compete in the National Championship.
- B. All NCCAA member institutions must send to the National Office a completed Declaration of Intent to Participate form by September 15 for all varsity sports (see Forms & Procedures section).

II. CHAMPIONSHIP INFORMATION

- A. It shall be the responsibility of the host institution to communicate National Championship information via email and website by October 15. The following must be included:
 - 1. Release forms
 - 2. Lodging information
 - 3. Restaurant facilities
 - 4. Dressing facilities
 - 5. Transportation information
 - 6. Course map
- B. Each coach must secure an information packet at the coaches' meeting (time and place to be determined by the host institution). Final scratches must be made at this time.
 - 1. The women's race shall be 5,000 meters in length and shall start at 10:00 a.m.
 - 2. The men's race shall be 8,000 meters in length and shall start at 11:00 a.m.
 - 3. Times shall be called at designated meter marks.
 - 4. It is the responsibility of the host institution to devise the most accurate scoring procedure possible. All coaches must be informed in advance of the method to be used.
 - 5. A one-command start shall be used, followed by the firing of the gun.

III. RULES FOR THE CHAMPIONSHIP

Any individual runner who runs a time during the season that is equal to or faster than the qualifying individual time shall be eligible to compete in the current year's National Meet. Any team who runs a team time equal to or faster than the qualifying team time, shall be eligible to compete in the current year's National Meet. Any team that has three or four individuals hit the individual qualifying mark (but not the team time mark) can choose to participate as a team.

Men's Qualifying Numbers

Individual- 28:08

Team Time- 146:56

Women's Qualifying Numbers (6k equivalents)

Individual- 20:51 (25:54)

Team Time- 110:29 (142:22)

All schools are required to report their best team or individual times of the season to the NCCAA National Statistician at gwallis@thenccaa.org within 24 hours of the race. Each school shall record its total team time (top five runners) as well as its top five individuals' times (only if the times are lower than previously recorded). The National Statistician shall send out a spread sheet to use. Times shall be calculated using 5K for women and 8K for men (no conversions are accepted for this chart). The stats shall be recorded in the stats section under NCCAA DI Cross Country.

IV. AWARDS

- A. Men's and Women's awards shall be presented as follows (see Awards Section):
 - 1. Team championship banner for first place.
 - 2. Team plaque for second, third and fourth places.

-
3. Coach of the Year plaque to the coach of the winning team.
 4. All-American plaques to the top 15 individuals.
 5. Duplicate All-American certificates to the top 15 runners.

B. The Wheeler Cross Country Award for Men and The Ray Bullock Cross Country Award for Women

These awards were established in order to enhance excellence in Christian cross country competition and to perpetuate the Christian philosophy and faith as exemplified through Christ-like cross country participation in NCCAA member institutions. See [Appendix A](#) for procedures and nomination form due November 1 to the National Cross Country Chair.

C. Scholar Team Award

The Scholar Team Award shall be awarded to those teams who meet the following criteria:

1. List all players who used a year of eligibility in the sport during the current fall season.
2. Use current term GPA for each player. (See Scholar Team Criteria in the Forms and Procedures Section.)
3. Add the GPA's of all athletes in the sport and divide by the number of athletes included.
4. Must have a minimum team GPA of 3.4 (based on a 4.0 scale). **Do not round up to 3.4 or 3.40**
5. The nomination form must be used [via Teamworks](#) and must be signed by the institutional Registrar, Athletics Director and coach. Due date is January 31 for all Fall Sports and must be sent to the NCCAA National Office.

D. Combined Team Award

Each men's team score is added to the women's team score. The team with the lowest combined score between the two teams is the Combined Team Champion. The recipient shall be recognized at the National Cross Country Championship. A certificate shall be given.

V. SELECTION OF SCHOLAR-ATHLETE

All forms must be sent to the [National Office four weeks](#) prior to the National Championship [via Teamworks](#). Eligibility:

1. Grade point average shall be a minimum of 3.40.
2. The student-athlete must be in at least his/her junior year of attendance.
3. The applicant must be making normal progress toward a degree.
4. If the applicant has transferred, he/she must have one semester completed at the nominating institution and a 3.40 GPA from each institution attended.

VI. SCORING

- A. Only those teams with five runners finishing shall have a team score recorded. The team score shall then be determined by totaling the points scored by the first five runners of each team to finish. The team scoring the least number of points shall be declared the winner.
- B. Although the sixth and seventh runners of a team do not score points toward their team's total, their places, if better than those of any of the first five of an opposing team, serve to increase the team score of the opponents. If less than five finish, the places of all members of that team shall be disregarded.

VII. PUBLICITY

The host institution is responsible for the acquisition and release of local, regional and national publicity. It shall be responsible for submitting the results to the National Office the Monday following the National Championship.

VIII. EXPENSES

Each institution entering the National Championship shall cover its own expenses. Reimbursement shall be made for travel as money is available.

IX. ENTRIES AND FEES

- A. Entry fees shall be determined at the coaches' meeting for the following year.

-
- B. Entries shall be submitted by Monday prior to the National Championship.
 - C. Any late entries shall require a payment of a \$50 penalty in addition to the entry fee in order to be eligible to compete.
 - D. If a student-athlete shows up at the championship without proper entry, he/she shall be permitted to run only if:
 - 1. His/her eligibility can be confirmed by his/her Athletics Director prior to the championship.
 - 2. The \$50 late entry fee is paid.

X. OFFICIALS

- A. The host institution shall be responsible for securing all National Championship officials. A suggested staff is: Championship Director, referee, clerk of the course, judges, starter, course inspectors, timers, scorers, chute controllers and announcer.
- B. The host institution may deem any other necessary officials.
- C. In the event of a protest, the meet director, as the primary contact person, shall convene with the starter and finish judge to evaluate circumstances and determine the appropriate outcome. In the event of a conflict of interest, the National Sports Chair, followed by the National Vice-Chair, shall assume the necessary role on the committee.

XI. STARTING POSITION

Each institution's position at the starting shall be drawn by lot and announced at the coaches' meeting.

XII. APPROVED COURSE

- A. Other championship meets (NAIA, NCAA, large invitational, etc.) must have been contested on the same course (same distance) prior to bidding for the National Championship.
- B. The course must be wide enough to provide safety for the runners, and it must have a long straight away at the start as well as at the finish.
- C. The course should have a minimum amount of paved surfaces.
- D. The host institution must have verifiable traffic control for all public roads.

XIII. LODGING AND CENTRAL MEETING FACILITIES

The host institution shall ensure proper lodging facilities (motels) as well as a central meeting location for the coaches and the student-athletes.

XIV. EXPENSES OF THE CHAMPIONSHIP

The expenses of the championship shall be the responsibility of the host.

XV. ALL-AMERICAN BANQUET

- A. The host institution must provide a banquet for this occasion.
- B. Any profit derived from the banquet should be used for expenses under Section XIV.A.

XVI. OFFICIAL RULEBOOK

Official National Collegiate Athletic Association (NCAA) Track and Field/Cross Country Rules with NAIA-Cross Country Coaches Association approved modifications. To obtain rules, contact: NCAA, P.O. Box 6222, Indianapolis, IN 46206-6222.

Appendix A

Cross Country Awards

Wheeler and Bullock Awards Division I

Due November 1 to DI National Cross Country Chair

I. SPONSORSHIP

The Wheeler Cross Country Award, for men, is sponsored by John and Jody Wheeler who have been involved in athletic activities of Christian high schools and colleges for many years. The Wheelers continue to actively participate in the area of athletics and wish to promote athletics in Christian colleges. They have chosen to do this by a special individual award for excellence as outlined below.

The Ray Bullock Cross Country Award, for women, was named in honor of Dr. Ray Bullock, who for many years has dedicated himself to the development of cross country as a sport in general, but as a ministry within the NCCAA. He has impacted the lives of countless student-athletes and coaches through his efforts.

II. PURPOSE OF THE AWARDS

These awards were established in order to enhance excellence in Christian cross country competition and to perpetuate the Christian philosophy and faith as exemplified through Christ-like cross country participation in NCCAA member institutions.

III. SELECTION PROCEDURE AND COMMITTEE

- A. Candidates must be nominated by their coach on the Cross Country Award Nomination Form which is to be mailed with national entry materials. Completed forms must be submitted to the National Cross Country Chair by November 1.
- B. Final selection of the recipients will be made by a selection committee appointed by the National Cross Country Chair. This committee shall also serve to select Scholar-Athlete Awards and the Scholar-Team Award.
- C. Presentation of the awards will be made at the National Cross Country Championship during the awards banquet by the donor, when possible, or the National Cross Country Chair.

IV. RECIPIENT QUALIFICATIONS

Recipients of these awards must each:

- 1. Be a team member of a Christian institution recognized by the NCCAA.
- 2. Possess a vital Christian testimony on and off the course.
- 3. Exhibit outstanding leadership qualities, including Christian service activities.
- 4. Be highly skilled in Cross Country.
- 5. Be a junior or senior student in good academic standing.

V. AWARD

- A. An award descriptive of the honor shall be awarded to each recipient.
- B. A similar award shall be awarded to each recipient's institution.

Appendix A, page 2
The Wheeler (Men) & Bullock (Women) Cross Country I Award Nomination Form

Nominee _____ Age _____ Gender _____ Year _____

Home Address _____ City _____ Zip _____

Institution _____ Coach _____

Christian Character and Service (comment regarding involvement, witness, influence, etc.)

Summary of Student-Athlete's Career (include races and times)

Athletic Honors Received (institutional, All-Conference, All-Regional, All-American, etc.)

Performances in Previous NCCAA National Meets

Leadership (comment as to the student-athlete's contribution to the team's success)

Academic Major _____ GPA _____

Academic Honors _____

Appendix A, page 3
Cross Country I Awards

Additional Comments

Certification of Nomination Data

Coach _____ Date _____
Signature

Athletics Director _____ Date _____
Signature

Nomination form must be postmarked by November 1 to Cross Country National Chair



Men's Golf

Men's Golf

The National Golf Championship, and all events related thereto, are under the control and supervision of the NCCAA Golf Coaches and are subject to standards developed by these respective coaches and subsequent approval by the NCCAA Board of Directors. These standards shall receive annual review and approval by the National Golf Committee at the National Coaches' Meeting in conjunction with the National Golf Championship. The National Golf Committee shall be appointed and approved annually at the National Golf Championship for the following year. The National Golf Committee shall consist of the following: the National Golf Chair, the National Golf Vice-Chair and two Golf Coaches with broad geographical representation. This committee shall have the responsibility to administer the National Golf Championship.

I. SELECTION OF TEAMS

A. National Championship Qualifications

1. Only teams that are in good standing with the NCCAA shall be eligible. Good standing shall include all dues paid in full, free from any sanctions imposed by the NCCAA and provision of valid certification of all student-athletes planning to participate.
2. All NCCAA member institutions must send to the National Office a completed Declaration of Intent to Participate form by September 15 for all varsity sports. (See Forms & Procedures section.)
3. The Championship field consists of 12 teams with a cut down to the top 9 teams after 36 holes.
4. Teams can earn a bid to the National Championship in one of three ways.
 - a. Regional Championship winner (usually 5 or 6 bids):
 - 1). A Regional Championship shall be conducted in each region consisting of at least 36 holes (course rating of par or higher). The winner of the Regional Championship shall earn an automatic bid to the National Championship.
 - 2). Qualifying shall be as follows, pending number of teams participating in the Regional Championship:
 - a) One team in Region: Team must have a fall average for ALL events (not best 36 holes) equal or better than ninth place finisher in the previous year's NCCAA National Championship.
 - b) Two or more teams in Region: Regional Championship shall be conducted under the rules and guidelines as set (minimum 36 holes and course rating of par or higher).
 - b. National Exemption Bids (3):
 - 1). Three bids to National Championships shall be from the National Exemption bid policy found in [Appendix A](#).
 - 2). These two teams shall be exempt from Regional Championship competition and the at-large process.
5. At-Large Bids (usually 3):
 - a. The At-Large bid selection process shall utilize the following criteria:
 - 1). Only teams that participate in their respective NCCAA Regional Championship shall be eligible for at-large selection.
 - 2). Team/individual scoring average for fall (to date): All teams must report all fall scores via online form within 48 hours of each tournament. A link shall be emailed by the National Golf Chair to all coaches at the beginning of the season to use for reporting scores.
 - 3). Strength of schedule and courses competed on.
 - 4). Current NAIA/NCAA national rankings (where applicable).
 - 5). Number of teams from candidate's NCCAA region already selected.
 - 6). Past performances in NCCAA National Golf Championships.
6. Individual Entries: The top individual finisher at a Regional Championship, not attached to the winning team, shall qualify for the National Championship as a medalist competitor.

II. GENERAL GUIDELINES FOR THE CHAMPIONSHIP

A. Administration

1. It is recommended that the site and date of the National Golf Championship be determined two years in advance.
2. Both the site and date of the National Golf Championship shall be approved by vote of the National Golf Committee and presented to member institutions.
3. Site for the National Golf Championship must conform to all regulations outlined in the "Facility Criteria" section that follows.
4. Host institution shall receive an automatic bid, which must be accepted.

B. Facility Criteria

1. The course should be centrally located for member institutions. An average travel time for all participating teams should not exceed 12 hours.
2. Facility membership must not be discriminating on basis of race, gender, creed or nationality.
3. Course slope rating should be a minimum of 120 or the course rating should be equal to or above the established par from championship tees.
4. "Use of Facility" should include restrooms, snack shop/restaurant, pro shop, score board, driving range, putting green and the 18 hole course.
5. Championship tee times or shotgun start shall not begin before 7:00 A.M. but shall be determined by course staff and Championship Director. One practice round shall be available on the day immediately before the first round. When the competitive rounds fall on Monday and Tuesday, practice rounds shall also be available Saturday for participants who are not allowed to practice or compete on Sunday.
6. Greens fees should not exceed \$50 per player per round.

NOTE: The above list is a guide for course selection. The National Golf Committee reserves the right to use other criteria or factors when applicable. In such a case, all courses considered shall be notified.

C. Financial Considerations

1. Institutions serving as host to the National Golf Championship must ensure that every effort will be made to secure full or partial sponsorship to help reduce lodging, meals and travel expenses.
2. The "Facility Criteria" guidelines for course fees must be adhered to and may only be exceeded with approval of the National Golf Committee.
3. When possible, a team dinner should be provided for all participants following the practice round in order to allow time for fellowship of participants.

D. Advertising

The host sponsor of a Regional or National Championship shall not accept advertising or promote in any way the marketing or use of alcoholic beverages, tobacco or illegal drugs in connection with the NCCAA Golf Program.

E. Meetings

A meeting of the coaches of the competing teams, host coach and members of the National Golf Committee shall be held prior to the National Championship to review playing rules, interpretations and any other administrative matters that may be necessary. Also, discussion and vote(s) shall take place on any guideline changes the golf coaches wish to recommend to the NCCAA Board of Directors at the NCCAA Annual Convention.

F. Awards (see Awards Section)

1. The NCCAA maintains a standardized awards program for all National Championships. Team, medalist and National Coach of the Year awards are ordered and paid for by the National Office (at the request of the National Golf Chair).
2. The National Coach of the Year shall be named at the conclusion of the National Golf Championship. All coaches present at the National Golf Championship shall cast a ballot. There shall be only one vote per institution.
3. The top ten finishers in the National Golf Championship shall be deemed NCCAA All-Americans and shall receive plaques provided by the National Office denoting their accomplishment.
4. Scholar-Athlete Criteria: **Nominations must be submitted to the National Office on the form provided via Teamworks.** The nominee must:
 - a. Be of junior, senior or graduate student academic standing making normal progress toward a degree.
 - b. Have completed at least one semester or quarter at the nominating institution.
 - c. Be a competing student-athlete or a varsity letter winner or that institution's equivalent in the sport for which nominated.
 - d. Have maintained a minimum cumulative grade point average of 3.40 on a 4.00 scale at the nominating institution. Transfer students must have a cumulative grade point average of 3.40 on a 4.00 scale based on all grades at all institutions attended, regardless of whether a course grade is accepted at the nominating institution. GPA cannot be rounded up.
- 5). Dan and Kelly Wood Award (see [Appendix B](#))

This award is given to the outstanding NCCAA men's golf student-athlete who exemplifies the NCCAA Game Plan 4 LIFE character traits of Love, Integrity, Faith, and Excellence. The award recipient must:

 - a. Be a junior, senior or graduate student-athlete who excels on a good team.

- b. Have a clear Christian testimony both on and off the golf course.
- c. Be an excellent student-athlete.
- d. Demonstrate leadership ability.

G. Squad Size

No more than five players representing a member institution may participate in the National Golf Championship. The traveling party shall be limited to seven members including the coach and players. Expenses (banquet tickets, provided meals) for personnel in addition to the approved traveling party shall be absorbed by the respective institution. Substitutions for medical casualties or extenuating circumstances shall be made at the discretion of the National Golf Committee.

H. Format of Competition

1. The National Golf Championship shall be a 54-hole (18 holes each day over 3 days) stroke play event with teams counting the top 4 of 5 scores.
2. After 36 holes, the top nine teams shall be allowed to play the final 18 holes. The bottom three teams shall be cut from the field.
3. Any individual in the top 25 (plus ties) after 36 holes shall be allowed to participate in the final round.
4. In case of inclement weather, the National Golf Committee, in conjunction with the course liaison, shall make a determination of adjustments to this format. No fewer than 18 holes shall constitute a completed event.
5. The final round pairings shall be based upon team standings from the first and second round with leaders teeing off last.
6. USGA rules shall govern all play except where local rules or conditions apply.

I. Golf balls

Only golf balls on the current USGA List of Conforming Golf Balls may be used. It is the responsibility of each coach to review this list on the USGA website and ensure all participants are in compliance. **Penalty for breach of this condition is disqualification.** The “one ball rule” is not in effect.

J. Time of starting

Start times shall be determined by the NCCAA Golf Championship Committee. When tee times are utilized, players should report to their assigned starting tee a minimum of 5 minutes before their time. Once a player arrives at his initial tee box, all cell phones/PDA/communication devices must be turned off until they have completed play and submitted their scorecard. **Distance measuring devices are allowed, however slope/wind features are not permissible for use. Breach of rule is disqualification.**

K. Transportation

Players shall **walk at all times** during a stipulated round. Coaches, committee members or rules officials may transport a player in cases of a ruling where no provisional was played, in case of emergency situations (restroom needed) or when an area is designated as a “Shuttle Route”. **Breach of rule is two strokes per incident.**

L. Pace of Play

All players are required to keep pace with the group in front of them (no more than two strokes behind: Par 3 group on green and next group on or approaching tee box; Par 4 group on green then next group leaving tee box; Par 5 group on green and next group approaching second shots). A group that is deemed to be “Out of Position” shall be given a warning by a rules official and then shall be monitored. If the group fails to get themselves back into position within the next two holes, **a one-stroke penalty may be assessed to each player.** In cases where the slow play is clearly due to the actions of a single player, **the penalty be may be individually applied.**

M. Discontinuance of Play

All participants must comply with any discontinuance of play signaled by the committee. During any discontinuance, all practice areas shall be closed. Penalty for practicing during such a situation shall result in disqualification. Practice putting is not allowed between the play of any holes or on the putting green of a player’s final hole. **Breach of rule is disqualification.**

N. Advice/Spectators

Each team must designate up to two individuals for the purpose of offering advice. Teammates are designated as outside agents in relation to any player. **Breach of rule is disqualification.**

Spectators are to remain on cart paths or, when no cart path is easily defined, a minimum of 20 yards from participants. Spectator's cell phones must be on vibrate or silent mode while on the golf course. First offense shall receive a warning. The second offense shall result in the individual being removed from the golf course. **First offense is a warning; second offense shall result in removal from the golf course.**

O. Equipment

Clubs, umbrellas, rain gear, etc. may be given to coaches but shall not be given to or retrieved from spectators during play. **Breach of rule is two strokes per incident.**

P. Scorecard

All scorecards must be turned in at the scoreboard **within five minutes** following completion of the player's round. All scorecards are deemed to be official once the player has left the scoring area.

Q. Close of Competition

The competition is deemed to have closed when the trophy has been awarded to the winner or, in absence of a prize ceremony, when all scores have been approved by the committee.

R. Conduct

The NCCAA expects all participants, coaches, and spectators to honor Christ in their conduct. A player may be removed from the competition at any time at the discretion of the committee for unbecoming conduct. This includes profanity, throwing clubs, damaging golf course property via striking or slamming club(s), and/or using tobacco or alcohol products. Penalties may range from a two-stroke penalty to disqualification from the round or the full event. **Breach of rule is two strokes per incident with a maximum of four strokes applied during the championship. A third incident shall result in disqualification.**

S. Inclement Weather

Should weather impact the event, the Championship Committee shall make every effort to ensure the event is completed in its entirety. In extenuating cases where that is not possible due to course conditions and travel/academic issues, the Championship Committee shall ensure that a minimum of 18 holes are completed. If 18 holes cannot be completed due to weather issues and/or course conditions, the event shall be deemed cancelled for that academic year.

III. ADMINISTRATION

A. Officers

Chair: Ryan Bowen, Cedarville University
Vice-Chair: T.J. Dickinson, Oklahoma Wesleyan University

B. **National Championship Dates and Sites**

October 23-25, 2017	The Conservatory Course, Palm Coast, Florida
October 22-24, 2018	The Conservatory Course, Palm Coast, Florida

IV. OFFICIAL RULEBOOK

The Rules of Golf by United States Golf Association (USGA) with NAIA-Golf Coaches Association approved modifications. To obtain rules, contact: USGA, P.O. Box 200, Far Hills, New Jersey 07931.

Appendix A

National Exemption Bid

The National Exemption Bid allows the NCCAA to provide a system in which we can help ease the burden for our top performers in past NCCAA National Golf Championships in addition to those institutions who believe in the NCCAA and want to continue to be a part of the organization through participation. This solution accomplishes our goals of giving everyone an equal opportunity to earn a spot in the National Championship and getting the best teams from around the nation to participate. The following plan shall be used to complete the National Championship field by using exemption bids.

For a 12 team field, there shall be the following:

- Six automatic bids given to Regional Championship winners. If no Regional Championship is held or no representative is available, that bid shall be added to the at-large selection.
- Three National Exemption Bids (explained below).
- Three at-large bids given to team lowest adjusted averages.

The three National Exemption Bids shall be given to the top three point earners in the past three National Championships combined. Since we have a cut at nine teams for day three, points shall be awarded to any team finishing in the Top 9. The first place team earns nine points, second place team earns eight points, etc. The total number of points for each of the previous three years shall be used to rank the teams and determine who shall earn the National Exemption Bid. If, by chance, a team earns enough points but is no longer a part of the NCCAA, that bid is extended to the fourth team in the standings. Any ties shall be broken by most recent results. The following example uses actual results from 2012 to 2017:

Member Institution	2012	2013	2014	2015		2016		2017	
	Results	Results	Results	Qualify	Results	Qualify	Results	Qualify	Results
Colorado Christian		4	9	13	9	22	9	27	
Dallas Baptist	4	8	7	19	8	23	8	23	
Southern Wesleyan	6	7	3	16		10	7	10	
Central Baptist	2		1	3	7	8	1	9	
Oklahoma Baptist					6	6	3	9	
Roberts Wesleyan	4		2	6	4	6		6	
Cedarville					2	2	4	6	
Grace							6	6	
Emmanuel		1		1	5	6		5	
McMurry							5	5	
Indiana Wesleyan			4	4		4		4	
Belhaven					3	3		3	
Campbellsville							2	2	
Southwestern Christian					1	1		1	
Oklahoma Christian	9	6	8	23		14			
Lee		9	6	15		15			
Union	8	2		10		2			
North Greenville	4	5		9		5			
Oklahoma Wesleyan		3	5	8		8			
Shorter	7			7					
Malone	1			1					

With the approved process, in 2017, Dallas Baptist University, Colorado Christian University, and Southern Wesleyan University would earn National Exemption Bids and, therefore, would not need to participate in Regional Qualifying. This is based on the total number of points accumulated at the National Championship in the last three years (2014, 2015, and 2016).

Appendix B
Men's Golf Dan and Kelly Wood Award
Due October 1 to the National Men's Golf Chair

Criteria: This award is given to the outstanding NCCAA men's golf student-athlete who exemplifies the NCCAA Game Plan 4 LIFE character traits of Love, Integrity, Faith, and Excellence.

The award recipient must

1. Be a junior, senior or graduate student-athlete who excels on a good team.
2. Have a clear Christian testimony both on and off the golf course.
3. Be an excellent student-athlete.
4. Demonstrate leadership ability.

Nominee _____ Age _____ Year: ____junior ____senior ____grad student

Home Address _____ City _____ Zip _____

Institution _____ Coach _____

Christian Character ("testimony on and off the course")

Summary of Student-Athlete's Career

Athletic Honors Received (Institutional, All-Conference, All-Regional, All-American, etc.)

Academic Major _____ GPA _____

Academic Honors _____

Leadership qualities

Additional Comments

Men's Golf 138



Women's Golf

Women's Golf

The National Women's Golf Championship, and all events related thereto, are under the control and supervision of the NCCAA Golf Coaches and are subject to standards developed by these respective coaches and subsequent approval by the NCCAA Board of Directors. These standards shall receive annual review and approval by the National Golf Committee at the National Coaches' Meeting in conjunction with the National Golf Championship. The National Golf Committee shall be appointed and approved annually at the National Golf Championship for the following year. The National Golf Committee shall consist of the following: the National Golf Chair, the National Golf Vice-Chair and two Golf Coaches with broad geographical representation. This committee shall have the responsibility to administer the National Golf Championship.

I. SELECTION OF TEAMS

A. National Championship Qualifications

1. Only teams that are in good standing with the NCCAA shall be eligible. Good standing shall include all dues paid in full, free from any sanctions imposed by the NCCAA and provision of valid certification of all student-athletes planning to participate.
2. All NCCAA member institutions must send to the National Office a completed Declaration of Intent to Participate form by September 15 for all varsity sports. (See Forms & Procedures section.)
3. The Championship field consists of 9 teams.
4. Teams can earn a bid to the National Championship in one of three ways.
 - a. Regional Championship winner (usually 5 or 6 bids):
 - 1). A Regional Championship shall be conducted in each region consisting of at least 36 holes (course rating of par or higher). The winner of the Regional Championship shall earn an automatic bid to the National Championship.
 - 2). Qualifying shall be as follows, pending number of teams participating in the Regional Championship:
 - a) One team in Region: Team must have a fall average for ALL events (not best 36 holes) equal or better than ninth place finisher in the previous year's NCCAA National Championship.
 - b) Two or more teams in Region: Regional Championship shall be conducted under the rules and guidelines as set (minimum 36 holes and course rating of par or higher).
 - b. National Exemption Bids (2):
 - 1). Two bids to National Championships shall be from the National Exemption bid policy found in [Appendix A](#).
 - 2). These two teams shall be exempt from Regional Championship competition and the at-large process.
5. At-Large Bids (usually 1 or 2):
 - a. The At-Large bid selection process shall utilize the following criteria:
 - 1). Only teams that participate in their respective NCCAA Regional Championship shall be eligible for at-large selection.
 - 2). Team/individual scoring average for fall (to date): All teams must report all fall scores via online form within 48 hours of each tournament. A link shall be emailed by the National Golf Chair to all coaches at the beginning of the season to use for reporting scores.
 - 3). Strength of schedule and courses competed on.
 - 4). Current NAIA/NCAA national rankings (where applicable).
 - 5). Number of teams from candidate's NCCAA region already selected.
 - 6). Past performances in NCCAA National Golf Championships.
6. Individual Entries: The top individual finisher at a Regional Championship, not attached to the winning team, shall qualify for the National Championship as a medalist competitor.

II. GENERAL GUIDELINES FOR THE CHAMPIONSHIP

A. Administration

1. It is recommended that the site and date of the National Golf Championship be determined two years in advance.
2. Both the site and date of the National Golf Championship shall be approved by vote of the National Golf Committee and presented to member institutions.
3. Site for the National Golf Championship must conform to all regulations outlined in the "Facility Criteria" section that follows.
4. The Host institution shall receive an automatic bid, which must be accepted (if applicable).

B. Facility Criteria

1. The course should be centrally located for member institutions. An average travel time for all participating teams should not exceed 12 hours.
2. Facility membership must not be discriminating on basis of race, gender, creed or nationality.
3. Course slope rating should be a minimum of 120 or the course rating should be equal to or above the established par from championship tees.
4. "Use of Facility" should include restrooms, snack shop/restaurant, pro shop, score board, driving range, putting green and the 18 hole course.
5. Championship tee times or shotgun start shall not begin before 7:00 A.M. but shall be determined by course staff and Championship Director. One practice round shall be available on the day immediately before the first round. When the competitive rounds fall on Monday and Tuesday, practice rounds shall also be available Saturday for participants who are not allowed to practice or compete on Sunday.
6. Greens fees should not exceed \$50 per player per round.

NOTE: The above list is a guide for course selection. The National Golf Committee reserves the right to use other criteria or factors when applicable. In such a case, all courses considered shall be notified.

C. Financial Considerations

1. Institutions serving as host to the National Golf Championship must ensure that every effort shall be made to secure full or partial sponsorship to help reduce lodging, meals and travel expenses.
2. The "Facility Criteria" guidelines for course fees must be adhered to and may only be exceeded with approval of the National Golf Committee.
3. When possible, a team dinner should be provided for all participants following the practice round in order to allow time for fellowship of participants.

D. Advertising

The host sponsor of a Regional or National Championship shall not accept advertising or promote in any way the marketing or use of alcoholic beverages, tobacco or illegal drugs in connection with the NCCAA Golf Program.

E. Meetings

A meeting of the coaches of the competing teams, host coach and members of the National Golf Committee shall be held prior to the National Championship to review playing rules, interpretations and any other administrative matters that may be necessary. Also, discussion and vote(s) shall take place on any guideline changes the golf coaches wish to recommend to the full population of NCCAA Women's Golf Programs via email ballot. Once approved, changes would be presented to the NAC and/or Administration Committee of the Board of Directors.

F. Awards (see Awards Section)

1. The NCCAA maintains a standardized awards program for all National Championships. Team, medalist and National Coach of the Year awards are ordered and paid for by the National Office (at the request of the National Golf Chair).
2. The National Coach of the Year shall be named at the conclusion of the National Golf Championship. All coaches present at the National Golf Championship shall cast a ballot. There shall be only one vote per institution.
3. The top ten finishers in the National Golf Championship shall be deemed NCCAA All-Americans and shall receive plaques provided by the National Office denoting their accomplishment.
4. Scholar-Athlete Criteria: **Nominations must be submitted to the National Office on the form provided via Teamworks.** The nominee must:
 - a. Be of junior, senior or graduate student academic standing making normal progress toward a degree.
 - b. Have completed at least one semester or quarter at the nominating institution.
 - c. Be a competing student-athlete or a varsity letter winner or that institution's equivalent in the sport for which nominated.
 - d. Have maintained a minimum cumulative grade point average of 3.40 on a 4.00 scale at the nominating institution. Transfer students must have a cumulative grade point average of 3.40 on a 4.00 scale based on all grades at all institutions attended, regardless of whether a course grade is accepted at the nominating institution. GPA cannot be rounded up.
5. Dan and Kelly Wood Award (see [Appendix B](#))
This award is given to the outstanding NCCAA women's golf student-athlete who exemplifies the NCCAA Game Plan 4 LIFE character traits of Love, Integrity, Faith, and Excellence. The award recipient must:
 - a. Be a junior, senior, or graduate student-athlete who excels on a good team.

- b. Have a clear Christian testimony both on and off the golf course.
- c. Be an excellent student-athlete.
- d. Demonstrate leadership ability.

G. Squad Size

No more than five players representing a member institution may participate in the National Golf Championship. The traveling party shall be limited to seven members including the coach and players. Expenses (banquet tickets, provided meals) for personnel in addition to the approved traveling party shall be absorbed by the respective institution. Substitutions for medical casualties or extenuating circumstances shall be made at the discretion of the National Golf Committee.

H. Format of Competition

1. The National Golf Championship shall be a 54-hole (18 holes each day over 3 days) stroke play event with teams counting the top 4 of 5 scores. No cut shall be applied through the 2016 National Championship.
2. In case of inclement weather, the National Golf Committee, in conjunction with the course liaison, shall make a determination of adjustments to this format. No fewer than 18 holes shall constitute a completed event.
3. The final round pairings shall be based upon team standings from the first two rounds with leaders teeing off last.
4. USGA rules shall govern all play except where local rules or conditions apply.

I. Golf balls

Only golf balls on the current USGA List of Conforming Golf Balls may be used. It is the responsibility of each coach to review this list on the USGA website and ensure all participants are in compliance. **Penalty for breach of this condition is disqualification.** The “one ball rule” is not in effect.

J. Time of starting

Start times shall be determined by the NCCAA Golf Championship Committee. When tee times are utilized, players should report to their assigned starting tee a minimum of 5 minutes before their time. Once a player arrives at his initial tee box, all cell phones/PDA/communication devices must be turned off until they have completed play and submitted their scorecard. **Distance measuring devices are allowed, however slope/wind features are not permissible for use. Breach of rule is disqualification.**

K. Transportation

Players shall **walk at all times** during a stipulated round. Coaches, committee members or rules officials may transport a player in cases of a ruling where no provisional was played, in case of emergency situations (restroom needed) or when an area is designated as a “Shuttle Route”. **Breach of rule is two strokes per incident.**

L. Pace of Play

All players are required to keep pace with the group in front of them (no more than two strokes behind: Par 3 group on green and next group on or approaching tee box; Par 4 group on green then next group leaving tee box; Par 5 group on green and next group approaching second shots). A group that is deemed to be “Out of Position” shall be given a warning by a rules official and then shall be monitored. If the group fails to get themselves back into position within the next two holes, **a one-stroke penalty may be assessed to each player.** In cases where the slow play is clearly due to the actions of a single player, **the penalty may be individually applied.**

M. Discontinuance of Play

All participants must comply with any discontinuance of play signaled by the committee. During any discontinuance, all practice areas shall be closed. Penalty for practicing during such a situation shall result in disqualification. Practice putting is not allowed between the play of any holes or on the putting green of a player’s final hole. **Breach of rule is disqualification.**

N. Advice/Spectators

Each team must designate up to two individuals for the purpose of offering advice. Teammates are designated as outside agents in relation to any player. **Breach of rule is disqualification.**

Spectators are to remain on cart paths or, when no cart path is easily defined, a minimum of 20 yards from participants. Spectator’s cell phones must be on vibrate or silent mode while on the golf course. First offense shall

receive a warning. The second offense shall result in the individual being removed from the golf course. **First offense is a warning; second offense shall result in removal from the golf course.**

O. Equipment

Clubs, umbrellas, rain gear, etc. may be given to coaches but shall not be given to or retrieved from spectators during play. **Breach of rule is two strokes per incident.**

P. Scorecard

All scorecards must be turned in at the scoreboard **within five minutes** following completion of the player's round. All scorecards are deemed to be official once the player has left the scoring area.

Q. Close of Competition

The competition is deemed to have closed when the trophy has been awarded to the winner or, in absence of a prize ceremony, when all scores have been approved by the committee.

R. Conduct

The NCCAA expects all participants, coaches, and spectators to honor Christ in their conduct. A player may be removed from the competition at any time at the discretion of the committee for unbecoming conduct. This includes profanity, throwing clubs, damaging golf course property via striking or slamming club(s), and/or using tobacco or alcohol products. Penalties may range from a two-stroke penalty to disqualification from the round or the full event. **Breach of rule is two strokes per incident with a maximum of four strokes applied during the championship. A third incident shall result in disqualification.**

S. Inclement Weather

Should weather impact the event, the Championship Committee shall make every effort to ensure the event is completed in its entirety. In extenuating cases where that is not possible due to course conditions and travel/academic issues, the Championship Committee shall ensure that a minimum of 18 holes are completed. If 18 holes cannot be completed due to weather issues and/or course conditions, the event shall be deemed cancelled for that academic year.

III. ADMINISTRATION

A. Officers

Chair: Chris Hess, Bethel College

Vice-Chair: **Dennis Duncan, Grace College**

B. National Championship Dates and Sites

October 23-25, 2017 The Conservatory Course, Palm Coast, Florida

October 22-24, 2018 The Conservatory Course, Palm Coast, Florida

IV. OFFICIAL RULEBOOK

The Rules of Golf by United States Golf Association (USGA) with NAIA-Golf Coaches Association approved modifications. To obtain rules, contact: USGA, P.O. Box 200, Far Hills, New Jersey 07931.

Appendix A

National Exemption Bid

The National Exemption Bid allows the NCCAA to provide a system in which we can help ease the burden for our top performers in past NCCAA National Golf Championships in addition to those institutions who believe in the NCCAA and want to continue to be a part of the organization through participation. This solution accomplishes our goals of giving everyone an equal opportunity to earn a spot in the National Championship and getting the best teams from around the nation to participate. The following plan shall be used to complete the National Championship field by using exemption bids.

For a nine team field, there shall be the following:

- Six automatic bids given to Regional Championship winners. If no Regional Championship is held or no representative is available, that bid shall be added to the at-large selection.
- Two National Exemption Bids (explained below).
- One at-large bid given to team lowest adjusted averages.

The two National Exemption Bids shall be given to the top two point earners in the past three National Championships combined. Points would be awarded to any team finishing in the Top 9. The first place team earns nine points, the second place team earns eight points, etc. The total number of points for each of the previous three years shall be used to rank the teams and determine who shall earn the National Exemption Bid. If, by chance, a team earns enough points but is no longer a part of the NCCAA, that bid is extended to the fourth team in the standings. Any ties shall be broken by the most recent result. The following example uses actual results from 2012 to 2015:

Member Institution	2014		2015		2016		2017	
	Qualify	Results	Qualify	Results	Qualify	Results	Qualify	Results
Dallas Baptist		8	8	9	17	9	26	
Campbellsville		5	5	8	13	8	21	
Oklahoma Baptist				7	7	7	14	
Colorado Christian				6	6	6	12	
Bethel		4	4	4	8	2	10	
Emmanuel				5	5	5	10	
Shorter		9					9	
Indiana Wesleyan		1	1	3	4	4	8	
Lee		7					7	
Oklahoma Christian		6					6	
Southwestern Christian				2	2	3	5	
Simpson		3					3	
McMurry		2					2	
Southern Wesleyan						1	1	
Oakland City				1	1		1	

With the approved process, in 2017, Dallas Baptist University and Campbellsville University shall earn National Exemption Bids, and therefore shall not need to participate in Regional Qualifying. This is based on the total number of points accumulated at the National Championship in the last 3 years (2014, 2015, and 2016).

Appendix B
Women's Golf Dan and Kelly Wood Award
Due October 1 to the National Women's Golf Chair

Criteria: This award is given to the outstanding NCCAA men's golf student-athlete who exemplifies the NCCAA Game Plan 4 LIFE character traits of Love, Integrity, Faith, and Excellence.

The award recipient must

1. Be a junior, senior or graduate student-athlete who excels on a good team.
2. Have a clear Christian testimony both on and off the golf course.
3. Be an excellent student-athlete.
4. Demonstrate leadership ability.

Nominee _____ Age _____ Year ____junior ____senior ____grad student

Home Address _____ City _____ Zip _____

Institution _____ Coach _____

Christian Character ("testimony on and off the course")

Summary of Student-Athlete's Career

Athletic Honors Received (Institutional, All-Conference, All-Regional, All-American, etc.)

Academic Major _____ GPA _____

Academic Honors _____

Leadership qualities

Appendix B, page 2
Women's Golf Dan and Kelly Wood Award
Due October 1 to the National Women's Golf Chair

Additional Comments

Certification of Nomination Data

Coach _____ Date _____
Signature

Athletics Director _____ Date _____
Signature

Nomination form must be postmarked by October 1 and sent to the NCCAA Women's Golf Chair

Please attach a digital photo

NATIONAL CHRISTIAN COLLEGE ATHLETIC ASSOCIATION



**Men's & Women's
Indoor Track and Field**

Men's & Women's Indoor Track and Field

I. GENERAL REGULATIONS FOR NCCAA INDOOR TRACK AND FIELD CHAMPIONSHIPS

- A. The NCCAA National Men's and Women's Indoor Track and Field Championships shall be held on a Friday and Saturday two weeks before the NAIA Indoor Track and Field National Meet and three weeks before NCAA II & III. The National Indoor Track & Field Chair is responsible for NCCAA Indoor Track and Field Championship qualifying standards, records, and top 10 (all time) list.

Future Dates:

February 16-17, 2018 – Cedarville University

February 15-16, 2019 – TBA

- B. Eligibility must be filed with the Director of Membership and Compliance before the first contest.
- C. All NCCAA member institutions must send to the National Office a completed Declaration of Intent to Participate form by September 15 for all varsity sports. Amendments for Winter sports must be submitted by January 15. (See Forms & Procedures section.)
- D. The Championship Director shall have the entry forms and pertinent information about the championship postmarked (or sent by email or fax) by February 1.
- E. All entries must be received by the host school by Monday no later than 12:00 noon, the week of the National Championship. There shall be no changes after this time. Coaches shall make entries on Direct Athletic using the Track and Field Results Reporting System (TFRRS) performances from the NCCAA Indoor list. Teams that do not appear on the list shall not be able to participate. Each school must check for errors then to confirm entries no later than 9:00 p.m. on Tuesday prior to the National Championship.
- F. The qualifying standards shall be established by the chairperson and shall not be more demanding than the average eighth place finish of the preceding three years. Entries are unlimited to the number of possible places scored within each event if the student-athletes make the standard or have right-of-entries. There are no qualifying standards for relay events, thus a right-of-entry is not charged in relay events.
- G. Outdoor marks shall not be allowed for the National Indoor Track & Field Championships.
- H. A student-athlete is permitted to compete in the National Championship only if properly entered and confirmed by his/her coach or representative. Teams are limited to a total of six non-qualifying entries per team. These entries may be used in any event (except relays, see Item F above), even if a qualifying student-athlete is also in that event.
- I. Both the men's and women's NCCAA Indoor Track and Field Championships shall be conducted under the NCAA Indoor Track and Field rules, except as modified by this document and other NCCAA guidelines.
- J. The annual indoor track and field coaches' meeting shall be held at the NCCAA National Indoor Championship.
- K. The Pentathlon and Heptathlon entries shall be treated like all other national events, where a coach may use a right-of-entry without a person having established a performance mark. However, if the field has more than 12 student-athletes, all "No Mark" student-athletes shall be deleted from the event. All marks entered for the Pentathlon and Heptathlon competition must have been obtained by student-athletes who competed in the multi-event format.

II. APPROVED EVENTS FOR THE MEN'S INDOOR TRACK AND FIELD CHAMPIONSHIP

Shot-Put	60 M Dash	4 x 200M Relay	Weight Throw
Triple Jump	200 M Dash	4 x 400M Relay	Distance Medley Relay
Long Jump	3,000 M Run	4 x 800M Relay	Mile Run
Pole Vault	5,000 M Run	400 M Dash	Heptathlon
High Jump	60 M Hurdles	800 M Run	

Note: 60 meter is preferred distance for sprints and hurdles. However, if a venue is constructed for 55 meter and not 60 meter then 55 meter shall be the contested distance for sprints and hurdles.

III. APPROVED EVENTS FOR THE WOMEN'S INDOOR TRACK AND FIELD CHAMPIONSHIP

Shot Put	60 M Dash	4 x 200 M Relay	Weight Throw
Triple Jump	200 M Dash	4 x 400 M Relay	Distance Medley Relay
Long Jump	3,000 M Run	4 x 800 M Relay	Mile Run
Pole Vault	5,000 M Run	400 M Dash	Pentathlon
High Jump	60 M Hurdles	800 M Run	

IV. NCCAA INDOOR TRACK AND FIELD CHAMPIONSHIP POLICY AND PROCEDURE

- A. Dashes and Hurdles
 - 1. 60 meter dash and 60 meter hurdles shall be run in a semi-final with the heat winners plus the number of lanes remaining on the track making up the finals.
 - 2. Timed final shall be run for all other events, with the fastest seed times in the last heat.
- B. The starting height for the pole vault shall be one increment of 8 centimeters below the qualifying standard (exception allowed for extenuating circumstances).
- C. The starting height for the high jump shall be one increment of 5 centimeters below the qualifying standard (exception allowed for extenuating circumstances).
- D. Proof of Performance: The qualifying performance of any individual must be verifiable by the coach of the individual's institution. A coach who challenges the performance must pay a \$25 challenge fee to the Championship Director prior to the first event at the National Championship. The challenged coach must then provide acceptable documentation that verifies the qualified student-athlete's performance as entered on the official entry. The fee shall be refunded if the appeal is upheld. If the challenge fails, the \$25 fee shall go to the Championship Director to help cover championship expenses. A successful challenge shall be reported to the NCCAA National Office and shall result in supervisory probation. A coach who submits an inaccurate time shall be assessed a fee of \$100 (per team) that shall go to the charity supported at the championship.
- E. A \$10 fee shall apply for protest, appeal of referee decision and photo review. An additional \$25 fee shall apply if the coach wants to see the photo. The fee shall be refunded if the appeal is upheld.
- F. Field Events shall be measured using the metric system. However, printed results shall have both the metric and English system.

V. OFFICIALS

- A. Certified Officials

The host school shall provide a sufficient number of certified officials to assure a fair and well run meet. The minimum requirements are as follows:

 - 1. Certified Starter
 - 2. Certified Assistant Starter
 - 3. The high jump and pole vault shall have at least one certified official at the event.
 - 4. The long jump, triple jump, shot put and weight throw shall have at least 2 certified officials.
- B. Starter and Assistant Starter
 - 1. The starter shall be responsible to see that all contestants have an equal start according to the rule specifications.
 - 2. The start shall follow the time schedule according to the regular schedule of the events.
 - 3. The starter shall be stationed ahead of and to one side of the track when giving the commands for starting races, such as the 60 meter dash and the 60 meter high hurdles.
 - 4. In races around the curve with the staggered starts, the starter shall be stationed either in front of (preferable) or behind the row of contestants.
 - 5. The assistant starter shall be stationed on the opposite side of the runners relative to the starter.
 - 6. In races using a waterfall start, the starter and assistant starter shall follow the contestants for a few meters to insure a fair start. In the event of an infraction, they may recall the race.
 - 7. The starter shall give a signal by pistol or bell at the beginning of the last lap of all distance races. Finish line officials shall be very careful in the counting of laps in the distance events.

-
- C. Clerk of Course
1. A clerk shall be appointed to assist the starter.
 2. The clerk shall be responsible for giving all necessary instructions concerning the race (number to qualify, lane number, heat number, etc.)
- D. Timers and Finish Judges
- Fully Automatic Timing (F.A.T.) must be used. Proper backup timing shall be available in case of malfunction.
- E. Inspectors
- There shall be a sufficient number of inspectors to judge proper lane observance and to judge relay exchanges. The head inspector shall be responsible for placing inspectors at the proper points for each race.
- F. Field Event Judges
- Current coaches shall be elected referees for the National Championship. This enables more coaches to become involved in the leadership of the NCCAA and leads to better championship management. Referees shall rotate each year as follows:
- | | |
|----------------------|--|
| 1 st year | Field event referee for 2017 (TBA) |
| 2 nd year | Running event referee for 2017 (TBA) |
| | Multi-event referee assigned from schools sending multi-event athletes |
- G. Scorer and Announcers
- Computer software shall be used to score the championship. A backup system shall be available in case of computer malfunction.
- H. The Games Committee, Appeals Committee, Championship Referee, and F.A.T. personnel shall remain 15 minutes after the championship results are available, in the event there should be any disputes.

VI. AWARDS

- A. All-American
- The first three finishers in each individual event and the first three relay teams shall be named NCCAA All-Americans. Each of these finishers shall receive a medallion as well as an All-American certificate. If an institution desires an additional certificate, they may request one from the NCCAA office. Certificates shall be mailed from the National Office after the list of All-Americans is received from the National Chair.
- B. Coaching Staff of the Year
- This award, for both men and women, shall be selected by a vote of the respective coaches **by email the week following the championship**. The **National Office shall mail a plaque** to the Head Coach immediately following the vote.
- C. Division I Athlete of the Meet
- This award, for both men and women, shall be selected by a vote of the respective coaches **by email the week following the championship**. The **National Office shall mail plaques** immediately following the vote.
- D. Wheeler Indoor Track and Field Awards
1. Sponsorship
- The awards, for both men and women, are sponsored by John and Jody Wheeler, who have been involved in athletic activities of Christian high schools and colleges for many years. The Wheelers continue to actively participate in the area of athletics and wish to promote athletics in Christian colleges. They have chosen to do this by a special individual award for excellence as outlined below.
2. Purpose of the Award
- The awards were established in order to enhance excellence in Christian track and field competition, and to perpetuate the Christian philosophy and faith as exemplified through Christ-like track and field participation in NCCAA member institutions.
3. Selection Procedure and Committee
- a. Candidates must be nominated by their coach on the Wheeler Indoor Track and Field Nomination Form (see [Appendix A](#)), which is due by February 1. Completed forms must be submitted to the Championship Director and the National Chair by February 1.

- b. Final selection of the recipients shall be made by a selection committee composed of the National Track and Field Chair, Vice-Chair, National Championship Director, and the highest ranking National Office Representative present at the championship.
- c. Presentation of the awards shall be made at the National Indoor Track and Field Championship opening ceremonies.

E. Awards

- 1. Team championship banner for first place shall be awarded.
- 2. Team plaques for second, third and fourth places shall be awarded.
- 3. Scholar-Athlete certificates shall be given to each qualified recipient (see Forms & Procedure section). The form must be sent to the National Office four weeks prior to the National Championship meet.
- 4. A medallion shall be presented to each member on the championship team (up to 30 total). Teams may purchase additional awards if needed. Championship t-shirts shall also be given to each individual on the winning teams.

VII. ORGANIZATION

The officers of the NCCAA Indoor Track and Field Coaches shall be the National Track & Field Chair and Vice-Chair. The Vice-Chair shall be elected every three years and shall succeed the National Indoor Track and Field Chair after serving three years as Vice-Chair. The National Track & Field Chair shall be present at the NCCAA Annual Convention to represent the interests of the indoor track and field coaches as expressed at the February indoor track and field coaches' meeting.

VIII. FINANCES

- A. The entry fee for the National Indoor Track and Field Championship shall be \$175 per team or \$20 per individual (up to 8).
- B. Each school shall pay \$50 for the Christian Service Project (CSP) that shall be organized and selected by the host institution.
- C. The championship banner, all trophies, All-American awards, the outstanding student-athletes and Coaching Staff of the Year awards shall be supplied by the National Office (see Awards Section).
- D. Any loss shall be absorbed by the host institution.

IX. PICTURES

- A. Separate high resolution digital photographs shall be taken of the NCCAA men's and women's champions. The photos shall be emailed to the NCCAA National Office (info@thenccaa.org) immediately following the championship. Arrangements for these photographs shall be made by the Championship Director.
- B. The official results, championship reporting form and championship photos shall be sent to the National Office immediately following the championship (see Forms & Procedures Section).

X. HOST SCHOOL FOR THE CHAMPIONSHIP

The host shall be required to submit an official Bid Contract to the National Office one year prior to hosting the event. (See Forms and Procedures Section).

Presently, there are three NCCAA member institutions with an indoor facility and possibly a fourth.

XI. OFFICIAL RULEBOOK

Track & Field, Indoor and Outdoor (Men and Women): National Collegiate Athletic Association (NCAA) Track and Field Rules with NAIA Track and Field Coaches Association modifications. The marathon and race walking shall comply with international rules. Rule books may be purchased by contacting: NCAA, PO Box 6222, Indianapolis, Indiana 46209-6222, telephone: (317) 917-6222.

Appendix A
The Wheeler Indoor Track and Field Award Nomination Form

Send copies to: Championship Director and National Chair. Due: February 1

Nominee _____ Age _____ Gender _____ Year in school _____

Home Address _____ City _____ Zip _____

Institution _____ Coach _____

Christian character and service (comment regarding involvement, their faith, witness, influence, etc.)

Personal Record by Indoor Track and Field Events

Event	Personal Best	Year	Comments
1. _____			
2. _____			
3. _____			
4. _____			
5. _____			

Event(s) in which nominee is entered in this year's Indoor Track and Field National Championship

Performances in previous NCCAA National Indoor Track and Field Championships

Leadership (comment as to the student-athlete's contribution to the team's success)

Scholarship _____ Academic Honors _____

Academic Major _____ GPA _____

Appendix A - Wheeler Indoor Track and Field Award, page 2

Athletic Honors Received (institutional, All-Conference, All-Regional, All-American, etc.)

Additional Comments

Certification of Nomination Data

Coach _____ Date _____
Signature

Athletics Director _____ Date _____
Signature

NATIONAL CHRISTIAN COLLEGE ATHLETIC ASSOCIATION



Men's Soccer

Division I

Men's Soccer Division I

I. GENERAL ADMINISTRATION

The NCCAA National Soccer Championship and all events related thereto are under the control and supervision of the NCCAA soccer coaches and are subject to standards developed by these coaches and subsequent approval of the NCCAA Board of Directors. These standards shall receive annual review and approval by the Championship Games Committee at the National Soccer Meeting in January of each year.

The Championship Games Committee shall be appointed and approved annually at the NCCAA National Soccer Meeting. The Championship Games Committee shall consist of the following: The NCCAA National Soccer Chair, who shall serve as chair of the Championship Games Committee, the NCCAA National Soccer Vice-Chair or Past Chair, the NCCAA National Office representative and three soccer coaches with broad geographical representation. This committee shall have responsibility to administer the National Soccer Championship.

II. SELECTION OF TEAMS

A. Regional Championship

1. Selection of Teams:
 - a. Selection of teams for regional competition shall be made no later than one week prior to regional playoffs. To ensure the chair of the selection committee has complete information on each team in the region, it is important that each institution inform its Regional Soccer Chair of the results of each regular season game prior to the initiation of the selection process. The Regional Soccer Chair shall inform the soccer coaches in the region of the procedure to be followed, based on the Regional Handbook.
 - b. All NCCAA member institutions must send to the National Office a completed Declaration of Intent to Participate form by September 15 for all varsity sports.
2. There shall be six regions which shall be named as follows:
 - a. Central
 - b. Mideast
 - c. Midwest
 - d. North Central
 - e. South
 - f. West
3. Criteria to be used in the selection and seeding of teams for regional playoffs shall be the following (in the preferred order listed):
 - a. Longo (see [Appendix C](#)).
 - b. Results of games against common opponents.
 - c. National ranking in the NCCAA poll at the end of the regular season.
 - d. Win-loss record/percentage.

B. Regional Representative to the National Championship

1. If a region has only one team that wishes to participate, that team may be declared the regional representative.
2. The regional representative must have a .500 or better regular season record.

C. National Championship At-Large Berth

1. The at-large request to be considered for the NCCAA National Championship is on the Declaration of Intent to Participate. Athletic Directors can list the conditions by which they shall accept at-large spots on the Declaration of Intent to Participate. To be considered for an at-large, you must have played in the NCCAA Regional Championship or been exempt due to NCAA or NAIA conflicts.
2. The Championship Games Committee shall select the team(s) for the at-large berth to the National Championship.
3. Selection of the team(s) shall be made on a conference telephone call (see Forms & Procedures Section) the Sunday evening following the completion of regional play.
4. Criteria to be used in the selection of the at-large berth(s) shall be the following (in the preferred order listed):
 - a. Longo (see [Appendix C](#)).
 - b. Results of games against common opponents
 - c. National ranking in the NCCAA poll at the end of the regular season
 - d. Win-loss record/percentage
 - e. In difficult decisions, the number of participants in a region and geographical considerations may play a part in the decision of the Championship Games Committee.

5. A team that does not compete in the NCCAA Regional Championship due to NAIA or NCAA playoff schedule may submit an at-large bid for consideration.

III. GENERAL GUIDELINES FOR CHAMPIONSHIPS

A. Guidelines for Regional Championships

1. Regions must conduct a playoff to determine a regional champion, who shall then move on to the National Championship.
2. The region must have at least a two-team NCCAA playoff to declare a regional winner.
3. Dates for the Regional Championship completion shall be approved by vote of the soccer coaches at the Annual Meeting of the National Soccer Coaches Association of America (NSCAA).
4. All regional playoff games shall be played at a site, date and time mutually agreed upon by regional coaches **in conjunction with the Regional Coordinator and Regional Athletics Directors**. The Regional Soccer Chair shall be responsible to guide this selection process. Plans shall be announced and forwarded to the National Chair one month before the regional play. The National Office recommends that a rotation plan be developed for each region with different teams hosting a playoff each year.
5. A team shall not be required to play more than one game per day in postseason play.
6. Competing teams in regional playoffs shall be seeded, and, in the first round of the championship, the higher seeded team shall play the lower seeded team. Consideration shall be given to both higher seeded and geographical location in determining the site for playoffs.
7. Sites for all playoff games must conform to all minimum regulations with reference to the field and all related appurtenances as listed in the NCAA College Soccer Rulebook.
8. Any team that enters and begins play in an NCCAA Regional Championship is making a commitment to the NCCAA that said team shall continue through the Regional and National Championship playoffs. Any failure to comply with this commitment shall result in review of the said team by the NCCAA Administration Committee.
9. **Statistics must be submitted to the NCCAA in the form of .XML game files, following the steps outlined at www.thenccaa.org/helpcenter. Game files must be submitted to the NCCAA within 48 hours after the game. However, the mandatory deadline for weekly game files to be uploaded to the NCCAA website is Mondays at 11:59 p.m. (ET). Any amount of missing game files in a week shall count as a missed report. The penalties for not reporting statistics or for being late are: 1st offense=warning; 2nd offense=\$100 fine paid before Regional Championships; 3rd offense=team is not allowed postseason play. It is the responsibility of each institution to contact the National Office regarding any technical problems experienced in submitting weekly statistics. Proper communication can eliminate team penalties.**
10. Regional Championships shall be conducted in the best interest of soccer at the national level of the NCCAA.
11. Assignment of officials – see Section XIX.
12. **Radio and Television: Arrangements for radio and television are available through the NCCAA Executive Director's predetermined rates, which are \$100 per game or \$250 per championship, and must be paid to the National Office before the first contest. Arrangements should be made at least one week in advance of the broadcast date. Due to the NCCAA contract with Tourbeau Sports, no one is allowed to videotape any games.**

B. Guidelines for National Championship

1. It is recommended that the date of the National Championship correspond with the dates selected for the NAIA national tournament.
2. It is recommended that the site of the National Championship be determined two years in advance and be approved by vote of the soccer coaches at the Annual NSCAA Meeting **with final oversight of the selection by the NCCAA Board of Directors**.
3. Teams shall qualify for the National Championship by winning their regional playoff championship match.
4. Sites for all championship games must conform to all minimum regulations with reference to the field and all related appurtenances as listed in the official NCAA College Soccer Rulebook.
5. The host institution of the championship must provide a satisfactory means for charging admission to the games.
6. The host institution shall receive an automatic bid, which must be accepted by the completion date of regional playoffs.
7. The National Championship field shall be seeded strictly by Longo rating (see [Appendix C](#) and [Appendix D](#)). Exception could be made to ensure that teams from the same region or teams who competed against each other in regular season would not meet in the first round of play.
8. Each team that declares to participate in NCCAA postseason competition shall submit a high resolution team photo and a completed roster (on the required form provided by the NCCAA) to the National Office no later than October 1 of each year.

C. Format for the National Championship

1. The NCCAA Men's Soccer Division I National Championship shall be a nine team pool play National Championship (see [Appendix G](#) and [Appendix I](#)).
2. The most recent NCAA Soccer Rule Book shall govern all National Championship games.

IV. ADVERTISING

The host institution of a Regional or National Championship shall not accept advertising nor promote in any way the marketing of alcoholic beverages, tobacco, or illegal drugs in connection with the NCCAA soccer program, merchandise or signage.

V. MEETINGS

- A. A meeting of the coaches of the competing teams, host coach and members of the Championship Games Committee shall be held prior to all championships in order to review playing rules, interpretations and any other administrative matters that may be necessary.
- B. A meeting of all NCCAA soccer coaches shall be held in conjunction with the Annual NSCAA Meeting. The purpose of the meeting is to discuss and vote on any Handbook changes the soccer coaches wish to submit to the Administration Committee of the Board of Directors for adoption at the NCCAA Annual Convention. Agenda items are to be sent to the National Soccer Chair by December 10 so that agendas may be sent to all member institutions one week prior to the NSCAA Convention. Each Regional Sport Chair or his/her designate is expected/required to be in attendance at this meeting.
- C. One other meeting of the NCCAA soccer coaches shall be held annually at the National Championship. The purpose of this meeting is to discuss pertinent matters at hand and to prepare, in advance, any recommendations that need to be acted upon at the meeting held in conjunction with the Annual NSCAA Meeting.

VI. NSCAA/NCCAA MEN'S SOCCER DIVISION I TOP TEN VOTING/RANKING SYSTEM

- A. The top ten voting shall be conducted by the National Chair, in conjunction with the regional representatives, and be reported to the **NCCAA Media and Communications Coordinator**.
- B. **There shall be a weekly vote through the conclusion of the regular season.**
- C. When casting votes for the national Top 10 Rankings, regional voters must follow the order of the regional polls when casting their Top 10 vote.
- D. A final vote shall be conducted after the National Championships which shall be recognized by the NSCAA.

VII. AWARDS

The National Championship team shall receive a championship banner, medallions and t-shirts. Teams finishing 2nd-4th, shall receive a plaque designating their finish. The NCCAA maintains a standardized awards program for all National Championships. Team, Most Valuable Player, and National Coach of the Year awards are ordered and paid for by the National Office. All-American awards shall be provided by the **NCCAA**. Individual and team awards at the regional level shall be paid for by the treasury of the winning region or the winning institution.

VIII. SELECTION OF AN ALL-TOURNAMENT TEAM AND MOST VALUABLE PLAYER

- A. The All-Tournament team shall consist of 15 players **plus the MVP of the tournament**. The team shall be determined by an allocation system.
- B. The 1st place team shall receive four players, 2nd place team three players, the 3rd and 4th place teams each receive two players, and the 5th-**9th** place teams shall each receive one.
- C. The two finalist teams must submit either a defender or a Goalkeeper on their list of nominees.
- D. Players shall be selected by their coach and the name shall be submitted to the Championship Director at the conclusion of the third day of play on Wednesday (for the five teams that do not qualify for the NCCAA Final Four). Teams that qualify for the Final Four shall submit their selections after the completion of the semi-final matches on Friday. The Games Committee shall work with the coaches to ensure all positions are covered appropriately.
- E. The Most Valuable Player shall be selected by the Games Committee.

IX. TEAM SPORTSMANSHIP AWARD

The Team Sportsmanship Award shall be determined by vote of the Championship Games Committee and referees and is given by National Intercollegiate Soccer Officials Association (NISOA).

X. COACHING HONORS

- A. Regional Coach of the Year
 - 1. Each region shall name its Regional Coach of the Year by the recommended date for conclusion of regional play. The Regional Soccer Chair shall notify the National Soccer Chair of their selection immediately.
 - 2. Voting procedure
 - a. The ballot shall allow selection of two individuals: five points for the first choice and three points for the second choice.
 - b. It is considered unethical for a member institution to vote for its own representative.
- B. National Coach of the Year (see [Forms & Procedures Section](#))
 - 1. The NCCAA National Coach of the Year shall be voted on by the coaches using the process and timeline established.
 - 2. Voting procedure
 - a. The ballot shall be emailed to all dues-paying member institutions on the Monday following the conclusion of the National Championship.
 - b. The ballot shall consist of the Regional Coaches of the Year and any coach whose team qualifies for the National Championship in the NCCAA, NAIA, or NCAA.
 - c. The ballot shall allow selection of three individuals: five points for the first choice, three points for second and one point for third.
 - d. It is considered unethical for a member institution to vote for its own representative.
 - 3. The NSCAA shall recognize one Coach of the Year from the NCCAA. This shall be determined by a vote of the two National Soccer Chairpersons after the respective Divisional Coach of the Year selections have been determined. All NSCAA Coach of the Year winners must be from institutions registered with the NSCAA College Services Program. If neither of the Divisional Coach of the Year selections are NSCAA College Services Program registrants, then a new highest vote recipient that is an NSCAA College Services Program registrant shall be denoted as the NSCAA Coach of the Year from the NCCAA.

XI. ALL-AMERICAN HONORS (NCCAA RECOGNIZED)

- A. Candidates must be submitted using the All-Regional Nomination Form (see [Appendix A](#)). Nominees must be submitted by the second Monday of November.
- B. Each region shall submit a slate of candidates in rank order from their All-Regional Team and ranked by position. A player must be on a regional team to be considered for All-American.
- C. A committee consisting of each region's representative and the National Soccer Chair, or his representative, shall select the NCCAA All-American teams.
- D. An 11-man squad shall be selected comprised of 1 goalkeeper, 3 forwards, 3 midfielders, 3 defenders, and one optional position.
- E. The Second team shall be an 11 member squad comprised of 1 goalkeeper, 3 forwards, 3 midfielders, 3 defenders, and one optional position.
- F. The Third team shall be an 11 member squad comprised of 1 goalkeeper, 3 forwards, 3 midfielders, 3 defenders, and one optional position.
- G. Any players that received votes but were not selected to the First, Second, or Third Team will be named Honorable Mention.
- H. The All-American voting procedure is listed in [Appendix E](#).

XII. ALL-AMERICAN HONORS (NSCAA Recognized and Institution must be registered with the NSCAA College Services Program to be eligible)

- A. One team of fifteen (15) players shall be recognized by the NSCAA as the NSCAA/NCCAA Men's All-American Team. This team shall be comprised of the NCCAA Division I First Team and four (4) selections from the NCCAA Division II First Team.

Should any of the above selections not be from institutions registered with the NSCAA College Services Program, then the next highest vote recipient (same position) from an NSCAA registered institution shall be selected.

- B. Please note, neither candidates, nor their teammates, can have been recognized as All-American by the NAIA or NCAA in order to be eligible for the NSCAA/NCCAA honor.

XIII. SCHOLAR-ATHLETE

All scholar-athlete ballots shall be sent to the National Office via Teamworks four weeks prior to the National Championship. See Forms & Procedures Section for criteria and form.

XIV. THE NCCAA KYLE ROTE JR. AWARD

The purpose of this award is to recognize the outstanding NCCAA student-athlete in Men's Soccer and highlights excellence in competition, skill, academics, and Christian service during his career. This award is sponsored by Mr. Gary Beck, former NCCAA All-American student-athlete from Greenville University, IL. The award shall be presented annually at the National Men's Soccer Championships (see [Appendix B](#)).

XV. SQUAD SIZE

For Regional and National Championships, unlimited players may participate in any game. The "official" traveling party shall be limited to 30 members including coaches, players, managers, scorekeepers, and trainers. Teams will be allowed to have no more than 30 on the bench as designated on the official roster submitted prior to the start of the championship.

XVI. BALLS

The Championship Games Committee shall select the balls to be used for the National Championship. A minimum of eight new balls shall be provided for the championship games. One of the balls shall be presented as an honorary gift to each participating team. Currently, the Brine ball is the official ball used.

XVII. UNIFORMS

Competing teams shall have both light and dark uniforms for use in all championships. These uniforms must conform to NCAA regulations. Choice of uniform color shall be made by the Championship Games Committee.

XVIII. PROCEDURES FOR TIED GAMES

The NCAA Rulebook shall be the official guide for all tied games.

1. Pool Play Matches: All Pool Play Matches at the NCCAA National Championship shall finish in a tie if the score is still tied after playing the overtime periods.
2. Semi Final Match and Championship Match: Two 10-minute sudden victory periods and penalty kicks (conducted according to NCAA Rulebook guidelines), if necessary, to determine a champion.

XIX. OFFICIALS

Regional and National Championship officials must be NISOA approved officials and shall not hold an official relationship with any NCCAA member institution.

XX. TWO YEAR CALENDAR

<u>Regionals Completed</u>	<u>National Championship</u>	<u>Site</u>
November 18, 2017	November 27-December 2, 2017	Austin-Tindall Soccer Complex, Kissimmee, FL
November 17, 2018	November 26-December 1, 2018	Austin-Tindall Soccer Complex, Kissimmee, FL

XXI. OFFICERS

Chairman	Matthew Webb, Houghton College
Vice-Chairman	Thiago Pinto, Bethel College

XXII. OFFICIAL RULEBOOK

Official National Collegiate Athletic Association (NCAA) Men's Soccer Rules. To obtain rules, contact: NCAA, P. O. Box 6222, Indianapolis, IN 46206-6222.

Appendix A
NCCAA Men's Soccer Division I
All-Regional Nomination Form

Player Rank # _____

Name _____ Jersey # _____ (H) _____ (A) _____

Nominee's Position _____

Institution _____ Region _____

Coach _____ Home Phone (____) ____ - _____

Work Phone (____) ____ - _____ NSCAA CSP # _____

Season	Goals	Assists	Goalkeepers		Captain Yes/No	Cautions/ Ejections
			Saves	GA		
20 _____	_____	_____	_____	_____	_____	_____

Honors _____

Comments _____

The above named student-athlete has my support as a viable nominee for NCCAA postseason honors. His behavior both on and off the field is complimentary to the NCCAA and its Christ-like standards.

Coach's Signature

Date

Appendix B

NCCAA Kyle Rote Jr. Award

Men's Soccer Division I

I. PURPOSE OF THE AWARD

The award was established in order to:

1. Enhance the Christian purpose of athletics.
2. Enhance excellence in Christian athletic competition.
3. Perpetuate the Christian philosophy and faith in NCCAA institutions across the nation.

II. RECIPIENT OF THE AWARD

The recipient shall be the outstanding NCCAA Christian men's soccer player (Division I) of the nation. Qualifications for the award:

1. Be a varsity team member of an eligible NCCAA full member institution.
2. Must possess a vital Christian testimony on and off the field.
3. Exhibit outstanding leadership qualities, including Christian service activities.
4. Be highly skilled with a minimum of NCCAA All-Regional Honors.
5. Be a junior or senior student in good academic standing.

III. SELECTION PROCEDURE

The following procedures shall be used in selecting the recipient:

1. Student-athletes must be nominated by their coach. The nominations must be sent to the National Chair.
2. The nomination form must be used and submitted to the National Chair by November 1.
3. The National Chair shall submit complete dossiers of all nominees to members of the Selection Committee by November 5.
4. Final selection of the recipient shall be made by the selection committee.
5. Presentation of the award shall be made during the NCCAA National Soccer Championship Kick-Off Event.

IV. SELECTION COMMITTEE

Kyle Rote Jr., former NASL player and 2011 Soccer Hall of Fame Inductee; Chair and Vice-Chair of the NCCAA Soccer Association; Gary Beck; Terry Eichorst, Honorary Chair.

V. NATURE OF THE AWARDS

A trophy shall be given to the recipient.

VI. AWARD SPONSOR

This award is sponsored by Mr. Gary Beck, former NCCAA All-American student-athlete from Greenville University, IL.

Appendix B, page 2
NCCAA Men's Soccer Division I
NCCAA Kyle Rote Jr. Award Nomination Form

Mail, fax, or email this form to the NCCAA Division I Men's Soccer National Chair by November 1. *A high resolution headshot photo should be emailed as well.*

Region _____	Chair _____
Player's Name _____	Class _____
Hometown _____	State _____ Zip _____
College _____	Coach _____
Position _____	Date of Birth ____/____/____
Height _____ Weight _____	
20____ - 20____ Season Record: Won _____	Lost _____
20____ - 20____ Season Record: Won _____	Lost _____
20____ - 20____ Season Record: Won _____	Lost _____
20____ - 20____ Season Record: Won _____	Lost _____

Scoring

Season	Games Played	Goals Scored	Assists
20____ - 20____	_____	_____	_____
20____ - 20____	_____	_____	_____
20____ - 20____	_____	_____	_____
20____ - 20____	_____	_____	_____

Goalkeeper

Season	Games Played	Shut Outs/ Saves	Goals Allowed	Goals Allowed Per Game
20____ - 20____	_____	_____	_____	_____
20____ - 20____	_____	_____	_____	_____
20____ - 20____	_____	_____	_____	_____
20____ - 20____	_____	_____	_____	_____

Appendix B – NCCAA Kyle Rote Jr. Award Nomination Form, page 3

Leadership (comment regarding the player's contribution to the team's success)

Scholarship (Academic information)

Degree Program _____ Major _____

GPA _____ Academic Honors _____

Christian Character (comment regarding involvement, witness, influence, etc.)

Honors Received (athletic)

Individual _____

Team _____

Comments and/or Recommendations

Please attach a varsity schedule.

Appendix C Longo Rating System

Class A-Team - winning percentage of .800 or better
Class B-Team - winning percentage of .600 thru .799
Class C-Team - winning percentage of .400 thru .599

Class D-Team - winning percentage of .200 thru .399
Class E-Team - winning percentage of .199 or lower

	NCCAA USCAA		NCAA III		NAIA NCAA II NCAA III-Top 25		NAIA-Top 25 NCAA I NCAA II-Top 25 CIS Top-10		NCAA I Top 25	
	Home	Away	Home	Away	Home	Away	Home	Away	Home	Away
Defeat an A-Team by 3 or more goals	375	450	500	575	525	600	575	650	650	725
Defeat an A-Team by 2 goals	325	400	425	500	450	525	500	575	575	650
Defeat an A-Team by 1 goal	275	350	350	425	375	450	425	500	500	575
Tie an A-Team	225	300	250	325	275	350	325	400	400	475
Lose to an A-Team by 1 goal	175	250	200	275	225	300	275	350	350	425
Lose to an A-Team by 2 goals	125	200	150	225	175	250	225	300	300	375
Lose to an A-Team by 3 or more goals	75	150	100	175	125	200	175	250	250	325
Defeat a B-Team by 3 or more goals	300	350	400	475	425	500	450	525	525	600
Defeat a B-Team by 2 goals	250	300	300	375	325	400	350	425	425	500
Defeat a B-Team by 1 goal	200	250	250	325	275	350	300	375	375	450
Tie a B-Team	150	200	200	275	225	300	250	325	325	400
Lose to a B-Team by 1 goal	100	150	150	225	175	250	200	275	275	350
Lose to a B-Team by 2 goals	50	100	100	175	125	200	150	225	225	300
Lose to a B-Team by 3 or more goals	25	75	50	125	75	150	100	175	175	250
Defeat a C-Team by 3 or more goals	250	275	300	375	325	400	350	425	425	500
Defeat a C-Team by 2 goals	200	225	250	325	275	350	300	375	375	450
Defeat a C-Team by 1 goal	150	175	200	275	225	300	250	325	325	400
Tie a C-Team	100	125	150	225	175	250	200	275	275	350
Lose to a C-Team by 1 goal	50	75	100	175	125	200	150	225	225	300
Lose to a C-Team by 2 goals	25	50	50	125	75	150	100	175	175	250
Lose to a C-Team by 3 or more goals	25	25	25	100	50	125	75	150	150	225
Defeat a D-Team by 3 or more goals	150	175	200	275	225	300	225	300	300	375
Defeat a D-Team by 2 goals	125	150	150	225	175	250	175	250	250	325
Defeat a D-Team by 1 goal	100	125	100	175	125	200	125	200	200	275
Tie a D-Team	50	75	50	125	75	150	75	150	150	225
Lose to a D-Team by 1 goal	0	50	25	100	50	125	50	125	125	200
Lose to a D-Team by 2 goals	0	25	0	75	25	100	25	100	100	175
Lose to a D-Team by 3 or more goals	0	0	0	75	0	75	0	75	75	150
Defeat an E-Team by 3 or more goals	125	150	150	225	150	225	175	250	250	325
Defeat an E-Team by 2 goals	75	100	100	175	125	200	125	200	200	275
Defeat an E-Team by 1 goal	50	75	50	125	75	150	75	150	150	225
Tie an E-Team	25	50	25	100	25	100	25	100	100	175
Lose to an E-Team by 1 goal	0	0	0	0	0	0	0	0	0	0
Lose to an E-Team by 2 goals	0	0	0	0	0	0	0	0	0	0
Lose to an E-Team by 3 or more goals	0	0	0	0	0	0	0	0	0	0

As of 10/28/08

(continued)

Appendix C – Longo Rating System, page two

SPECIAL REMINDERS AND RECOMMENDATIONS

1. Neutral sites utilize the "away" column for points. Please note that a neutral site is defined as a location where both schools share responsibility as hosts and agree it is a neutral site or where both teams play away at a tournament.
2. Only **regular season** games shall be used when calculating Longo Rating. Postseason conference tournaments should NOT be included in Longo calculations. Final Longo calculations must be submitted to the NCCAA National Chair and Vice Chairs by the second Monday in November.
3. In selecting and seeding teams for all postseason competition, teams within 25 rating points of each other shall switch places if they met during the regular season, and the lower-rated team won the game. Teams move only one place at a time, and movement is applied from bottom to top. This will be reapplied as many times as necessary until no further changes in position take place.
4. A forfeit win must not weaken a Longo rating, but may strengthen it. A forfeit loss must not strengthen a rating, but may weaken it by including the result in the appropriate team's schedule (record) and giving it a zero value in the calculation process. (If in the calculation of Longo rating, inclusion of a forfeit win results in a lower rating, then the contest is not included in the calculation. The forfeit is included in the team's won-loss record.)
5. Ties count half-win, half-loss when figuring winning percentages.
6. If a team is a dual NAIA/NCAA member, the appropriate NAIA/NCAA column MUST be used.
7. For all games against CIAU teams, use the middle "NAIA, NCAA III Top 25 and NCAA II" column.
8. When calculating Longo rating, use the NCAA rating corresponding with the same NAIA rating (same dates for both polls).
9. If an opponent has not played a minimum of ten regular-season games, then that contest cannot be counted in calculation of Longo rating.

College; matthew.webb@houghton.edu.

being seeded at the discretion of the NCCAA Men's Soccer Games Committee.

INSTITUTION:	SEASON OVERALL RECORD:	
HEAD COACH:	PHONE (Office):	
PHONE (Home):	FAX	
PHONE (Cell):	E-MAIL:	

Current Year GAME RESULTS

[illegible]

* - NCAAI, NCAAI, NCAAI, NAIA

** - Home/Away/Neutral

Longo Rating Calculations: Total Points _____ Divided By Games Played _____ = Longo Rating: _____

IMPORTANT: Please asterisk (*) any forfeits and explain on the back of this form.
Use the back of this form for any additional games or other information.

Appendix E

NCCAA All-American Voting Procedures

All-American Voting Procedure for NCCAA Division I Men's Soccer is as follows:

- 1) All-Regional Teams shall be selected and submitted to the National Chair before the NCCAA National Championship. The regional team shall be listed both in rank order with most points to least as well as in rank order by position such as the top four defenders, top four forwards, top four midfielders, etc.
- 2) All nominations to the All-American process shall come from the All-Regional Team selections. For players to receive the additional NSCAA recognition, their institution MUST BE REGISTERED WITH THE NSCAA COLLEGE SERVICES PROGRAM. Should a player from a non-NSCAA registered program be selected to the First Team, the next eligible player from the same positional category that is from an NSCAA registered institution shall be substituted.
 - a. The NCCAA shall recognize a NCCAA All-American First Team. An 11-member squad shall be selected comprised of 1 goalkeeper, 3 forwards, 3 midfielders, 3 defenders, and one optional position. For the NSCAA recognized team, neither candidates, nor their teammates, can have been recognized as All-American by the NAIA or NCAA in order to be eligible for the NSCAA honor. In such cases where this occurs, the NCCAA First Team list will be amended and those players replaced on the NSCAA submission.
 - b. The NCCAA shall recognize an NCCAA All-American Second Team. The Second team shall be an 11 member squad comprised of 1 goalkeeper, 3 forwards, 3 midfielders, 3 defenders, and one optional position.
 - c. The NCCAA shall recognize a NCCAA All-American Third Team. The Third team shall be an 11 member squad comprised of 1 goalkeeper, 3 forwards, 3 midfielders, 3 defenders, and one optional position.
 - d. The NCCAA shall recognize a NCCAA All-American Honorable Mention. Any players who received votes but were not selected to the First, Second or Third Team shall be named Honorable Mention.
- 3) The process shall begin with each regional representative nominating the top defenders (no limit on nomination) from his/her region. The representative shall briefly discuss the nominations. Players must be nominated in the rank order from the regional team.
- 4) Then the regional representatives shall each vote for their top four players in each position (defender, midfielder, forward, and goalkeeper). Voting by the regional representative does not need to be the rank order of the region.
- 5) The All-American First, Second, and Third Teams shall consist of a maximum of 11 players: 3 defenders, 3 midfielders, 3 forwards, 1 goalkeeper and 1 optional player.
- 6) The optional player can be the highest rated player from the highest vote getter not selected from each position vote. A vote of these four players shall be held to make the last selection.
- 7) In the event of a tie in any particular position, there shall be an additional vote to break the tie.
- 8) The All-American second team selection shall proceed in the same manner as the first team. Players from teams whose teammates were selected on other All-American teams are not eligible for consideration. Players receiving votes for first team, but not selected, shall have those points carried over into the second team vote.
- 9) The All-American third team selection shall proceed in the same manner as the first team. Players from teams whose teammates were selected on other All-American teams are eligible for consideration. Players receiving votes for second team, but not selected, shall have those points carried over into the third team vote.
- 10) Honorable Mention Team – Any players that received votes but were not selected to the First, Second, or Third Team will be named Honorable Mention.

Appendix F NCCAA All-Regional Team Forms

NCCAA ALL-REGIONAL TEAM - BY RANK

Rank	Name	School	Class	Pos.	Hometown
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					

NCCAA ALL-REGION TEAM - BY POSTION RANK

Rank	Name	School	Statistics, Honors, Notes
------	------	--------	---------------------------

Goalkeepers

1			
---	--	--	--

Forwards

1			
2			
3			

Midfielders

1			
2			
3			
4			

Backs

1			
2			
3			

Other Information

Regional Player-of-the-Year Vote (Name & School):	
Regional Coach-of-the-Year Vote (Name & School):	

Appendix G

NCCAA Men's Soccer National Nine Team Pool Play Tournament

The NCCAA Men's Soccer Division I National Championship shall be a nine team pool play national championship.

Format:

The NCCAA Men's Soccer Division I National Championship shall consist of seven regional winners and two at-large bids. The nine teams shall be seeded by the NCCAA Championship Games Committee (adhering to NCCAA Men's Soccer guidelines).

The nine teams shall be divided into three pools. Each team plays the two opponents in their pool (a minimum of two games).

Pool A (Seeds #1, #6, #9)

Pool B (Seeds #2, #5, #8)

Pool C (Seeds #3, #4, #7)

The Pool Play Games shall be played on Monday, Tuesday and Wednesday. Each team shall have an open day without competition during this three day period. Teams on their open day without contribution shall conduct the planned Christian Service Project.

Monday: #1 vs. #9 #2 vs. #8 #3 vs. #7

Tuesday: #6 vs. #9 #5 vs. #8 #4 vs. #7

Wednesday: #1 vs. #6 #2 vs. #5 #3 vs. #4

The three teams (winners from Pool A, B, C) that win the Pool play competition based on the two game pool play winning percentage shall advance to the NCCAA National Championship Final Four bracket.

Points shall be awarded as follows: 3 points for a win, 1 point for a tie, and the NCCAA Men's Soccer National Championship Tie Breaking Guidelines (see [Appendix F](#)).

The fourth team to join the three Pool Play winners for the NCCAA National Championship Final Four shall be the team that has the highest winning percentage of the six remaining teams (3 points for a win, 1 point for a tie and the NCCAA Men's Soccer National Championship Tie Breaking Guidelines) (see [Appendix F](#)).

Once the Final Four teams are determined, the remaining five teams that did not qualify for the National Tournament Final Four may depart back to their academic institutions after completion of play on Wednesday.

The four teams that advanced to the NCCAA Final Four shall be reseeded based on their NCCAA National Championship Pool Play two game winning percentage and the NCCAA Men's Soccer National Championship Tie Breaking Guidelines.

The NCCAA National Championship Final Four shall be played on Friday (semifinals) and Saturday (National Championship).

NCCAA National Championship schedule

Sunday: Coaches Meeting and Tournament Banquet

Monday: First day of Pool Play Competition

Tuesday: Second day of Pool Play Competition

Wednesday: Third day of Pool Play Competition

Four teams advance to the NCCAA Final Four National Championship.

Remaining five teams may depart to their academic institutions

Thursday: No Matches Scheduled. Final Four Christian Service Project/NCCAA National Championship Final Four Dinner

Friday: NCCAA National Championship Semi Final Matches

Saturday: NCCAA National Championship Final

Appendix H

NCCAA Men's Soccer National Championship Tie Breaking Guidelines

NCCAA Men's Soccer National Championship Tie Breaking Guidelines

1. Winning Percentage Total Points: 3 points for win, 1 point for a tie and 0 points for a loss
2. Head to Head Result: Matches that occurred during Pool Play only
3. Goal Differential: Teams can only receive a maximum of **+3 goal differential or a minimum of -3 goal differential** for each match
4. Goals Against: Teams can only receive a maximum of 3 goals against for each match
5. Goals Scored: Teams can only receive a maximum of 3 goals for each match
6. Last Tie Breaker: Team that was the higher seed entering the NCCAA National Championship shall advance to the NCCAA Final Four

Appendix I

Men's and Woman's Soccer Division I National Championship Pool Play Schedule

<u>Sunday</u> 5:00-6:00 p.m. 7:00-8:45 p.m.	<u>Event</u> Championship Coaches Meeting Kick-off Dinner	<u>Site</u> Hotel CRU
<u>Monday</u> 12:00-2:00 p.m. 2:30-4:30 p.m.	Pool A1 vs A3 (W) Pool B1 vs B3 (W) Pool A1 vs A3 (M) Pool B1 vs B3 (M) Pool C1 vs C3 (W) Pool D1 vs D3 (W) Pool C1 vs C3 (M) Pool D1 vs D3 (M)	All Matches at Austin- Tindall Park
<u>Tuesday</u> 2:00-4:00 p.m. 4:30-6:30 p.m.	Pool A2 vs A3 (W) Pool B2 vs B3 (W) Pool A2 vs A3 (M) Pool B2 vs B3 (M) Pool C2 vs C3 (W) Pool D2 vs D3 (W) Pool C2 vs C3 (M) Pool D2 vs D3 (M)	All Matches at Austin- Tindall Park
<u>Wednesday</u> 4:00-6:00 p.m. 6:30-8:30 p.m.	Pool A1 vs A2 (W) Pool B1 vs B2 (W) Pool A1 vs A2 (M) Pool B1 vs B2 (M) Pool C1 vs C2 (W) Pool D1 vs D2 (W) Pool C1 vs C2 (M) Pool D1 vs D2 (M)	All Matches at Austin- Tindall Park
<u>Thursday</u> No Matches Scheduled 6:00-7:30 p.m.	Final Four CSP Final Four Dinner	 Hotel
<u>Friday</u> 12:00-2:00 p.m. 2:30-4:30 p.m.	Semifinal: Pool A vs Pool B (W) Semifinal: Pool A vs Pool B (M) Semifinal: Pool C vs Pool D (W) Semifinal: Pool C vs Pool D (M)	Austin- Tindall Park
<u>Saturday</u> 3:00-5:30 p.m. 5:45-8:15 p.m.	Women's Final & Awards Men's Final & Awards	Austin- Tindall Park

NATIONAL CHRISTIAN COLLEGE ATHLETIC ASSOCIATION



Women's Soccer

Division I

Division I Women's Soccer

I. GENERAL ADMINISTRATION

The NCCAA National Women's Soccer Championship and all events related thereto are under the control and supervision of the NCCAA women's soccer coaches and are subject to standards developed by these respective coaches and subsequent approval of the NCCAA Board of Directors. The Championship Games Committee shall be selected and approved annually and shall consist of the following: the NCCAA National Women's Soccer Chair, Vice-Chair or Past-Chair; a National Intercollegiate Soccer Officials Association (NISOA) representative, a National Office representative and up to three soccer coaches (appointed by the soccer coaches annually) with broad geographical representation. This committee shall have responsibility to administer the National Women's Soccer Championship.

II. SELECTION OF TEAMS

A. Regional Championship

1. Selection of Teams:
 - a. Selection of teams for regional competition shall be made no later than one week prior to regional playoffs. To ensure the chair of the selection committee has complete information on each team in the region, it is important each institution inform its Regional Soccer Chair of the results of each regular season game prior to the initiation of the selection process. The Regional Soccer Chair shall inform the soccer coaches in the region of the procedure to be followed.
 - b. All NCCAA member institutions must send to the National Office a completed Declaration of Intent to Participate form by September 15 for all varsity sports.
2. There shall be six NCCAA women's soccer regions which shall be named as follows:
 - a. Central
 - b. Mideast
 - c. Midwest
 - d. North Central
 - e. South
 - f. West
3. The Longo Rating System, including all the rules that apply to the longo rating (see [Appendix C](#) & [Appendix D](#)), is the only criteria to be used in the selection of teams for regional playoffs.

B. Regional Representative to the National Championship

If a region has only one team that wishes to participate, that team may be declared the regional representative if they have a minimum of a .500 regular season winning percentage.

C. National Championship At-Large Bid

1. To be considered for an at-large bid to the NCCAA National Championship, the member institution must declare on the Declaration of Intent to Participate (see Forms & Procedures Section). Athletics Directors can list the conditions by which they shall accept at-large bids on the Declaration of Intent to Participate. To be considered for an at-large, the institution must have played in the NCCAA regional playoffs or been exempt due to NCAA or NAIA conflicts.
2. Selection of the team(s) for the at-large berth, if needed, in the National Championship shall be made by the Championship Games Committee.
3. Any teams with a minimum of a .500 season winning percentage may be considered for the at-large bids.
4. Selection of the team(s) shall be made the Sunday evening following the completion of regional play by a conference telephone call (see Forms & Procedures Section).
5. The selection of the at-large team(s) shall be made using the NAIA Longo Rating System (see [Appendix C](#) & [Appendix D](#)); however, for teams within 25 points, the following information shall be used to determine the selection:
 - a. Results of games against already qualified teams.
 - b. NCCAA National Championship history.
 - c. Comparison of results against common opponents.
 - d. NCCAA top 10.
6. In difficult decisions, the number of participants in a region and geographical considerations may play a part in the selection decision of the Championship Games Committee.

III. GENERAL GUIDELINES FOR POSTSEASON PLAY

A. Guidelines for Regional Playoffs

1. All regional playoff games shall be played at a site, date and time mutually agreed upon by regional coaches in coordination with the Regional Coordinator and Regional Athletics Directors. The Regional Soccer Chair shall be responsible to guide this selection process.
2. A team shall not be required to play more than one game per day in postseason play.
3. Regions must conduct a playoff to determine a regional champion, who shall then move on to the National Championship.
4. No regional championship banners shall be awarded to teams that do not travel to the National Championship.
5. Competing teams in NCCAA regional playoffs shall be seeded according to the Longo Rating System (see Appendix C). Consideration shall be given to both higher seeded and geographical location in determining the site for playoffs.
6. Dates for the NCCAA regional playoffs' completion shall be approved by vote of the soccer coaches in that region and must not be in conflict with the NCCAA National Women's Soccer Championship dates.
7. Sites for all playoff games must conform to all minimum regulations with reference to the field and all related appurtenances as listed in the official NCAA Soccer Rulebook.
8. The institution hosting the championship must provide a satisfactory means for charging admission to the games.
9. Any team that enters and begins play in NCCAA regional playoffs is making a commitment to the NCCAA that said team shall continue through the NCCAA playoffs and, if qualified, in the National Championship. Any failure to comply with this shall result in review of the said team by the NCCAA Administration Committee of the Board of Directors.
10. Statistics must be submitted to the NCCAA in the form of .XML game files, following the steps outlined at www.thenccaa.org/helpcenter. Game files must be submitted to the NCCAA within 48 hours after the game. However, the mandatory deadline for weekly game files to be uploaded to the NCCAA website is Mondays at 11:59 p.m. (ET). Any amount of missing game files in a week shall count as a missed report. The penalties for not reporting statistics or for being late are: 1st offense=warning; 2nd offense=\$100 fine paid before Regional Championships; 3rd offense=team is not allowed postseason play. **It is the responsibility of each institution to contact the National Office regarding any technical problems experienced in submitting weekly statistics. Proper communication can eliminate team penalties.**
11. Assignment of officials – see XIX.
12. Radio and Television: Arrangements for radio and television are available through the NCCAA Executive Director's predetermined rates, which are \$100 per game or \$250 per championship, and must be paid to the National Office before the first contest. **Arrangements should be made at least one week in advance of the broadcast date.** Due to the NCCAA contract with Tourbeau Sports, no one is allowed to videotape any games

B. Guidelines for National Championship

1. It is recommended that the site and date of the National Championship be determined two years in advance.
2. Both the site and date of the National Championship shall be approved by the National Office in concert with the sport leadership.
3. Teams shall qualify for the National Championship by participating in their NCCAA Regional Championship and being crowned the winner of said championship.
4. Sites for all championship games must conform to all minimum regulations with reference to the field and all related appurtenances as listed in the official NCAA Soccer Rulebook.
5. The institution hosting the championship must provide a satisfactory means for charging admission to the games.
6. The host institution shall receive an automatic bid.
7. The seeding of the teams for the National Championship shall be made by using the Longo Rating System (see Appendix C & Appendix D). However, for teams within 25 points, the following information shall be used to decide the seeding:
 - a. Results of games against already qualified teams.
 - b. National Championship history.
 - c. Comparison of results against common opponents.
 - d. Final Top 10 rankings.
8. Each team that declares to participate in NCCAA postseason competition shall submit a high resolution team photo and a completed roster (on the required form provided by the NCCAA) to the National Office no later than October 1 of each year.

C. Format for the National Championship

1. The NCCAA Women's Soccer Division I National Championship shall be a nine team pool play National Championship (see Appendix E and Appendix G).
2. The most recent NCAA Soccer Rule Book shall govern all National Championship games.

IV. ADVERTISING

The host institution of a Regional or National Championship shall not accept advertising nor promote in any way the marketing of alcoholic beverages, tobacco, or illegal drugs in connection with the NCCAA soccer program, merchandise or signage.

V. COACHES' MEETINGS

- A. A meeting of the coaches of the competing teams, host coach and members of the Championship Games Committee shall be held prior to games in order to review playing rules, interpretations and any other administrative matters that may be necessary.
- B. The official Business Sessions of the NCCAA women's soccer coaches shall be held at the annual National Soccer Coaches Association of America (NSCAA) National Convention and at the annual NCCAA National Convention. Business may be conducted at either meeting. The purpose of each meeting is to discuss pertinent matters at hand and to prepare, in advance, any recommendations that need to be acted upon at the NCCAA Annual Convention.

VI. NSCAA/NCCAA Women's Soccer Division I Top Ten Voting/Ranking System

- A. The top ten voting shall be conducted by the National Chair, in conjunction with the regional representatives, and be reported to the NCCAA Media and Communications Coordinator.
- B. The selection shall be a weekly vote through the conclusion of the regular season.
- C. A final vote shall be conducted after the National Championships, which shall be recognized by the NSCAA.
- D. When casting votes for the national TOP 10 Rankings, regional voters must follow the order of the regional polls when casting their TOP 10 vote.

VII. AWARDS

The National Championship team shall receive a championship banner, medallions and t-shirts. Teams finishing 2nd-4th shall receive a plaque designating their finish. The NCCAA maintains a standardized awards program for all National Championships. Team, Most Valuable Player, and National Coach of the Year awards are ordered and paid for by the National Office. All-American awards shall be provided by the NCCAA. Individual and team awards at the regional level shall be paid for by the treasury of the winning region or the winning institution.

VIII. SELECTION OF AN ALL-TOURNAMENT TEAM AND MOST VALUABLE PLAYER

- A. The All-Tournament team shall consist of 15 players plus the MVP of the tournament. The team shall be determined by an allocation system.
- B. The 1st place team shall receive four players, 2nd place team three players, the 3rd and 4th place teams each receive two players, and the 5th-9th place teams shall each receive one.
- C. The two finalist teams must submit either a defender or a Goalkeeper on their list of nominees.
- D. For the five teams that do not qualify for the NCCAA Final Four, players shall be selected by their coach and the name shall be submitted to the Championship Director at the conclusion of the third day of play. Teams that qualify for the Final Four shall submit their selections after the completion of the semi-final matches on the fifth day of play. The Games Committee shall work with the coaches to ensure all positions are covered appropriately.
- E. The Most Valuable Player shall be selected by the Games Committee.

IX. TEAM SPORTSMANSHIP AWARD

The Team Sportsmanship Award shall be determined by vote of the Championship Games Committee and NISOA referees and the award is given by NISOA.

X. COACHING HONORS

A. Regional Coach of the Year

1. Each region shall name its Regional Coach of the Year by the recommended date for conclusion of regional playoffs. The Regional Soccer Chair shall notify the National Soccer Chair of their selection immediately.
2. Voting procedure
 - a. The ballot shall allow selection of two individuals using the following point system: five points for the first choice and three points for the second choice.
 - b. It is considered unethical for a member institution to vote for its own representative.
 - c. No Regional Coach of the Year award shall be given unless there are three regional teams competing. However, these regional nominees may be selected as National Coach of the Year.

B. National Coach of the Year (see Forms & Procedures Section)

1. The NCCAA National Coach of the Year shall be voted on by the coaches using the process and timeline established
2. Voting procedure
 - a. The ballot shall be emailed to all dues-paying member institutions on the Monday following the conclusion of the National Championship.
 - b. The ballot shall consist of the Regional Coaches of the Year and any coach whose team qualifies for the National Championship in the NCCAA, NAIA, or NCAA.
 - c. The ballot shall allow selection of three individuals: five points for the first choice, three points for second and one point for third.
 - d. It is considered unethical for a member institution to vote for its own representative.
3. The NSCAA shall recognize one Coach of the Year from the NCCAA. This shall be determined by a vote of the two National Soccer Chairpersons after the respective Divisional Coach of the Year selections have been determined. All NSCAA Coach of the Year winners **must be from institutions registered with the NSCAA College Services Program. If neither of the divisional Coach of the Year selections are NSCAA College Services Program registrants, then a new highest vote recipient that is an NSCAA College Services Program registrant shall be denoted as the NSCAA Coach of the Year from the NCCAA.**

XI. ALL-REGIONAL HONORS (See [Appendix B](#) and [Appendix I](#))

Once All-Regional Honors have been tabulated, the players on the All-Regional Team must be ranked according to position (see [Appendix I](#)). Candidates must be submitted using All-Regional Nomination Form (see [Appendix B](#)). Nominees must be submitted by the second Monday of November.

XII. ALL-AMERICAN HONORS (NCCAA RECOGNIZED)

- A. Candidates must be submitted using All-Regional Nomination Form (see [Appendix B](#)). Nominees must be submitted by the second Monday of November.
- B. Each region shall submit a slate of candidates in rank order from their All-Regional Team and ranked by position. A player must be on a regional team to be considered for All-American.
- C. A committee consisting of each region's representative and the National Soccer Chair, or his/her representative, shall select the NCCAA All-American Teams.
- D. An 11-man squad shall be selected comprised of 1 goalkeeper, 3 forwards, 3 midfielders, 3 defenders, and one optional position.
- E. The Second team shall be an 11 member squad comprised of 1 goalkeeper, 3 forwards, 3 midfielders, 3 defenders, and one optional position.
- F. The Third team shall be an 11 member squad comprised of 1 goalkeeper, 3 forwards, 3 midfielders, 3 defenders, and one optional position.
- G. Any players that received votes but were not selected to the First, Second, or Third Team shall be named Honorable Mention.
- H. The All-American voting procedure is listed in [Appendix H](#).

XIII. ALL-AMERICAN HONORS (NSCAA Recognized and Institution must be registered with the NSCAA College Services Program to be eligible)

- A. One team of fifteen (15) players shall be recognized by the NSCAA as the NSCAA/NCCAA Women's All-American Team. This team shall be comprised of the NCCAA Division I First Team and four (4) selections from the NCCAA Division II First Team. Should any of the above selections not be from institutions registered with the NSCAA College Services Program, then the next highest vote recipient (same position) from an NSCAA registered institution shall be selected.
- B. Please note, neither candidates, nor their teammates, can have been recognized as All-American by the NAIA or NCAA in order to be eligible for the NSCAA/NCCAA honor.

XIII. SCHOLAR-ATHLETE AWARD

A completed nomination ballot (see Forms & Procedures Section) must be sent to the National Office four weeks prior to the National Championship via Teamworks.

XIV. NCCAA GAME PLAN 4 LIFE AWARD (see [Appendix A](#))

- A. This award, sponsored by Mr. Gary Beck, former NCCAA All-American from Greenville University, IL, highlights excellence in competition, skill, and service. This award will be presented annually at the National Women's Soccer Championship.
- B. Purpose of the Award
The award was established in order to enhance the Christian purpose of athletics, excellence in Christian athletic competition, and to perpetuate the Christian philosophy and faith in the NCCAA institutions across the nation.
- C. Qualifications for the Award
 1. Be a varsity team member of an eligible NCCAA full member institution.
 2. Must possess a vital Christian testimony both on and off the field.
 3. Exhibit outstanding leadership qualities, including Christian service activities.
 4. Be highly skilled with a minimum of NCCAA All-Regional Honors.
 5. Be a junior or senior in good academic standing.
- D. Selection Procedure
 1. A student-athlete must be nominated by her soccer coach and all completed forms sent to the National Women's Soccer Chair by November 1 (see [Appendix A](#)).
 2. The nomination forms must be used for nominations (see [Appendix A](#)).
 3. The award coordinator shall submit complete dossiers of all nominees to members of the Selection Committee by November 5.
 4. Final selection of the recipient shall be made by the Selection Committee.
 5. Presentation of the award shall be made during the National Women's Soccer Championship Kick-Off Event.
- E. Selection Committee
Kyle Rote Jr., former NASL player and 2011 Soccer Hall of Fame Inductee; Chair and Vice-Chair of the NCCAA Soccer Association; Gary Beck; Terry Eichorst, Honorary Chair
- C. Nature of the Awards
An award shall be presented to the recipient.

XV. SQUAD SIZE

For Regional and National Championships, the traveling party shall be limited to 30 members including coaches, players, managers, scorekeepers and trainers. The NCCAA shall issue no more than 30 free passes to any team. Bench personnel are limited to 30 and respective institutions shall absorb expenses for personnel in addition to the official 30-member party. Refer to the most recent NCAA Soccer Rule Book concerning number of players allowed to participate in a postseason game.

XVI. BALLS

The Championship Games Committee shall select the balls to be used for the NCCAA National Championship. A minimum of eight new balls shall be provided for the championship games. One of the balls shall be presented as an honorary gift to each participating team.

XVII. UNIFORMS

Competing teams shall have both light and dark uniforms for use in all championships. Choice of uniform color shall be made by the Championship Games Committee.

XVIII. PROCEDURES FOR TIED GAMES

The NCAA Rulebook shall be the official guide for all tied games:

1. Pool Play Matches: All Pool Play Matches at the NCCAA National Championship shall finish in a tie if the score is still tied after playing the overtime periods.
2. Semi-Final and Championship Matches: Two 10-minute sudden victory periods and penalty kicks (conducted according to NCAA Rulebook guidelines), if necessary, shall be used to determine a champion.

XIX. OFFICIALS

The NCCAA Regional and National Championships' officials must be NISOA approved officials and shall not hold an official relationship with any NCCAA member institution.

XX. NCCAA NATIONAL SPORT CHAIR JOB PROFILE

See Forms & Procedures Section.

XXI. NCCAA NATIONAL VICE-CHAIR JOB PROFILE

See Forms & Procedures Section.

XXII. REGIONAL WOMEN'S SOCCER CHAIR JOB PROFILE

A. Function

The Regional Soccer Chair shall be responsible for:

1. The NCCAA Regional Soccer Championship Competition.
2. Coordination of the balloting for the NCCAA All-Regional Team and the NCCAA Regional Coach of the Year.
3. Participation in the NCCAA All-American selection process.

B. Selection

1. The Regional Soccer Chair shall be nominated by an NCCAA Regional Chair or Regional Coach.
2. The coaches within the respective region shall vote on the nominations.
3. The NCCAA National Women's Soccer Chair shall confirm the elected Regional Soccer Chair and shall communicate the results to the respective region coaches.
4. The Regional Soccer Chair shall serve a three-year term. Re-elections are permitted. There is no limit to the number of terms one can serve, but one must be elected for each term by coaches within the respective region.
5. Nominations, voting and announcement of results must be completed by January 31.

C. Duties

1. Conduct the NCCAA Regional Championship for women's soccer.
2. Conduct regional coaches meetings on issues of importance to the NCCAA Region, the NCCAA Regional and National Championships.
3. Submit policy changes, procedures and recommendations from the coaches' meetings to the NCCAA National Women's Soccer Chair.
4. Conduct the balloting for the NCCAA All-Regional Team and the NCCAA Regional Soccer Coach of the Year.
5. By the selected date, submit the regional playoffs format to the NCCAA National Women's Soccer Chair.
6. By the selected date, submit the results of the regional balloting for the Regional Coach of the Year and the All-Regional team, along with all supporting documentation.
7. Serve as a liaison between the NCCAA National Women's Soccer Chair and the soccer coaches of the respective NCCAA Region.

XXIII. NCCAA RATINGS

The NCCAA conducts ratings of the Top 10 teams on a weekly basis. The first official ranking shall be posted on the **Tuesday** of the second week of September and a new ranking shall be posted each **Tuesday** thereafter until the last ranking is posted on the first **Tuesday** in November. Regional raters are responsible for submitting ratings for the Top 4 teams in their NCCAA Region to the National Women's Soccer Chair by noon each Monday during the season. After receiving the compiled ratings from the National Women's Soccer Chair, the rater shall select the Top 10 teams nationally and send it to the National Women's Soccer Chair by 11:00 a.m. (ET) each Tuesday during the season. The National Women's Soccer Chair shall then tally all votes and send the results to the NCCAA National Office to have posted on the official NCCAA website. The ratings are compiled by the balloting of the National Rating Committee, with each region represented by one rater on the committee. All NCCAA National Raters must be current NCCAA soccer coaches.

XIV. NCCAA STATISTICS

Statistics and victories may only be earned from official matches against NCCAA (DI, DII), NAIA, NCAA (DI, DII, and/or DIII) teams and therefore may be used when considering teams for the National Top 10 Rankings, postseason seeding and individuals for end of the year awards.

XV. OFFICIAL RULEBOOK

All postseason shall follow the NCAA Rulebook. Official National Collegiate Athletic Association (NCAA) Women's Soccer Rules. To obtain rules, contact: NCAA, P.O. Box 6222, Indianapolis, IN 46206-6222 or www.ncaapublications.com.

Appendix A

NCCAA Game Plan 4 LIFE Award Nomination Form

The purpose of this award is to recognize the outstanding NCCAA student-athlete in Division I Women's Soccer and highlights excellence in competition, skill, academics, and Christian service during her career. This award is sponsored by Mr. Gary Beck, former NCCAA All-American student-athlete from Greenville University, IL. The award shall be presented annually at the National Women's Soccer Championships.

Submit this form to the NCCAA National Women's Soccer Chair by November 1 (attach three copies of a recent photo and games schedule).

Region _____	Chair _____
Player's Name _____	Class _____
Hometown _____	State _____ Zip _____
Institution _____	Coach _____
Position _____	Date of Birth ____/____/____
Height _____	Weight _____
20____ - 20____ Season Record: Won _____	Lost _____ Tied _____
20____ - 20____ Season Record: Won _____	Lost _____ Tied _____
20____ - 20____ Season Record: Won _____	Lost _____ Tied _____
20____ - 20____ Season Record: Won _____	Lost _____ Tied _____

Field Players

Season	Games Played	Goals Scored	Assists
20____ - 20____	_____	_____	_____
20____ - 20____	_____	_____	_____
20____ - 20____	_____	_____	_____
20____ - 20____	_____	_____	_____

Goalkeeper

Season	Games Played	Saves	Shut Outs	Goals Allowed	GAA
20____ - 20____	_____	_____	_____	_____	_____
20____ - 20____	_____	_____	_____	_____	_____
20____ - 20____	_____	_____	_____	_____	_____
20____ - 20____	_____	_____	_____	_____	_____

Appendix A – NCCAA GP4L Nomination Form, page 2

Leadership (comment regarding the player's contribution to the team's success)

Scholarship (academic information)

Degree Program _____ Major _____

GPA _____ Academic Honors _____

Christian Character (comment regarding involvement, witness, influence, etc.)

Honors Received (athletic)

Individual _____

Team _____

Additional Comments and/or Recommendations

Appendix B
NCCAA Women's Soccer
All-Regional and All-American Nomination Form

Name _____ Jersey # _____ (H) _____ (A) _____
 Nominee's Position _____ Year: ___Fr ___So ___Jr ___Sr
 Institution _____ Region _____
 Coach _____ Home Phone (____) ____ - _____
 Work Phone (____) ____ - _____ NSCAA CSP # _____

Season	Games Played	Goals	Assists	Goalkeepers Saves	GAA	Captain Yes/No	Cautions/ Ejections
20_____	_____	_____	_____	_____	_____	_____	____/____

Honors _____

Comments _____

The above named student-athlete has my support as a viable nominee for NCCAA postseason honors. Her behavior both on and off the field is complimentary to the NCCAA and its Christ-like standards.

 Coach's Signature

 Date

Appendix C Longo Rating System

Class A-Team - winning percentage of .800 or better
Class B-Team - winning percentage of .600 thru .799
Class C-Team - winning percentage of .400 thru .599

Class D-Team - winning percentage of .200 thru .399
Class E-Team - winning percentage of .199 or lower

	NCCAA USCAA		NCAA III		NAIA NCAA II NCAA III-Top 25		NAIA-Top 25 NCAA I NCAA II-Top 25 CIS Top-10		NCAA I Top 25	
	Home	Away	Home	Away	Home	Away	Home	Away	Home	Away
Defeat an A-Team by 3 or more goals	375	450	500	575	525	600	575	650	650	725
Defeat an A-Team by 2 goals	325	400	425	500	450	525	500	575	575	650
Defeat an A-Team by 1 goal	275	350	350	425	375	450	425	500	500	575
Tie an A-Team	225	300	250	325	275	350	325	400	400	475
Lose to an A-Team by 1 goal	175	250	200	275	225	300	275	350	350	425
Lose to an A-Team by 2 goals	125	200	150	225	175	250	225	300	300	375
Lose to an A-Team by 3 or more goals	75	150	100	175	125	200	175	250	250	325
Defeat a B-Team by 3 or more goals	300	350	400	475	425	500	450	525	525	600
Defeat a B-Team by 2 goals	250	300	300	375	325	400	350	425	425	500
Defeat a B-Team by 1 goal	200	250	250	325	275	350	300	375	375	450
Tie a B-Team	150	200	200	275	225	300	250	325	325	400
Lose to a B-Team by 1 goal	100	150	150	225	175	250	200	275	275	350
Lose to a B-Team by 2 goals	50	100	100	175	125	200	150	225	225	300
Lose to a B-Team by 3 or more goals	25	75	50	125	75	150	100	175	175	250
Defeat a C-Team by 3 or more goals	250	275	300	375	325	400	350	425	425	500
Defeat a C-Team by 2 goals	200	225	250	325	275	350	300	375	375	450
Defeat a C-Team by 1 goal	150	175	200	275	225	300	250	325	325	400
Tie a C-Team	100	125	150	225	175	250	200	275	275	350
Lose to a C-Team by 1 goal	50	75	100	175	125	200	150	225	225	300
Lose to a C-Team by 2 goals	25	50	50	125	75	150	100	175	175	250
Lose to a C-Team by 3 or more goals	25	25	25	100	50	125	75	150	150	225
Defeat a D-Team by 3 or more goals	150	175	200	275	225	300	225	300	300	375
Defeat a D-Team by 2 goals	125	150	150	225	175	250	175	250	250	325
Defeat a D-Team by 1 goal	100	125	100	175	125	200	125	200	200	275
Tie a D-Team	50	75	50	125	75	150	75	150	150	225
Lose to a D-Team by 1 goal	0	50	25	100	50	125	50	125	125	200
Lose to a D-Team by 2 goals	0	25	0	75	25	100	25	100	100	175
Lose to a D-Team by 3 or more goals	0	0	0	75	0	75	0	75	75	150
Defeat an E-Team by 3 or more goals	125	150	150	225	150	225	175	250	250	325
Defeat an E-Team by 2 goals	75	100	100	175	125	200	125	200	200	275
Defeat an E-Team by 1 goal	50	75	50	125	75	150	75	150	150	225
Tie an E-Team	25	50	25	100	25	100	25	100	100	175
Lose to an E-Team by 1 goal	0	0	0	0	0	0	0	0	0	0
Lose to an E-Team by 2 goals	0	0	0	0	0	0	0	0	0	0
Lose to an E-Team by 3 or more goals	0	0	0	0	0	0	0	0	0	0

As of 10/28/08

(continued)

Appendix C – Longo Rating System, page two

SPECIAL REMINDERS AND RECOMMENDATIONS

1. Neutral sites utilize the "away" column for points. Please note that a neutral site is defined as a location where both schools share responsibility as hosts and agree it is a neutral site or where both teams play away at a tournament.
2. Only **regular season** games shall be used when calculating Longo Rating. Postseason conference tournaments should NOT be included in Longo calculations. Final Longo calculations must be submitted to the NCCAA National Chair and Vice Chairs by the second Monday in November.
3. In selecting and seeding teams for all postseason competition, teams within 25 rating points of each other shall switch places if they met during the regular season, and the lower-rated team won the game. Teams move only one place at a time, and movement is applied from bottom to top. This will be reapplied as many times as necessary until no further changes in position take place.
4. A forfeit win must not weaken a Longo rating, but may strengthen it. A forfeit loss must not strengthen a rating, but may weaken it by including the result in the appropriate team's schedule (record) and giving it a zero value in the calculation process. (If in the calculation of Longo rating, inclusion of a forfeit win results in a lower rating, then the contest is not included in the calculation. The forfeit is included in the team's won-loss record.)
5. Ties count half-win, half-loss when figuring winning percentages.
6. If a team is a dual NAIA/NCAA member, the appropriate NAIA/NCAA column MUST be used.
7. For all games against CIAU teams, use the middle "NAIA, NCAA III Top 25 and NCAA II" column.
8. When calculating Longo rating, use the NCAA rating corresponding with the same NAIA rating (same dates for both polls).
9. If an opponent has not played a minimum of ten regular-season games, then that contest cannot be counted in calculation of Longo rating.

All teams participating in NCCAA soccer championships MUST complete this form prior to participation in postseason play. Forms MUST be sent no later than the second Monday in November (November 6, 2017) by 5:00 p.m. (CT) to: Zach Bice, National Chair, Mid-America Christian University, 3500 SW 119th Street, Oklahoma City, OK 73170-4500; zbice@macu.edu.

Complete all information requested for all current year regular season games against intercollegiate competition. **(DO NOT** include games vs. junior colleges, club teams, etc.). Do not include postseason games. Failure to submit this form by the deadline shall result in your team being seeded at the discretion of the NCCAA Women's Soccer Games Committee.

INSTITUTION:	SEASON OVERALL RECORD:	
HEAD COACH:	PHONE (Office):	
PHONE (Home):	FAX	
PHONE (Cell):	E-MAIL:	

[illegible]

* NCAAI, NCAAI, NCAAI, NAIA

** Home/Away/Neutral

Longo Rating Calculations: Total Points _____ Divided By Games Played _____ = Longo Rating: _____

IMPORTANT: Please asterisk (*) any forfeits and explain on the back of this form.
Use the back of this form for any additional games or other information.

Appendix E

NCCAA Women's Soccer National Nine Team Pool Play Tournament

The NCCAA Women's Soccer Division I National Championship shall be a nine team pool play national championship.

Format:

The NCCAA Women's Soccer Division I National Championship shall consist of **six** regional winners and **three** at-large bids. The nine teams shall be seeded by the NCCAA Championship Games Committee (adhering to NCCAA Women's Soccer guidelines).

The nine teams shall be divided into three pools. Each team plays the two opponents in their pool (a minimum of two games).

Pool A (Seeds #1, #6, #9)

Pool B (Seeds #2, #5, #8)

Pool C (Seeds #3, #4, #7)

The Pool Play Games shall be played on Monday, Tuesday and Wednesday. Each team shall have an open day without competition during this three day period. Teams on their open day without contribution shall conduct the planned Christian Service Project.

Monday: #1 vs. #9 #2 vs. #8 #3 vs. #7

Tuesday: #6 vs. #9 #5 vs. #8 #4 vs. #7

Wednesday: #1 vs. #6 #2 vs. #5 #3 vs. #4

The three teams (winners from Pool A, B, C) that win the Pool play competition based on the two game pool play winning percentage shall advance to the NCCAA National Championship Final Four bracket.

Points shall be awarded as follows: three points for a win, one point for a tie, and the NCCAA Women's Soccer National Championship Tie Breaking Guidelines (see [Appendix F](#)).

The fourth team to join the three Pool Play winners for the NCCAA National Championship Final Four shall be the team that has the highest winning percentage of the six remaining teams (three points for a win, one point for a tie and the NCCAA Women's Soccer National Championship Tie Breaking Guidelines) (see [Appendix F](#)).

Once the Final Four teams are determined, the remaining five teams that did not qualify for the National Championship Final Four may depart back to their academic institutions after completion of play on Wednesday.

The four teams that advanced to the NCCAA Final Four shall be reseeded based on their NCCAA National Championship Pool Play two game winning percentage and the NCCAA Women's Soccer National Championship Tie Breaking Guidelines.

The NCCAA National Championship Final Four shall be played on Friday (semifinals) and Saturday (National Championship).

NCCAA National Championship schedule

Sunday: Coaches Meeting and Championship Banquet

Monday: First day of Pool Play Competition

Tuesday: Second day of Pool Play Competition

Wednesday: Third day of Pool Play Competition

Four teams advance to the NCCAA Final Four National Championship.

Remaining five teams may depart to their academic institutions.

Thursday: No Matches Scheduled.

Final Four Christian Service Project

NCCAA National Championship Final Four Dinner

Friday: NCCAA National Championship Semi-Final Matches

Saturday: NCCAA National Championship Final

Appendix F

NCCAA Women's Soccer National Championship Tie Breaking Guidelines

NCCAA Women's Soccer National Championship Tie Breaking Guidelines

1. Winning Percentage Total Points: 3 points for win, 1 point for a tie and 0 points for a loss
2. Head to Head Result: Matches that occurred during Pool Play only
3. Goal Differential: Teams can only receive a maximum of +3 goal differential or minimum of -3 goal differential for each match
4. Goals Against: Teams can only receive a maximum of 3 goals against for each match
5. Goals Scored: Teams can only receive a maximum of 3 goals for each match
6. Last Tie Breaker: Team that was the higher seed entering the NCCAA National Championship shall advance to the NCCAA Final Four

Appendix G

Men's and Woman's Soccer Division I National Championship Pool Play Schedule

<u>Sunday</u> 5:00-6:00 PM 7:00-8:45 PM	<u>Event</u> Championship Coaches Meeting Kick-off Dinner	<u>Site</u> Hotel CRU
<u>Monday</u> 12:00-2:00 PM 2:30-4:30 PM	Pool A1 vs A3 (W) Pool B1 vs B3 (W) Pool A1 vs A3 (M) Pool B1 vs B3 (M) Pool C1 vs C3 (W) Pool D1 vs D3 (W) Pool C1 vs C3 (M) Pool D1 vs D3 (M)	All Matches at Austin- Tindall Park
<u>Tuesday</u> 2:00-4:00 PM 4:30-6:30 PM	Pool A2 vs A3 (W) Pool B2 vs B3 (W) Pool A2 vs A3 (M) Pool B2 vs B3 (M) Pool C2 vs C3 (W) Pool D2 vs D3 (W) Pool C2 vs C3 (M) Pool D2 vs D3 (M)	All Matches at Austin- Tindall Park
<u>Wednesday</u> 4:00-6:00 PM 6:30-8:30 PM	Pool A1 vs A2 (W) Pool B1 vs B2 (W) Pool A1 vs A2 (M) Pool B1 vs B2 (M) Pool C1 vs C2 (W) Pool D1 vs D2 (W) Pool C1 vs C2 (M) Pool D1 vs D2 (M)	All Matches at Austin- Tindall Park
<u>Thursday</u> No Matches Scheduled 6:00-7:30 PM	Final Four Dinner	Hotel
<u>Friday</u> 12:00-2:00 PM 2:30-4:30 PM	Semifinal: Pool A vs Pool B (W) Semifinal: Pool A vs Pool B (M) Semifinal: Pool C vs Pool D (W) Semifinal: Pool C vs Pool D (M)	All Matches at Austin- Tindall Park
<u>Saturday</u> 3:00-5:30 PM 5:45-8:15 PM	Women's Final & Awards Men's Final & Awards	Austin- Tindall Park

Appendix H

NCCAA All-American Voting Procedures

All-American Voting Procedure for NCCAA Division I Women's Soccer is as follows:

- 1) All-Regional Teams shall be selected and submitted to the National Chair before the NCCAA National Championship. The regional team shall be listed both in rank order with most points to least as well as in rank order by position such as the top four defenders, top four forwards, top four midfielders, etc.
- 2) All nominations to the All-American process shall come from the All-Regional Team selections. For players to receive the additional NSCAA recognition, their institution MUST BE REGISTERED WITH THE NSCAA COLLEGE SERVICES PROGRAM. Should a player from a non-NSCAA registered program be selected to the First Team, the next eligible player from the same positional category that is from an NSCAA registered institution shall be substituted.
 - a. The NCCAA shall recognize a NCCAA All-American First Team. An 11-member squad shall be selected comprised of 1 goalkeeper, 3 forwards, 3 midfielders, 3 defenders, and one optional position. For the NSCAA recognized team, neither candidates, nor their teammates, can have been recognized as All-American by the NAIA or NCAA in order to be eligible for the NSCAA honor. In such cases where this occurs, the NCCAA First Team list shall be amended and those players replaced on the NSCAA submission.
 - b. The NCCAA shall recognize a NCCAA All-American Second Team. The Second team shall be an 11 member squad comprised of 1 goalkeeper, 3 forwards, 3 midfielders, 3 defenders, and one optional position.
 - d. The NCCAA shall recognize a NCCAA All-American Third Team. The Third team shall be an 11 member squad comprised of 1 goalkeeper, 3 forwards, 3 midfielders, 3 defenders, and one optional position.
 - e. The NCCAA shall recognize a NCCAA All-American Honorable Mention. Any players who received votes but were not selected to the First, Second or Third Team shall be named Honorable Mention.
- 3) The process shall begin with each regional representative nominating the top defenders (no limit on nomination) from his/her region. The representative shall briefly discuss the nominations. Players must be nominated in the rank order from the regional team.
- 4) Then the regional representatives shall each vote for their top four players in each position (defender, midfielder, forward, and goalkeeper). Voting by the regional representative does not need to be the rank order of the region.
- 5) The All-American First, Second, and Third Teams shall consist of a maximum of 11 players: 3 defenders, 3 midfielders, 3 forwards, 1 goalkeeper and 1 optional player.
- 6) The optional player can be the highest rated player from the highest vote getter not selected from each position vote. A vote of these four players shall be held to make the last selection.
- 7) In the event of a tie in any particular position, there shall be an additional vote to break the tie.
- 8) The All-American second team selection shall proceed in the same manner as the first team. Players from teams whose teammates were selected on other All-American teams are not eligible for consideration. Players receiving votes for first team, but not selected, shall have those points carried over into the second team vote.
- 9) The All-American third team selection shall proceed in the same manner as the first team. Players from teams whose teammates were selected on other All-American teams are eligible for consideration. Players receiving votes for second team, but not selected, shall have those points carried over into the third team vote.
- 10) Honorable Mention Team – Any players that received votes but were not selected to the First, Second, or Third Team shall be named Honorable Mention.

Appendix I NCCAA All-Regional Team Forms

NCCAA ALL-REGIONAL TEAM - BY RANK

Rank	Name	School	Class	Pos.	Hometown
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					

NCCAA ALL-REGION TEAM - BY POSTION RANK

Rank	Name	School	Statistics, Honors, Notes
------	------	--------	---------------------------

Goalkeepers

1			
---	--	--	--

Forwards

1			
2			
3			

Midfielders

1			
2			
3			
4			

Backs

1			
2			
3			

Other Information

Regional Player-of-the-Year Vote (Name & School):	
Regional Coach-of-the-Year Vote (Name & School):	



Softball

Softball

I. DATE OF CHAMPIONSHIP

The NCCAA Softball World Series shall be held the third Wednesday, Thursday and Friday in May (to align with NAIA/NCAA calendars). Saturday shall be a rainout day if necessary. Regional Championships must be completed by date provided. (This means regions can dictate when they shall conduct their Regional Championship.) Any variance from dates listed shall be made by a World Series Softball Committee mandate.

<u>Regional Championships</u>	<u>National Championships</u>
May 11, 2018	May 16-18, 2018
May 10, 2019	May 15-17, 2019

II. ELIGIBILITY

- A. Institutions must send an official eligibility certificate (see Eligibility Section of NCCAA Handbook) to its Regional Sport Chair prior to the institution's first intercollegiate softball contest.
- B. **April 15 is the deadline for official rosters and team pictures to be RECEIVED** by the World Series Director (**Sports Information Director**, Bluefield College). Softball Championship Rosters **must** have Athletics Director's and coach's signatures in order to be accepted by the World Series Director. The World Series Director shall send a spreadsheet to be used.
- C. All NCCAA member institutions must send to the National Office a completed Declaration of Intent to Participate form by September 15 for all varsity sports. Amendments for Winter sports must be submitted by January 15 and Spring sports by March 1.

III. TEAM SELECTION

- A. A qualifying championship must be held in order to receive an automatic bid. No team may play in national competition unless it played in regional play or meets the criteria in Item III.B.
- B. In the event there is no Regional Championship due to lack of participation, a lone regional representative may be selected by that region to receive their automatic bid provided it has a record of .500 or better. This may occur when only one team is seeking to participate or if other teams are alive in NAIA/NCAA play and are unable to participate in the NCCAA region. A team that had originally declared its intent to participate but could not because of NAIA/NCAA tournament participation may still be considered for an at-large bid.
- C. Should the World Series host not win its regional championship, it shall receive an automatic bid to the World Series Softball Championship as host institution.
- D. The NCCAA National Softball Committee and National Softball Chair shall select at-large berths by using the final regular season ranking using the NCCAA Power Rating System (see [Appendix A](#)).
- E. The at-large request to be considered for the NCCAA National Championship is on the Declaration of Intent to Participate. Athletics Directors may list the conditions by which they shall accept at-large spots on the Declaration of Intent to Participate. To be considered for an at-large, you must have played in the NCCAA Regional Championships or been exempt due to NCAA or NAIA conflicts and have an email confirmation from your Athletics Director. Runners-up in a region shall be given first priority for consideration of an at-large bid over other teams in that region provided they have a .500 record or better.
- F. The Regional Championship Director is responsible for reporting the Regional Championship results to the National Championship Director, National Chair and the National Office immediately following the Regional Championship. The results shall include overall records and championship scores. The Regional Championship Director shall also give notice of any at-large bids. These responsibilities **must** be completed by the Saturday **before** the World Series.
- G. The National Softball Chair shall arrange a conference call (see Forms & Procedures Section) with the National Softball Committee on Friday following all regionals prior to the Softball World Series in order to decide the at-large berths and championship pools.

-
- H. If a Regional Championship is completely rained out, the region shall decide on a representative.
- I. Each region **must** send a copy of its championship structure as well as the rainout provisions to the National Softball Chair **prior** to May 1.
- J. The NCCAA Power Rating System (see [Appendix A](#)) from the final regular season game shall be used for all Regional Championships and World Series.
- K. Statistics must be submitted to the NCCAA in the form of .XML game files, following the steps outlined at www.thenccaa.org/helpcenter. Game files must be submitted to the NCCAA within 48 hours after the game. However, the mandatory deadline for weekly game files to be uploaded to the NCCAA website is Mondays at 11:59 p.m. (ET). Any amount of missing game files in a week shall count as a missed report. The penalties for not reporting statistics or for being late are: 1st offense=warning; 2nd offense=\$100 fine paid before Regional Championships; 3rd offense=team is not allowed postseason play. **It is the responsibility of each institution to contact the National Office regarding any technical problems experienced in submitting weekly statistics. Proper communication can eliminate team penalties.**
- L. Weekly TOP 10: When casting votes for the national TOP 10 Rankings, regional voters must follow the order of the regional polls when casting their TOP 10 vote.

IV. CONDUCT OF CHAMPIONSHIP

- A. Teams included shall be the champions of each region, the host school and the number of at-large berths not to exceed 10. It is highly recommended that the championship be a 10-team tournament. The National Softball Committee shall have the flexibility to reduce the number of participants if it desires. The committee shall consist of: National Chair, National Vice-Chair, and the Regional Sport Chairs.
- B. Championship seeding
1. The championship seeding shall be the responsibility of the National Softball Committee.
 2. The championship seeding shall be determined on the Saturday preceding the championship.
 3. The NCCAA Power Rating System ([Appendix A](#)) from the final regular season game shall be used to seed the championship field regardless of whether they are considered a Regional Champion or an at-large team.
- C. National Championship Format
- The championship shall not exceed three days except for rainouts. There shall be two five-team pools allowing each team to play at least four games. The top two teams from each pool shall advance to a semi-final game. The winner of Pool A shall play the second place team from Pool B. The winner of Pool B shall play the second place team from Pool A. The winners of the semi-final game shall play one game for the championship. The championship pool play shall be:

Pool A Seeds: 1, 4, 5, 8, 9

Pool B Seeds: 2, 3, 6, 7, 10

Semifinals: #1 Pool A v #2 Pool B and #1 Pool B v #2 Pool A. Winners advance to the championship match.

Tie Breaker:

1. If there is a tie between two teams with identical records, the tie breaker is the score of the game played between the two teams (head-to-head result).
2. If there are two teams, and no clear victor can be determined through head-to-head competition, then the total number of defensive runs given up, divided by the number of innings played on defense, is computed for each team involved in the tie. The one team with the lowest "run differential" advances.
3. If the two teams are still tied, the number of defensive runs given up, divided by defensive innings played shall be re-computed using just the teams involved in the tie.
4. If a three-or-more-team tie exists and one team has defeated all of the other teams tied through head-to-head competition, that team shall advance.
5. If there are three or more teams tied, and no clear victor can be determined on head-to-head competition, then the total number of defensive runs given up, divided by the number of innings played on defense, is computed for each team involved in the tie. The one team with the lowest "run differential" advances.

-
6. If a three-or-more-team tie still exists, the number of defensive runs given up, divided by defensive innings played, shall be re-computed using just the teams involved in the tie. However, if a two way tie exists after advancing a team, refer to two way tie above.

NOTE: If a team only plays part of a half-inning on defense before the game is ended, that partial inning shall count as a full half-inning for the purpose of computing “run differential.”

V. CHAMPIONSHIP SITE AND GAME REGULATIONS

- A. World Series games must be played on an official softball field as defined by current NCAA Softball rules.
- B. It is recommended that two official regulation size, fenced-in fields be used.
- C. If the fence distance is adjustable, the NCCAA requests an outfield fence with a minimum of 190 feet and a maximum of 225 feet.
- D. All fields must be skinned for World Series play.
- E. The official ball is the Wilson A9010B SST.
- F. A five inning, eight-run rule shall be used (except in the championship game which shall be a full seven inning game).
- G. NCAA rules shall be used.
- H. The championship site shall be selected by the National Chair, National Vice-Chair and the Director of Membership and Compliance. Phone interviews with all bids shall be conducted as well as site visits, when possible. All interested institutions should submit the Contract Bid (see Forms & Procedures Section) to the National Office.

VI. OFFICIALS

- A. The World Series Director shall secure all the officials for the World Series.
- B. The World Series Director shall assign officials for all games through, and including, the finals.
- C. A minimum of two officials shall be provided for World Series games with the exception of the semi-finals and finals where three officials shall be used (unless the schedule is altered by rain).

VII. SELECTION OF THE NCCAA ALL-WORLD SERIES SOFTBALL TEAM AND MOST VALUABLE PLAYER

- A. An All-World Series Team of 11 players plus the Most Valuable Player (total of 12 players) shall be selected at the World Series. Selection of the All-World Series Team shall be made by the coach for the appropriate placement.
 - 1. Ten Team Tournament: The championship team shall have two players on the All-World Series Team (Most Valuable Player plus one other player). The runner-up team shall have two players on the All-World Series Team. Third through tenth place teams shall have one player each on the All-World Series team. The coaches may name their players.
 - 2. Eight Team Tournament: The championship team shall have three players (Most Valuable Player plus two other players). The runner-up shall have two players. Third through eighth place teams shall have one player each.
- B. The All-World Series Team shall be announced at the awards presentation immediately following the championship game. All-World Series awards are the responsibility of the host and shall be presented as the teams finish.
- C. If play has been cancelled due to weather and two or more teams are tied in wins/losses, the higher tournament seeded team shall receive the extra placement of players on the All-World Series Team.

VIII. SELECTION OF NCCAA ALL-AMERICAN SOFTBALL TEAM

- A. An All-American First Team of 10 players shall be selected by way of a conference call on the Tuesday following the National Championship. This shall include a Player of the Year. It shall also include Coach of the Year, which shall be selected from the Regional Coaches of the Year, plus the National Championship Coach. There shall also be a second team of 10 players plus a third team of 10 players on the All-American squad. There shall be no honorable mention.
- B. Only individuals who have been selected to the NCCAA All-Regional Team shall be considered.
- C. The complete All-American nomination form is found in [Appendix B](#) for each region and must be submitted to the National Chair by the specified deadline.
- D. Coaches may nominate no more than four players for All-Regional Team (All-American) consideration. They may also vote for their own players during the balloting.
- E. The All-Regional Team **must be submitted** to the National Chair in order of the voting. The voting number should also be included in the information sent with each All-Regional Team. It should include the Regional Player of the Year, and Regional Coach of the Year.
- F. Each region may select up to 15 players on their All-Regional Team, including a Player of the Year.
- G. All-Regional Team selections shall be ranked (1-15) by regional coaches when sent to the National Chair.

IX. SELECTION OF NCCAA SCHOLAR-ATHLETE SOFTBALL TEAM

- A. A Scholar-Athlete Team shall be selected.
- B. Player must be of junior, senior, or graduate student academic status.
- C. Must have completed at least one semester or quarter at the nominating institution.
- D. Player must have a minimum cumulative grade point average of 3.40 or higher.
- E. The nomination ballot must be used via Teamworks and must be received by the National Office four weeks prior to the National Championship.

X. SOFTBALL GAME PLAN 4 LIFE AWARD (see [Appendix C](#))

NCCAA Softball has chosen to honor one outstanding Christian student-athlete each year that shall represent the model NCCAA student-athlete. Nominations must be sent to the National Chair by May 1.

XI. RAINOUT DELAY

- A. Every effort shall be made to complete the championship as structured.
- B. If a rainout occurs Thursday, the World Series shall be played with the same double elimination format starting Friday and Saturday to finish.
- C. If a rainout occurs on Thursday and Friday, the World Series shall be completed on Saturday in a single elimination format with times being subject to change as needed.
- D. If a rainout occurs on Friday and Saturday, the champion shall be the number one seed unless it has been beaten. Should the number one seed be in the loser's bracket, the highest undefeated seed shall be the champion.
- E. If a rainout occurs on Saturday during the second championship game, if needed, the World Series champion shall be selected by the following criteria:
 - 1. Head to head competition
 - 2. Higher seed in the World Series

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- F. If the World Series is completely rained out, it shall be considered no contest.
 - G. The National Softball Chair and the World Series Director reserve the right to adjust times of the schedule as needed due to weather considerations.

XII. MISCELLANEOUS

- A. Coin toss shall determine home team. The higher seed gets the home team dugout.
- B. Game time shall be determined by uniform time on schedule, unless rainout occurs.
- C. The National Coach of the Year shall be determined from the Regional Coaches of the Year plus the National Championship Coach on the Tuesday conference call.
- D. The World Series Director shall establish an Appeals Committee which consists of the Umpire in Charge, World Series Director, National Chair, and National Office representative.
- E. The time of the Parade of Champions shall be determined by the National Chair and the World Series Director.
- F. Each region must use the appropriate brackets for the Regional Championships given in [Appendix D](#).
- G. All teams must provide a bat list with team bats highlighted for the officials.
- H. Radio and Television: Arrangements for radio and television are available through the NCCAA Executive Director's predetermined rates, which are \$100 per game or \$250 per championship, and must be paid to the National Office before the first contest. **Arrangements should be made at least one week in advance of the broadcast date.** Due to the NCCAA contract with Tourbeau Sports, no one is allowed to videotape any games.

XIII. OFFICIAL RULEBOOK

Softball: Official National Collegiate Athletic Association (NCAA) Women's Softball Rules. To obtain rules, contact: NCAA, PO Box 6222, Indianapolis, IN 46206-6222, telephone: (317) 917-6222.

ADDENDUM A
NCCAA SOFTBALL REGIONAL CHAMPIONSHIP SUGGESTED GUIDELINES

A. Dates and Sites

1. The regional final game is to be played no later than the Friday prior to the World Series.
2. The site and format is under the direction of the Regional Sport Chair as they work with the Regional Coordinator and the National Softball Chair. The NCCAA recommends a rotation method for Regional Championships. A five year plan for dates and sites should be selected.
3. The Regional Championships shall be under the direction of the Regional Sports Chair.
4. Regional Representation: If only one team in a region declares to participate, it must hold a season winning percentage of .500 or better to receive a bid to the National Championship.
5. All dates and sites should be sent to the National Softball Chair as well as the Director of Membership & Compliance as soon as this information is available.
6. Dates and sites should be selected that will allow maximum participation in the region and should avoid conflicts with other association playoffs (ie. NAIA, NCAA) and should be voted on by the regional coaches and approved by the Regional Sport Chair.
7. All sites must conform to all minimum regulations with reference to court size, field of play, lighting, etc. as regulated by that sports rulebook.
8. Regional Championships shall be conducted in the best interest of that sport at the national level of the NCCAA.
9. Assignment of officials shall be contracted by the host school.

B. Selection of teams

All member institutions must be in good standing in order to participate. This means that they must follow their Declaration of Intent to Participate and must also have met the guidelines for statistics reporting. All World Series hosts must play in their Regional Championship.

1. Each region must propose a tournament championship structure to be sent to the National Softball Chair by date listed on "Important Dates" section of the Softball Handbook.
2. This structure shall be voted on by the teams participating in the region for approval by all coaches.

C. Seeding

1. On the Sunday prior to the regional tournament, all teams must that have declared their intent to participate in the championship, by reporting to the National statistician.
2. The Regional Sport Chair shall notify each school with the results of the seeding.
3. Seeding shall be determined by the NCCAA Power Rating System following the final regular season game.

D. Assignment of Officials

All Regional Officials should be certified officials with their respective sport organization. All officials shall not hold an official relationship with any NCCAA participating institution (past or present).

E. Eligibility

1. Individual Eligibility: Each participant in the NCCAA World Series must be eligible under the rules of:
 - a. His/her own institution
 - b. The NCCAA eligibility as set forth in the Eligibility Section
2. Institution Eligibility: Any active participating institution of the NCCAA that has paid their dues for the current year, has met their Declaration of Intent to Participate, and has filed their eligibility forms with the **National Office** (on time) is eligible for the World Series playoff system.
3. Team Eligibility
 - a. Statistics reporting: If a team misses three reporting periods, their athletics shall forfeit all postseason award options.
 - b. All NCCAA member institutions must send to the National Office a completed Declaration of Intent to Participate form by September 15 for all varsity sports. Amendments for Winter sports must be submitted by January 15 and Spring sports by March 1. Should an institution declare to participate in postseason competition in another association, their declaration to participate in the NCCAA shall be placed on hold until such time as they are eliminated from further play. The institution shall then honor their commitment to participate in the NCCAA postseason competition. For failure to honor the Declaration in any sport, all sports at that institution shall be placed on NCCAA Restrictive Probation for the following academic year (NCCAA Bylaws, Article VII, Section 7.12.b.2)
 - c. Any team that enters and begins play in a NCCAA Regional Championship is making a commitment to the NCCAA that said team shall continue through the NCCAA Regional Championship and, if

qualified, in the National Championship. Any failure to comply with this shall result in institutional sanctions.

F. Financial Report

1. Regional Championship game site managers are to submit to their Regional Sport Chair within 10 days after the completion of the Regional Championship.
2. Monies in excess of the expenses of administration of the Regional Championship games shall go to the team advancing to the World Series.
3. Teams that are traveling to the host site should not have to pay an entry fee for the Regional Championship. The host agrees to take on all the costs of hosting because they do not have travel costs.
4. Admission to game should be as follows:
 - a. \$5 for Adults (General Admission)
 - b. \$3 for Senior Citizens
 - c. \$2 for Students
 - d. Free for Students with ID of member institution)
 - e. Free Kids 10 & under

G. Squad Size

The squad size for the Regional Championship shall be to list any number of members on the championship roster, all of whom may dress out. There is a roster limit of 20.

H. All-Regional Team and Regional Coach of the Year

The All-Regional Team and Regional Coach of the Year shall continue to be developed at the regional level under the direction of the Regional Sport Chair. This information shall be submitted to the National Softball Chair for consideration of All-American and National Coach of the Year recognition. The teams need to be rank ordered by the number of votes they receive. The top vote getter shall be declared the Regional Player of the Year. All regional information must be given to the National Softball Chair by Monday prior to the start of the World Series. The number of players for the All-Regional Team should be 15.

I. Awards

Regional Champion banners are shipped each year to the Regional Coordinator. All-Regional and Coach of the Year certificates shall be mailed from the National Office. It shall be the responsibility of the Regional Coordinator to distribute Regional Champion banners to the Regional Championship site in a timely manner and have them presentable before the Regional Championship final. Regional banners shall not be presented if there are no Regional Championship games.

J. Publicity

Publicity for Regional Championship play shall be the responsibility of each participating team and shall be supported and encouraged by the Regional Sport Chair.

1. Press releases shall be provided by the Regional Sport Chair to each institution for publicity in their area.
2. Regional Sport Chairs should publicize the honors within their respective region. The Regional Sport Chair may arrange radio, television, or web casting coverage for regional competition. For radio coverage, no notification or prior approval of the Board of Directors is required. For television and webcasting coverage, notification of the coverage and written approval by the NCCAA Executive Director is necessary. The NCCAA shall seek opportunity for proper advertising.
3. The NCCAA logo shall be used in all print media including, but not limited to, clothing, media guides, banners, website, etc. The NCCAA logo shall not be altered or skewed in any manner. A proof of graphics should be sent to the National Office for approval. Web links should be directed to www.thenccaa.org.

K. Reporting

All results and scores should be sent to the National Office and to the National Softball Chair as soon as the games for each day are over. It is the responsibility of the Regional Sport Chair to see that this happens.

L. Christian Service Project

Each region should have a regional CSP. Because of the nature of Regional Championships, a food drive is recommended (other reasonable CSP's are acceptable). The host site shall organize, direct, and communicate the CSP to all participating teams. All teams should participate in the CSP. After the championship, the CSP should be reported to the Director of Membership & Compliance by the Regional Sport Chairs or the host of the Championship.

2017-2018 NCCAA Softball Important Dates to Remember

Before 1 st contest	Eligibility Certificate to National Eligibility Chair for NCCAA only members
March 1	Declaration of Intent to Participate (last chance to amend the Declaration)
March 12	Initial NCCAA Softball Statistics uploaded to the NCCAA website
March 19	NCCAA Statistics uploaded to the NCCAA website
March 26	NCCAA Statistics uploaded to the NCCAA website
April 2	NCCAA Statistics uploaded to the NCCAA website
April 9	NCCAA Statistics uploaded to the NCCAA website ; Include the NCCAA Power Rating System first report.
April 14	Team roster and team picture to the Bluefield College Sports Information Director.
April 16	NCCAA Statistics uploaded to the NCCAA website
April 18	Deadline to receive NCCAA Scholar-Athlete forms to the National Office
April 23	NCCAA Statistics uploaded to the NCCAA website
April 30	Proposed championship structure for Regional Championships (from Regional Sports Chair) to National Softball Chair: <div style="margin-left: 100px;"><div>Patti Buchta Oakland City University 138 N Lucretia St Oakland City, IN 47660</div><div>Phone: (812) 749-1264 email: pbuchta@oak.edu Fax: (812) 749-1291</div></div>
April 30	NCCAA Statistics uploaded to the NCCAA website
May 1	GP4L nominees due to National Chair
May 7	Updated NCCAA Power Rating System not including NCCAA Regional Championships by 12:00 p.m. (ET). These shall be used for seeding the World Series. Do not include any NAIA/NCAA post season stats in this report. It should be your last regular season game. gwallis@thenccaa.org
May 12 7:00 p.m. (ET)	Deadline to receive Regional Championship results and All-Regional selections to: <div style="margin-left: 100px;"><div>Patti Buchta Oakland City University</div><div>Phone: (812) 749-1265 email: pbuchta@oak.edu</div></div>
May 12	Regional Championships should be completed for all regions no later than this date.
May 12 7:00 p.m. (ET)	National Softball Committee Conference Call for World Series seeding. (National and Vice-Chairs, Regional Sports Chairs, NCCAA National Representative)
May 13 10:00 p.m. (ET)	Deadline to receive All-American nominations (Appendix B) to: <div style="margin-left: 100px;"><div>Patti Buchta Oakland City University</div><div>Phone: (812) 749-1265 Email: pbuchta@oak.edu</div></div>
May 16	World Series Coaches Meeting at 8:30 a.m. (ET) prior to the start of the CSP's.
May 16-18	NCCAA Softball World Series at Botetourt Complex, Troutville, VA hosted by Bluefield College
May 23	All-American Conference Call (Regional Sport Chairs plus National Softball Chair and Vice-Chair)

Appendix A NCCAA Power Rating System

I. Formula

For each game played at team earns power points based on the following formula:

1. Win/Loss
 - a. if a win 4 points
 - b. if a loss 0 points
2. Home/Away/Neutral Contest
 - a. if away or neutral 1 point
 - b. if home 0 points
3. Opponent's Record
 - a. .667 - 1.000 winning percentage 3 points
 - b. .500 - .666 winning percentage 2 points
 - c. .333 - .499 winning percentage 1 point
 - d. .000 - .332 winning percentage 0 points
4. Opponent's Affiliation
 - a. NCAA I 4 points
 - b. NCAA II/CIS 3 points
 - c. NAIA/NCAA III/NCCAA I 2 points
 - d. NCCAA II/USCAA/Other 1 point
5. Ranked Opponent
If opponent is ranked in Top 25 of NCAA or NAIA poll at reporting date. 1 point

II. Power Points

- A. The sum of those criteria determines the power points for a game. The maximum points for a contest is 13 (a win on the road against a .667 or better NCAA I Top 25 team). The minimum points for a game is 1 (loss at home against a .332 or lower losing NCCAA II/USCAA team).
- B. The rating is determined by adding the power points for the season and dividing by the number of games (to the third decimal place).

III. Rankings Based on Power Points

The rating system is only as accurate as the information supplied on the game results reporting form. Each institution should report the most accurate data possible. Each region should have a system in place for ensuring the accuracy of the reported ratings at the initial reporting date. The end of the regular season power rating for each institution shall determine the seeding and any at-large selections for the National Championship.

IV. Reporting Dates

Team and individual statistical data, along with game results, game location, and opponent's affiliation shall be reported each week. For individual player statistics, only stats for players who qualify for national rankings need to be reported.

NCCAA Power Ratings, including the opponent's record and Top 25 ranking information, shall be calculated beginning the second Monday in April and each week following. The opponent's win-loss record shall reflect their record at this reporting date. After this date, it shall reflect the opponent's record at the time of the contest.

Softball 202

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Appendix C
Softball Game Plan 4 LIFE Award
Due May 1 to the National Softball Chair

Criteria:

The award recipient must

1. Be a junior, senior, or graduate student-athlete who excels on a good team.
2. Have a clear Christian testimony both on and off the court
3. Be an excellent student-athlete
4. Demonstrate leadership ability.

Nominee _____ Age _____ Year: ____junior ____senior ____grad student

Home Address _____ City _____ Zip _____

Institution _____ Coach _____

Christian Character (“testimony on and off the field”)

Summary of Student-Athlete’s Career (Batting Average, ERA, etc.)

Athletic Honors Received (institutional, All-Conference, All-Regional, All-American, etc.)

Academic Major _____ GPA _____

Academic Honors _____

Leadership qualities

Appendix C, page 2
Softball Game Plan 4 LIFE Award
Due May 1 to the National Softball Chair

Additional Comments

Certification of Nomination Data

Coach _____ Date _____
Signature

Athletics Director _____ Date _____
Signature

Nomination form must be postmarked by May 1 and sent to the NCCAA National Softball Chair

Appendix D Four Team Regional Championship Brackets



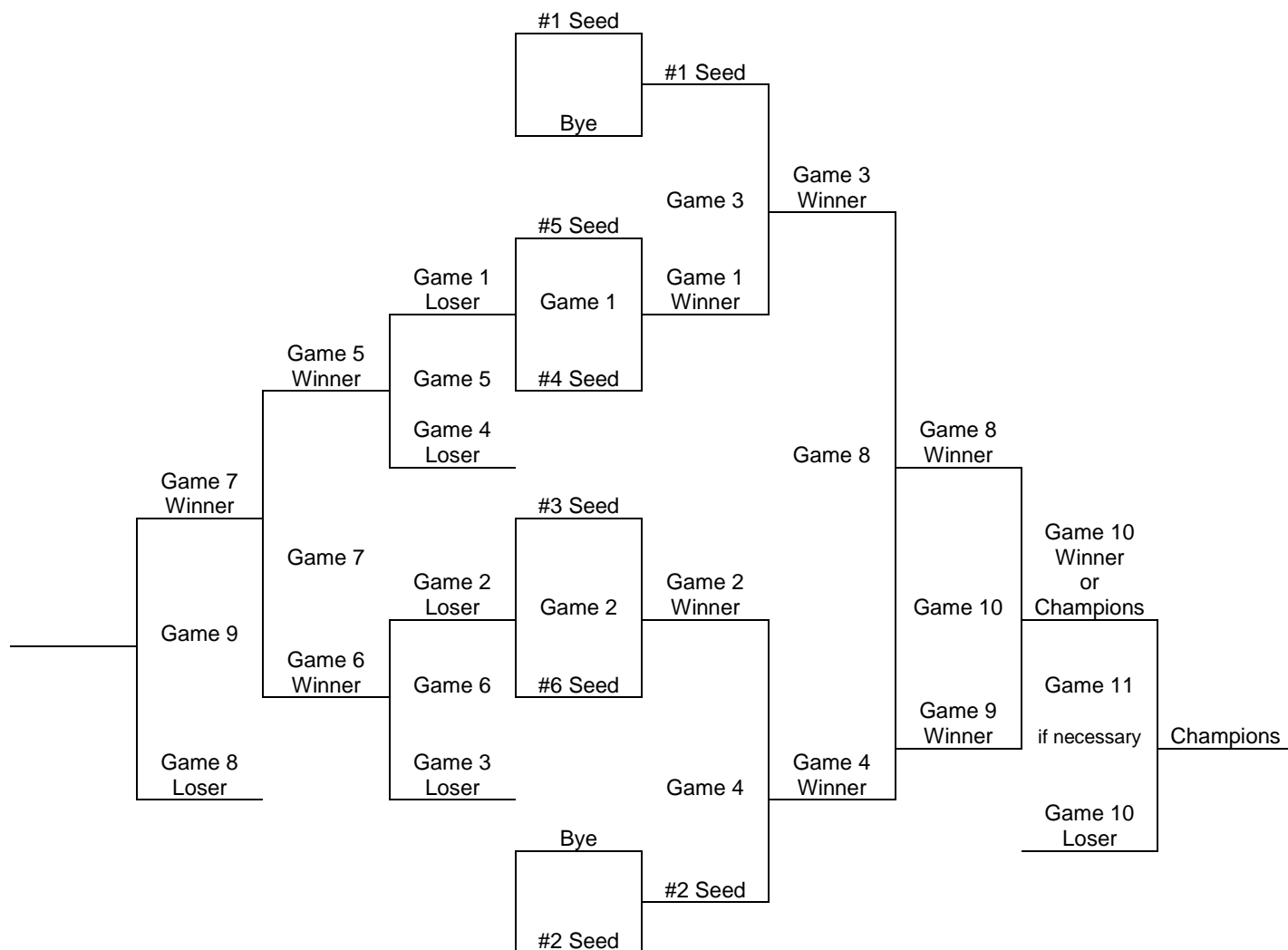
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Appendix D Five Team Regional Championship Brackets



continued

Appendix D Six Team Regional Championship Brackets



NATIONAL CHRISTIAN COLLEGE ATHLETIC ASSOCIATION



Men's & Women's Tennis

Men's & Women's Tennis

I. GENERAL GUIDELINES

- A. The NCCAA National Tennis Championship and all events related there to, are under the control and supervision of the NCCAA tennis coaches and are subject to standards developed by these respective coaches and subsequent approval by the NCCAA Board of Directors. These standards shall receive annual review and approval by the coaches and then the National Championship Committee at the National Tennis Coaches' Meeting held in conjunction with the National Tennis Championship. Any policy changes in NCCAA tennis require a majority vote of all men's and women's tennis coaches.
- B. The National Championship Committee shall be comprised of the National Tennis Co-Chairs, the Vice-Chair, and each Regional Tennis Chair. The Championship Committee shall select at-large teams to fill any unfilled berths in the Championship field. To be eligible for consideration, a team's institution must have declared its intent to participate in tennis and have met the criteria established by its institution for an at-large selection. The Committee shall use the season's record for all matches and strength of schedule as criteria.
- C. Throughout the tennis season, Regional Tennis Chairs shall rank NCCAA teams in their respective regions and submit them to the National Co-Chairs. That input shall be used by the National Co-Chairs and Vice-Chair in compiling the bi-weekly "Top Ten."
- D. The National Tennis Chair(s), in consultation with the Vice-Chair, shall annually review the tennis portion of the NCCAA Handbook, and make such revisions as are considered necessary to encourage NCCAA tennis, and enhance the quality of the National Championship.
- E. At each National Tennis Championship, a "games committee" shall be formed, consisting of the National Tennis Chair and Vice-Chair, and Regional Tennis Chairs in attendance at the National Championship. Should no Region Sports Chairs be in attendance, the Chair shall select one coach of a men's team and one coach of a women's team. The function of this Committee is to make final decisions on issues arising from serious player or coach misconduct, or line-up disputes not resolved by the National Championship Referee and Tennis Chair(s). Instances of inappropriate conduct or line-up manipulation that must be addressed by the games committee shall be reported to the NCCAA National Office by the National Tennis Chair. The National Tennis Chair may request that a letter of sanction be sent to the Athletic Director of the offending coach and/or player's institution.

II. GENERAL CHAMPIONSHIP GUIDELINES

- A. Entities desiring to host the championships must submit a bid (see [Appendix C](#)). A minimum of 24 courts in excellent condition must be available; two sets of 12 courts shall be considered provided they are within a short distance (not more than a quarter mile).
- B. The NCCAA National Championship shall be conducted on the dates indicated below. Day one of the Championships shall consist of: the Christian Service Project (CSP), the Coaches' meeting, opportunity for team practice, and the championship banquet. **Teams must be present for and participate in the CSP activity.**

Upcoming National Championship dates for the next three years are as follows, each in Mobile, Alabama:

May 8-11, 2018

May 7-10, 2019

May 5-9, 2020

- C. The National Champion shall be determined by a team format tournament unless changed by a majority vote of the member institutions. The maximum number of teams involved in the men's and women's National Tennis Championship shall be no more than approximately 20% of the NCCAA teams competing in men's/women's tennis, respectively. Teams shall be divided into pools as equal in strength as possible; teams shall play a round-robin within pools, with the top two teams in each pool advancing to the semifinal round. It shall be the goal of the National Championship Committee to provide a minimum of three matches in the championship structure.
- D. Qualification for the NCCAA National Tennis Championships shall be determined by the regions with each having one berth in the men's and women's championships, respectively. If a region has no NCCAA members

participating in tennis, or none have declared an intent to participate in the national championship, or none meet institutional criteria for participation, that region's berth shall be awarded to an at-large team by the National Championship Committee (NCCAA National Co-Chairs, Vice-Chair, and Regional Sports Chairs).

1. Each region shall appoint a Tennis Sports Chair which may be one person for both men's and women's tennis, or one for each, as is deemed best for the region.
2. The Region Sports Chairs, in consultation with regional tennis coaches, shall determine how the regional qualifier is to be identified, i.e. through a championship format, by dual match play among NCCAA programs within the region, or other means the Region deems appropriate.
3. The Region Sports Chairs shall report their regional qualifications procedure to the National Chair(s) not later than February 1.
4. Regional qualifiers shall be reported to the National Chair as soon as they have been determined, but not later than the 4th Saturday of April. Any berths not filled by that time shall be filled by at-large teams chosen by the committee.

E. Statistics must be submitted to the NCCAA in the form of .XML game files, following the steps outlined at www.thenccaa.org/helpcenter. Game files must be submitted to the NCCAA within 48 hours after the game. However, the mandatory deadline for weekly game files to be uploaded to the NCCAA website is Mondays at 11:59pm (ET). Any amount of missing game files in a week shall count as a missed report. The penalties for not reporting statistics or for being late are: 1st offense=warning; 2nd offense=\$100 fine paid before Regional Championships; 3rd offense=team is not allowed postseason play. **It is the responsibility of each institution to contact the National Office regarding any technical problems experienced in submitting weekly statistics. Proper communication can eliminate team penalties.**

F. Organization and Format of the National Championship:

1. The Championships shall consist of dual team matches, and use a nine-point format (one point for each doubles match and one point for each singles match.) All matches are played to "decision": that is, the match is concluded when one team has won the fifth point.
2. Should a singles match split the first two sets, a full third set shall be played to decide winner of that match. Should a doubles match tie at 8-all, the winner shall be determined using the 12-point tie-break procedure. Rationale: Doubles are played first. Requiring continuation of game-play until one side has a margin of 2 games will hold up singles play.
3. All scores shall be entered on the match score sheet, including those of unfinished matches. Should two singles matches appear to finish at or near the same times, note the order of finish on the score sheet.
4. Teams shall be divided into pools of four teams each, on the basis of record and strength of schedule. Pools are to be as nearly equal in strength as possible.
5. Teams shall play a round-robin within their pool, with the top two teams from each pool advancing to the semifinals. Team #1 from Pool A shall meet team #2 from Pool B and team #2 from Pool A shall play team #1 from Pool B. Should a tie occur within a pool for advancement to the semifinals, the following procedures shall be used in sequence:
 - a. For two-way ties: head-to-head results between tied teams.
 - b. For three-way ties: total match-point margin of victory in matches among tied teams.
 - c. Should the three-way tie not be broken by the above, count the total sets each has won, including the doubles pro-sets, in pool matches among tied teams; (if one of the five match points was won on a forfeit, the winner is credited with two sets).
 - d. The margin of victory, in games, for all completed sets in matches among tied teams.
 - e. The margin of victory, in games, for all sets, in matches among tied teams.
6. The first two rounds of pool play shall take place on Day 2 of the National Championship. Round three shall be played on Day 3, and the semi-finals on Day 4. Championship matches shall be played on Day 5.
7. As the level of NCCAA tennis has risen, round three matches, and the semi-final matches have been very closely contested four- and five-hour contests. Coaches and Tennis National Chair(s) believe it is in the best interest of players and the championship to play just one match per day from the third round to completion of the championship.
8. Match Line-Up Sheets ([Appendix A](#)) and Match Score Sheets ([Appendix B](#)) shall be used.

G. The National Championship order of events shall be as follows:

Teams arrive at championship site by 7:00 p.m. on the Sunday before championship activities begin. A brief coaches' meeting shall be held at 8:00 p.m. for collection of entry fees, clarifying CSP assignments, directions to project sites, and answering general questions.

Day 1. Teams dispatched for Christian Service Projects as scheduled. Coaches meeting Monday morning, as scheduled.

Courts available for teams wishing to practice 1:00 p.m. – 5:00 p.m.

Championship banquet at 6:30 p.m. Banquet shall be held at the championship host hotel.

Day 2. Rounds one and two of pool play for men and women.

Day 3. Round three of pool play for men and women.

Day 4. Semifinals for men and women.

Coaches turn in All-Tournament ballots (see [Appendix D](#)) to National Tennis Chair(s). All-Tournament, Sportsmanship, and semi-finalist awards shall be presented immediately following semi-final matches.

Day 5. Championship matches and awards.

Note: In the event that inclement weather is forecast for the morning hours of finals day, the decision may be made to play the championship matches under the lights on Day 4, starting at 8:30 p.m. This shall be implemented only when all meteorological evidence available indicates that play will not be possible prior to 1:00 p.m. Further, any time rain threatens a match that has not begun, the match shall start with singles rather than doubles. The purpose is to optimize having the match reach decision.

- H. Coaches shall be required to bring their season's scorebooks to the championship and to have them available at all times during the championship to support line-up adjustments.
- I. The roster/line-up form that coaches submit with their "acceptance of bid" shall be that which they play during the National Championships. Extra players are to be listed in the order they shall be inserted into the line-up. Line-up changes may be made prior to the beginning of a match, or in the interval between doubles and singles. All line-up changes must be approved by one of the National Tennis Co-Chairs.
- J. If a format other than team is used, championship policies and procedures shall be developed by the National Championship Committee in order to maximize playing opportunity with budgetary, facility and safe amount of play considerations. The mechanism to be used to determine the team champion shall be clearly established and available to all coaches in writing prior to the start of the championship.
- K. Participation
All NCCAA member institutions must send to the National Office a completed Declaration of Intent to Participate form by September 15 for all varsity sports. Amendments for Spring sports may be made any time prior to the March 1 deadline.

III. NATIONAL AWARDS

- A. National Championship Team Awards
In the present format, eight teams compete in men's and women's National Championship respectively. In each championship, first place teams shall receive a plaque and a championship banner. Semi-finalist teams in men's and women's National Championships shall receive plaques inscribed "NCCAA National Tennis Championship Semi-finalist".
- B. All-American Team
 - 1. Recipients of the All-American honors shall be selected by a committee of men's and women's coaches. Seven players shall be named to the first team and seven players to the second team for men's and women's tennis respectively. Players do not need to be at the National Championship to be eligible.
 - 2. Coaches of men's and/or women's tennis teams shall nominate players, using the nomination form in [Appendix E](#). A reminder and a copy of the nomination form shall be sent to coaches by a National Co-Chair the first week of March. Nominations must be received no later than the second Friday in April. Nominations shall be distributed to the selection Committee as they are received. National Co-Chairs and Committee shall work together to finalize selections, which shall be communicated to the NCCAA National Office for preparation of award certificates. All-American tennis teams shall be announced and awards presented at the NCCAA tennis banquet.
- C. All-Tournament Team (see [Appendix D](#))
 - 1. Six singles players and three doubles teams (men's and women's) shall be selected by coaches as the All-Tournament Team.

2. Coaches may nominate up to four singles players and two doubles teams. A ballot shall be prepared from the nominations and distributed to coaches prior to the start of play. Ballots are to be completed and returned to the National Chair(s) by the conclusion of the third round matches.
3. Chair and/or Vice-Chair shall tally the ballots and shall announce the All-Tournament Team at the completion of the National Championship match. The National Tennis Chair(s), in consultation with the Championship Referee and a member of the National Office staff, may withhold a player's All-Tournament award for significant offensive and inappropriate behavior.
4. The NCCAA member-school serving as "host school" is responsible to provide All-Tournament awards.
5. An Outstanding Player of the Tournament shall be selected from the women's and men's teams competing in the finals. Selection shall be made by the National Tennis Co-Chairs with input from the officials assigned to the respective matches.
6. A Team Sportsmanship award shall be given to the men's and women's teams that display outstanding sportsmanship during pool play. This award shall be chosen by the tournament officials and presented following the semifinal matches. The award shall be a plaque provided by NCCAA.

D. National Coach of the Year

This award shall be presented at the conclusion of the National Tennis Championship to the coach of the championship team. This award may be withheld by the National Tennis Chair(s), in consultation with the Championship Referee and a member of the National Office staff, if a coach has acted in an unsportsmanlike way or has failed to deal with offensive player behavior.

E. Scholar-Athletes

This award shall be available to student-athletes from all NCCAA institutions that have a tennis program. Criteria shall include:

1. The student must be at least a junior and have completed at least one term at the institution.
2. A minimum of 3.4 grade point average. This GPA must be cumulative through the last term completed as of February 1 of the current tennis season.
3. Scholar-Athletes forms (see Forms & Procedures Section) shall be submitted to the National Office no later than April 21.
4. Scholar-athletes attending the National Tennis Championship shall be recognized at the Championship Banquet.

F. Game Plan 4 LIFE (GP4L) Award (see [Appendix G](#))

The purpose of the Game Plan 4 LIFE Award is to honor one women's and one men's varsity tennis player, from NCCAA member institutions, who represents the model NCCAA student-athlete. The GP4L Award shall be awarded annually and nominations are due to the National Chair by the first Friday in April (April 6, 2018).

1. Eligibility:
 - a. Nominees must be a junior or senior in good academic standing.
 - b. Nominees must have played at least two seasons at his/her nominating institution.
 - c. Coaches may nominate one player from the men's and women's teams, respectively.
2. Criteria:
 - a. Nominees must be endorsed by the member institution's Athletics Director and Compliance Officer.
 - b. Nominees must be outstanding tennis players, as evidenced by career statistics, All-Conference or All-American (or similar awards) in intercollegiate tennis.
 - c. Nominees must demonstrate leadership ability on his/her team.
 - d. Nominees must demonstrate significant involvement in Christian ministry or service (over and above participation in missions trips). Service must be documented in writing by the person under whose leadership the service was performed.
3. Selection:
 - a. A selection committee consisting of the National Chair(s) and Vice-Chair, one coach of a men's team, one coach of a women's team, and one member appointed by the NCCAA Administrative Council shall be recruited by the National Tennis Chair(s), for a three year term.
 - b. Nominations must be received by the National Chair(s) no later than the first Friday in April; the Chair shall disseminate them to the Committee immediately.
 - c. The Chair shall arrange a committee conference call during the third week of April for discussion and final selection of men's and women's awardees.
4. Awards:
 - a. The award shall be announced at the National Championship banquet.
 - b. A suitable award, inscribed with the winner's name, shall be provided by the NCCAA for the award winners and for each of their schools.

-
- c. Winners shall be invited to attend the National Championship banquet to receive their awards.
 - d. If award winners are part of teams that are not competing in the National Championship, they shall be invited to the National Championship banquet. If a winner is unable to attend, the award shall be mailed to him/her.

IV. DEADLINES

- A. Teams qualifying from their regions, by whatever method their region has determined, shall be emailed an “Acceptance of Bid” form (see [Appendix C](#)). The form indicates the responsibilities and obligations related to competing in the national championship, including entry fee, championship hotel, and Christian Service Project participation. The form is to be completed and returned on or before the date indicated.
- B. Team roster (see [Appendix E](#)), and player eligibility forms are to be sent with the acceptance form.
- C. Scholar-Athlete nominations must be sent to the National Office no later than the first Friday of April.

V. OFFICIAL RULEBOOK

Tennis (Men and Women): Intercollegiate Tennis Association (ITA) Rules. To obtain rules, contact: [ITA, 1130 E. University Dr., Tempe, AZ](#). It may also be obtained online in .pdf format from [ITAtennis.com](#).

Appendix A
NCCAA National Tennis Championship
Official Match Line-Up Sheet

Men _____ Women _____

School _____ Coach _____

Doubles:

1. _____ and _____

2. _____ and _____

3. _____ and _____

Singles:

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

Extra Players, in order of skill level:

7. _____

8. _____

9. _____

10. _____

11. _____

12. _____

Appendix B
NCCAA National Tennis Championship
Official Match Score Sheet

Men _____ Women _____ Date _____

_____ vs. _____

Coach _____ Coach _____

Doubles

Winner

Score

1.	_____	vs	_____	_____	_____
	_____		_____		
2.	_____	vs	_____	_____	_____
	_____		_____		
3.	_____	vs	_____	_____	_____
	_____		_____		

Singles

Winner

Score

1.	_____	vs	_____	_____	_____
2.	_____	vs	_____	_____	_____
3.	_____	vs	_____	_____	_____
4.	_____	vs	_____	_____	_____
5.	_____	vs	_____	_____	_____
6.	_____	vs	_____	_____	_____

FINAL SCORE

_____ Match Winner _____

Coaches' Signatures:

Appendix C
NCCAA National Tennis Championship
Acceptance of Bid

Name of school: _____, by the return of this document, accepts a berth in the
_____ Men's _____ Women's championship field. Acceptance commits us to the following:

1. Checking into the championship host hotel on Sunday preceding the first day of the championship.
2. Payment of an entry fee of \$300 per team (payable to NCCAA).
3. Our Coach being present on Sunday evening at 8:00 p.m. for a brief coaches' meeting.
4. Our team's participation in the Christian Service Project (CSP) carried out on Monday as assigned.
5. Our teams attendance at the championship banquet.
6. Playing in the championship to completion (as far as team is able to advance).

Head Coach (print): _____

Head Coach's Signature: _____

Date: _____

Athletics Director (print): _____

Athletics Director's Signature: _____

Date: _____

Coach Contact Information:

Mailing address: _____

Email address: _____

Office phone: _____

Cell Phone: _____

Return to: Individual and email address shown on the form you shall receive, and by the date
that shall be shown on the form received.

Appendix D All-Tournament Team Nomination Form

_____ Men's _____ Women's Team _____ Coach _____

Coaches may nominate up to four singles players and two doubles teams for the All-Tournament Team.

Singles Nominees:

Position	Player	Season Record (W-L)

Doubles Nominees:

Position	Players	Season Record (W-L)

Appendix E

NCCAA National Tennis Roster Form

Players Entry and Information

School _____ Coach _____

Singles Entries: Men _____ Women _____

List all entries in order of position played for the majority of the season.

	Name (First & Last)	Class	Season Record	
			Won	Lost
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____
4.	_____	_____	_____	_____
5.	_____	_____	_____	_____
6.	_____	_____	_____	_____
7.	_____	_____	_____	_____
8.	_____	_____	_____	_____

Doubles Entries

			Wins	Losses
1.	_____ and _____	_____	_____	_____
2.	_____ and _____	_____	_____	_____
3.	_____ and _____	_____	_____	_____
4.	_____ and _____	_____	_____	_____

We certify that the players named above are eligible according to all rules and standards of the institution and the NCCAA and are qualified to participate in the NCCAA National Tennis Championship.

Athletics Director

Institution

Athletic Compliance Officer or F.A.R.

Date

Appendix F

NCCAA Tennis All-American Nomination

My institution wishes to nominate the following student-athlete for recognition as an NCCAA All-American tennis player for the current season.

____ Men's Program ____ Women's Program

Nominee _____ Institution _____

Academic Classification: (Fr., So., Jr., Sr., Gr.) _____

Institution Address _____

Nominating Coach _____ Phone _____ Email _____

School Affiliation (in addition to NCCAA) ____ NAIA ____ NCAA-III ____ NCAA-II

Summary of nominee statistics for current season:

Overall singles record _____ Overall doubles record _____

Record by position 1S _____ 2S _____ 3S _____

 4S _____ 5S _____ 6S _____

 1D _____ 2D _____ 3D _____

Team record for current season _____

Key results this season that support nominee for All-American status:

Character qualities that support nominee for All-American status:

The above named student-athlete has my support as a nominee for NCCAA All-American honors. His/her behavior both on and off the court as well as his/her competitive excellence is congruent with NCCAA standards.

Athletic Director Faculty Athletic Representative Coach

Institution

Form Must Be Received by the second Friday of April. Email form to: morrisl@cedarville.edu

Appendix G

Game Plan 4 LIFE Award

The purpose of the Game Plan 4 LIFE Award is to honor one women's and one men's varsity tennis player, from NCCAA member institutions, who represent the model NCCAA student-athlete. The GP4L Award shall be awarded annually and nominations are due to the National Chair by **April 6**.

1. Eligibility:
 - a. Nominees must be a junior or senior in good academic standing.
 - b. Nominees must have played at least two seasons at his/her nominating institution.
 - c. Coaches may nominate one player from the men's and women's teams, respectively.
2. Criteria:
 - a. Nominees must be endorsed by the member institution's Athletics Director and Compliance Officer.
 - b. Nominees must be outstanding tennis players, as evidenced by career statistics, All-Conference or All-American (or similar awards) in intercollegiate tennis.
 - c. Nominees must demonstrate leadership ability on his/her team.
 - d. Nominees must demonstrate significant involvement in Christian ministry or service (over and above participation in missions trips). Service must be documented in writing by the person under whose leadership the service was performed.
3. Selection:
 - a. A selection committee consisting of the National Chair(s) and Vice-Chair, one coach of a men's team, one coach of a women's team, and one member appointed by the NCCAA Administrative Council shall be recruited by the National Tennis Chair(s), for a three year term.
 - b. Nominations must be received by the National Chair(s) no later than the first Friday in April; the Chair shall disseminate them to the Committee immediately.
 - c. The Chair shall arrange a committee conference call during the third week of April for discussion and final selection of men's and women's awardees.
4. Awards:
 - a. The award shall be announced at the National Championship banquet.
 - b. A suitable plaque, inscribed with the winner's name, shall be provided by the NCCAA for the award winners and for each of their schools.
 - c. Winners shall be invited to attend the National Championship banquet to receive their awards.
 - d. If award winners are part of teams that are not competing in the National Championship, they shall be invited to the National Championship banquet. If a winner is unable to attend, the award shall be mailed to him/her.

Appendix G (continued)
Game Plan 4 LIFE Award Nomination Form

Nominee: _____

Gender: ___ Male ___ Female Year: ___ Junior ___ Senior

School _____ City _____ State & Zip _____

Coach _____ Athletic Director _____

Seasons played (including 2014-15) _____ Career singles & doubles record _____

Singles line-up position for majority of career matches (60% or more) _____

Doubles line-up position for majority of career matches (60% or more) _____

Academic major/minor _____ Cum. GPA _____

Athletic honors (list institutional, conference, region, NAIA/NCAA, NCCAA): _____

Leadership on your team (list contributions student-athlete has made to the team unity and morale during his/her career): _____

Your assessment, as Coach, of the student-athlete's Christian witness as you have observed him/her on and off the court, with teammates, opponents, and fellow students.

On a separate sheet, include comments from the leader in charge of the ministry activity in which the nominee has served. It should include the individual's name, position, name of the ministry or service organization, what the nominee did, for how long, and an assessment of nominee's service. The leader's contact information should also be included.

We attest that the nominee is in good standing academically and meets all criteria for this award.

Coach's Signature: _____ Date: _____

Athletic Director's Signature: _____ Date: _____

Compliance Officer Signature: _____ Date: _____



Men's & Women's Outdoor Track and Field

Men's & Women's Outdoor Track and Field

I. GENERAL REGULATIONS FOR NCCAA OUTDOOR TRACK AND FIELD CHAMPIONSHIPS

- A. The NCCAA National Men's and Women's Track and Field Championships shall be held on the second full weekend of May.

Future dates:

May 10-12, 2018	TBD
May 9-11, 2019	TBD

- B. Eligibility must be filed with the National Eligibility Chair before the first contest.
- C. All NCCAA member institutions must send to the National Office a completed Declaration of Intent to Participate form by September 15 for all varsity sports. Amendments for Winter sports must be submitted by January 15 and Spring sports by March 1.

D. The Championship Director shall have the pertinent information about the championship posted online by April 1.

- E. National Championship entries:

1. Entries are due on the Monday prior to the championship no later than **10:00 p.m. (ET)** via Direct Athletics. Coaches shall enter all participating athletes, including their right of membership entries, on Direct Athletics using the Track and Field Results Reporting System (TFRRS) performances from the NCCAA Outdoor List. Teams that do not appear on the list shall not be able to participate.
2. Coaches shall email the National Track & Field Chair their list of right of entries.
3. Coaches should print out a confirmation email from Direct Athletics after the close of entries. This shall serve as your proof of entries if any discrepancies arise.
4. After the close of entries, **no additions** shall be allowed. Only scratches and spelling errors are correctable. If a student-athlete is inadvertently not entered into the meet and his/her coach catches the error prior to the scratch deadline (10:00 p.m. ET on Tuesday), the coach may enter the student-athlete by emailing the National Track & Field Chair and shall be charged a \$50 penalty, per mistake, to be paid to the host institution Christian Service Project (CSP).
5. A performance list shall be published by 3:00 p.m. ET on Wednesday.
6. Communication shall be sent by 10:00 a.m. ET Tuesday concerning entries in the decathlon/heptathlon. It is advised that if you enter a student-athlete in the decathlon/heptathlon with no mark or a low score that you also enter them in other events. They can be scratched by Tuesday before 10:00 p.m. ET. This shall help with meet management.
7. If all or any part of a scheduled outdoor meet, during the outdoor season, has to be moved indoors because of weather, the indoor mark shall be allowed for qualifying.
8. Marks from the Monday following the last NAIA, NCAA I or NCAA II National Indoor Championship shall be used. Official outdoor marks obtained before this must be mailed to the games committee before the 10:00 p.m. Tuesday deadline. Correspondence must include athlete, college, meet name, meet date, and performance.
9. Each school shall pay \$50 for the Christian Service Project (CSP) which shall be organized and selected by the host institution.

- F. Qualifying standards

1. The qualifying standards shall be established by the standards committee.
2. The standards committee shall consist of four individuals of which the National Chair and Vice-Chair are included. The National Chair shall appoint the other two individuals, who must be from different regions and not from the regions of the National Chair or Vice-Chair. The standards committee shall post the standards one week after the final declaration of spring sports participation to the NCCAA (March 1). The standards committee shall strike a balance between meet management, participation, and meet integrity.
3. The standards shall not be more demanding than the average eighth place finish of the preceding three years. (The next highest place finisher or eighth place finisher in the prelims may be used under extenuating circumstances. Example: A student-athlete pulls a muscle in the 100M; student-athlete false starts in the finals or sprints leaving only seven runners; student-athlete falls in hurdles but finishes with very slow time.)
4. There is no qualifying standard for relays, thus a right of entry is not charged in relay events.

- G. A student-athlete is permitted to compete in the National Championship only if properly entered and confirmed by his/her coach or representative. Teams are limited to a total of three non-qualifying entries per team. These entries

may be used in any event (except relays, see Item G.4 above), even if a qualifying student-athlete is also in that event.

- H. Both the men's and women's NCCAA Track and Field Championships shall be conducted under the NCAA Track and Field rules, except as modified by this document and other NCCAA guidelines.
- I. The annual track and field coaches' meeting shall be held at a time determined by the Tournament Host and National Track and Field Chair.
- J. The decathlon and heptathlon entries shall be treated like all other national events, where a coach can use a right-of-membership entry for these events without a person having established a performance mark. However, if the field is more than 12 student-athletes, all "no mark" student-athletes shall be deleted from the decathlon and heptathlon competition. All marks that are entered for the decathlon and heptathlon competition must have been obtained by student-athletes who competed in the multi-event format.

II. APPROVED EVENTS FOR THE MEN'S TRACK AND FIELD CHAMPIONSHIP

Shot-Put	Long Jump	100 M Dash	4 x 800 M Relay	4 x 400 M Relay
Decathlon	Pole Vault	200 M Dash	10,000 M Run	5,000 M Run
Discus Throw	High Jump	400 M Dash	4 x 100 M Relay	1,500 M Run
Javelin Throw	Hammer Throw	110 M Hurdles	800 M Run	
Triple Jump		400 M Hurdles	3,000 M Steeplechase	

III. APPROVED EVENTS FOR THE WOMEN'S TRACK AND FIELD CHAMPIONSHIP

Shot-Put	Long Jump	100 M Dash	4 x 800 M Relay	1,500 M Run
Discus Throw	Pole Vault	200 M Dash	10,000 M Run	5,000 M Run
Hammer Throw	High Jump	400 M Dash	4 x 100 M Relay	4 x 400 M Relay
Javelin Throw	Heptathlon	100 M Hurdles	800 M Run	
Triple Jump		400 M Hurdles	3,000 M Steeplechase	

IV. NCCAA TRACK AND FIELD CHAMPIONSHIP POLICY AND PROCEDURE

- A. Dashes and Hurdles
100 Meter, 200 Meter, 400 Meter, 400 M Relay, 1,600 M Relay, 100/110 M High Hurdles, 400 M Hurdles
 - 1. Preliminaries and semifinals shall be conducted in accordance with the NCAA Rulebook as needed. The order of events for both men and women in the semifinals (if needed, Saturday morning) shall be as follows: 100/110 meter high hurdles, 400 meters, 100 meters, 400 meter hurdles, and 200 meters.
 - 2. Lane assignments within heats of preliminaries shall be a random draw.
 - 3. The following are guidelines for the maximum participants in a "final" race only, before a second heat is to be run. This is subject to change by a decision of the Games Committee, pending the actual number of contestants, but should be used as a guide for the Championship Director in setting up sections to be run against time.
 - a. In the 5,000 meter run, there shall be a maximum of 24 athletes per heat.
 - b. In the 3,000 meter steeplechase, there shall be a maximum of 18 athletes per heat.
 - c. In the 1,500 meter run, there shall be a maximum of 16 athletes per heat.
 - d. In the 800 meter run, there shall be a maximum of 12 athletes per heat.
- B. Competitors must wear assigned numbers during the competition with an exception made in the pole vault and high jump. Competitors in the pole vault and high jump must have their numbers with them to show the field judge.
- C. The starting height for the pole vault shall be one increment of 15 centimeters below the qualifying standard (exception allowed for extenuating circumstances).
- D. The starting height for the high jump shall be one increment of 5 centimeters below the qualifying standard (exception allowed for extenuating circumstances).
- E. Proof of Performance: The qualifying performance of any individual must be verifiable by the coach of the individual's institution. The NAIA Proof of Performance system shall be followed. A coach who challenges the performance must pay a \$25 challenge fee to the Championship Director prior to the first event at the National Championship. The challenged coach must then provide acceptable documentation that verifies the qualified

student-athlete's performance as entered on the official entry. The fee shall be refunded if the appeal is upheld. If the challenge fails, the \$25 fee shall go to the Championship Director to help cover championship expenses. A successful challenge shall be reported to the NCCAA National Office and shall result in supervisory probation. A coach who submits an inaccurate entry shall be assessed a fee of \$100 per team that goes toward the benefit of the charity of that year's championship.

- F. A \$10 fee shall apply for protest, appeal of referee decision and photo review. An additional \$25 fee shall apply if the coach wants to see the photo. The fee shall be refunded if the appeal is upheld. Only a Head Coach may file an official protest.
- G. Field events shall be measured using the metric system. However, printed results shall include both English and metric.

V. OFFICIALS

- A. The host school shall provide a sufficient number of certified officials to assure a fair and well run meet. The minimum requirements are as follows:
 - 1. Certified Starter.
 - 2. Certified Assistant Starter.
 - 3. The high jump and pole vault shall have at least one certified official at the event.
 - 4. The long jump, triple jump, shot put, discus and hammer shall have at least two certified officials.
 - 5. The javelin shall have at least three certified officials at the event.
- B. Starter and Assistant Starter
 - 1. The starter shall be responsible to see that all contestants have an equal start according to the rule specifications.
 - 2. The start shall follow the time schedule according to the regular schedule of the events.
 - 3. The starter shall be stationed ahead of and to one side of the track when giving the commands for starting races, such as the 100 meter dash and the 100/110 meter high hurdles.
 - 4. In races around the curve with the staggered starts, the starter shall be stationed either in front of (preferable) or behind the row of contestants.
 - 5. The assistant starter shall be stationed on the opposite side of the runners relative to the starter.
 - 6. In races using a waterfall start, the starter and assistant starter shall follow the contestants for a few meters to ensure a fair start. In the event of an infraction, they may recall the race.
 - 7. The starter shall give a signal by pistol or bell at the beginning of the last lap of all distance races. Finish line officials shall be very careful in the counting of laps in the distance events.
- C. Clerk of Course
 - 1. A clerk shall be appointed to assist the starter.
 - 2. The clerk shall be responsible for giving all necessary instructions concerning the race (number to qualify, lane number, heat number, etc.)
- D. Timers and Finish Judges

Fully Automatic Time (F.A.T.) must be used. Proper backup timing shall be available in case of malfunction.
- E. Inspectors

There shall be a sufficient number of inspectors to judge proper lane observance and to judge relay exchanges. The head inspector shall be responsible for placing inspectors at the proper points for each race.
- F. Field Event Judges

Current coaches shall be elected referees for the National Championship. This enables more coaches to become involved in the leadership of the NCCAA and leads to better championship management.
- G. Scorer and Announcers

Computer software shall be used to score the championship. A backup system shall be available in case of computer malfunction.
- H. The primary responsibility of the games committee is to give specialized assistance to the Championship Director. Major responsibilities shall include:
 - 1. Approve time schedule and order of events.
 - 2. Formation of heats and assignment of lanes.
 - 3. Qualifying for next round (places versus time).

4. Direction of running (100, 200, and high hurdles).
5. Starting height and increments of the high jump and pole vault.
6. Which runway to use.

- I. The Games Committee, Appeals Committee, Championship Referee, and F.A.T. personnel shall remain 15 minutes after the championship results are available, in the event there should be any disputes.

VI. AWARDS

A. All-American

The first three finishers in each individual event and the first three relay teams shall be named NCCAA All-Americans. Medals shall be presented to the first three finishers in each event. He/she shall receive an All-American certificate (and their institution shall also receive a certificate if the institution requests an additional certificate).

B. Coaching Staff of the Year

The men's and women's Coaching Staff of the Year awards shall be decided by a vote of the respective coaches by email the week following the championship. A plaque shall be provided to the Head Coach and his/her fellow Coaching Staff.

C. Division I Most Valuable Performer

This award for both men and women shall be selected by a vote of the respective coaches by email the week following the championship.

D. Wheeler Track and Field Awards (due April 25)

1. Sponsorship

The awards, for both men and women, are sponsored by John and Jody Wheeler who have been involved in athletic activities of Christian high schools and colleges for many years. The Wheelers continue to actively participate in the area of athletics and wish to promote athletics in Christian colleges. They have chosen to do this by a special individual award for excellence as outlined below.

2. Purpose of the Award

The awards were established in order to enhance excellence in Christian track and field competition and to perpetuate the Christian philosophy and faith as exemplified through Christ-like track and field participation in NCCAA member institutions.

3. Selection Procedure and Committee

- a. Candidates must be nominated by their coach on the Wheeler Track and Field Nomination Form (see [Appendix A](#)), which is to be mailed with national entry materials. Completed forms must be submitted to the National Chair by the entry deadline date (with national entry materials).
- b. Final selection of the recipients shall be made by a selection committee composed of the National Track and Field Chair, Vice-Chair, National Championship Director, and the highest ranking National Office Representative present at the championship.
- c. Presentation of the awards shall be made at the National Track and Field Championship.

4. Recipient Qualifications

Recipients of these awards must each:

- a. Be a team member of a Christian institution recognized by the NCCAA.
- b. Possess a vital Christian testimony both on and off the course.
- c. Exhibit outstanding leadership qualities, including Christian service activities.
- d. Be highly skilled in track and field.
- e. Be a junior, senior or graduate student in good academic standing.

5. Award

An award descriptive of the honor shall be given to each recipient recognizing the honor.

E. Awards

1. Team championship banner and a championship plaque shall be awarded for first place (see Awards Section).
2. Team plaques for second, third and fourth places shall be awarded (see Awards Section).
3. Scholar-Athlete certificates shall be given to each qualified recipient. The ballot found in the Forms and Procedures section of the Handbook must be sent by mail, fax, or PDF to the National Office four weeks prior to the National Championship meet.
4. An award shall be presented to each member on the championship team (up to 35 total) as well as National Championship t-shirts. Teams may purchase additional awards if needed.

VII. ORGANIZATION

The officers of the NCCAA Track and Field Coaches shall be the National Track & Field Chair and Vice-Chair. The Vice-Chair shall be elected every three years and shall succeed the National Track and Field Chair after serving three years as Vice-Chair. The National Track & Field Chair shall be present at the NCCAA Annual Convention to represent the interests of the track and field coaches as expressed at the May track and field coaches' meeting.

VIII. FINANCES

- A. The entry fee for the National Track and Field Championship shall be \$175 per team or \$20 per individual (up to eight). There shall be a \$5 adult and \$1 student admission fee for the championship. All monies collected will go toward paying expenses of conducting the championship.
- B. The championship banner, All-American awards, the special awards for outstanding student-athletes, and Coaching Staff of the Year awards shall be supplied by the National Office (see Awards Section).
- C. Any loss shall be absorbed by the host institution.

IX. PICTURES

- A. A high resolution color photograph shall be taken of any NCCAA championship team. The photo shall be emailed to info@thenccaa.org at the NCCAA National Office immediately following the championship. Arrangements for these photographs shall be made by the Championship Director.
- B. The official results and championship photos shall be sent to the National Office immediately following the championship.

X. HOST SCHOOL FOR THE CHAMPIONSHIP

The host school shall be required to submit an official Bid Contract to the National Office one year prior to hosting the event. (See Forms and Procedures section.)

XI. OFFICIAL RULEBOOK

Official National Collegiate Athletic Association (NCAA) Track and Field/Cross Country Rules with NAIA-Track and Field Coaches Association approved modifications. To obtain rules, contact: NCAA, P.O. Box 6222, Indianapolis, IN 46206-6222.

Appendix A
The Wheeler Track and Field Award Nomination Form
Send copies to: Championship Director and National Chair. Due: April 25

Nominee _____ Age _____ Gender _____ Year in school _____
Home Address _____ City _____ Zip _____
Institution _____ Coach _____

Personal Record by Events

Event	Personal Best	Year	Comments
1. _____			
2. _____			
3. _____			
4. _____			
5. _____			

Event(s) in which nominee is entered in this year's National Meet

Performances in previous NCCAA National Meets

Leadership (comment as to the student-athlete's contribution to the team's success)

Scholarship _____ Academic Honors _____

Academic Major _____ GPA _____

Christian character and service (comment regarding involvement, faith, witness, influence, etc.)

Appendix A - Wheeler Track and Field Award, page 2

Athletic Honors Received (institutional, All-Conference, All-Regional, All-American, etc.)

Additional Comments

Certification of Nomination Data

Coach _____ Date _____
Signature

Athletics Director _____ Date _____
Signature

NATIONAL CHRISTIAN COLLEGE ATHLETIC ASSOCIATION



Women's Volleyball

Division I

Division I Women's Volleyball

I. SITE AND DATE

- A. The NCCAA National Volleyball Championship date shall be the same dates as the NAIA/NCAA II National Championship.
- B. The NCCAA Regional Championship cutoff date is two Saturdays prior to the NCCAA National Volleyball Championship.
- C. Site Requirements
 - 1. The site shall have two regulation playing courts.
 - 2. The NCCAA volleyball coaches shall determine the site based on an evaluation of the bid form submitted by the specific institution at the national coaches' meeting. **The NCCAA Board of Directors shall have the final decision.**
 - 3. The host institution must take total responsibility for the financial and organizational aspects of the championship and follow recommended NCCAA policies and procedures.
- D. Bidding Procedures (see Forms & Procedures Section).

II. ELIGIBILITY

- A. NCCAA only member institutions must send an affidavit of eligibility (see Eligibility Section) to the National Eligibility Chair postmarked no later than the date of their first contest (including scrimmage). Dual members with NAIA, NCAA II, and NCAA III must send the NCCAA Dually Affiliated Eligibility form in to the National Eligibility Chair.
- B. All NCCAA member institutions must send to the National Office a completed Declaration of Intent to Participate form by September 15 for all varsity sports (see Forms & Procedures Section). Each institution must follow their Declaration of Intent to Participate.
 - 1. Each team that declares to participate in NCCAA postseason competition shall submit a high resolution team photo and a completed roster (on the required form provided by the NCCAA) to the National Office no later than October 1 of each year.

III. CHAMPIONSHIP TEAM SELECTION

- A. Teams included shall be the champions of each region, the host school and the number of at-large berths needed to make up an eight- or ten-team championship.
 - 1. Every attempt shall be made by the Regional Volleyball Chair or the coach of a team to have a regional playoff in order to assure an automatic berth.
 - 2. If only one team in a region declares to participate or only one team meets its declaration criteria, it must hold a season winning percentage of .500 or better in order for that team to receive the regional bid to the National Championship.
- B. At-large berths shall be selected by the NCCAA Volleyball Committee and the Championship Director using the following criteria:
 - 1. The most current NCCAA national ranking and NAIA/NCAA Regional/National rankings.
 - 2. The strength of the teams (using the NCCAA Power Rating System (see Appendix D)) in question based on season record and caliber of teams played.
 - 3. The strength of the region based on championship play and number of participating teams.
 - 4. If two teams are considered equally capable, consideration shall be given to the team which has not received previous at-large representation.
- C. The National Volleyball Chair shall arrange a conference call (see Forms & Procedures Section) with the NCCAA Volleyball Committee on Sunday at 5:00 P.M. Eastern Time, two weeks prior to the championship in order to decide the regional champions, at-large berths and the seeding of the National Championship.
- D. The at-large request to be considered for the NCCAA National Championship is on the Declaration of Intent to Participate. Athletics Directors may list the conditions by which they shall accept at-large berths on the Declaration

of Intent to Participate. To be considered for an at-large berth, you must have played in the NCCAA regional playoffs or been exempt due to NCAA or NAIA conflicts. The Regional Volleyball Chair shall be prepared to provide pertinent information about the team bidding for the at-large berth (see criteria Section III.B) If the Regional Volleyball Chair is the coach of the team wanting an at-large berth, the coach of the regional champion shall be the coach on the conference call.

IV. CONDUCT OF CHAMPIONSHIP

- A. The championship shall be determined by the number of declaring regions and/or at-large berths submitted. The championship structure shall follow one of the formats below:
 1. Eight-team championship – two pools of four teams with the top two from each pool advancing to a single elimination bracket. (See [Appendix E](#).)
 2. Ten-team championship – two pools of five teams with the top two from each pool advancing to a single-elimination bracket.
- B. The championship seed shall be as follows:
 1. Seeding shall be the responsibility of the National Volleyball Committee (made up of the Regional Sports Chairs, National Chair and National Vice-Chair)
 2. Seeding shall be determined during the conference call on Sunday, 5:00 p.m. (ET), two weeks prior to the championship.
 3. Seeding shall be based upon the following criteria:
 - a. Most current NCCAA national ranking.
 - b. Overall win/loss record with strength of schedule (NCCAA Power Rating System (see [Appendix D](#))).
 - c. Strength of region based on championship play and regional participation (number of teams).
- C. The restrictions shall be as follows:
 1. Each team shall get 22 credentials for their official party to be broken up as 17 participants and 5 support staff.
 2. The championship shall not exceed three days.
 3. All matches shall be three out of five games.
 4. The following National Championship pool play tie-breaking procedures shall be used only to determine place in pool play and cannot eliminate a team from competition:
 - a. Overall match record.
 - b. Head-to-head competition.
 - c. Percentage of sets won of those played among tied teams (total sets won/total sets played).
 - d. Percentage of points won in matches played among tied teams (total points won/total points played).
 - e. Percentage of total sets won.
 - f. Percentage of total points won.
 - g. Coin flip.

In the situation where there are three teams tied for second place in the pool, the team judged to be superior by the procedure listed above shall be the bye team. The other two teams shall play one set to 25 points and the winner shall play the bye team one set to 25 points (two 25 point sets total).

In the situation where there are three teams tied for first place in the pool, the team judged to be superior by the procedure listed above shall be awarded first place and the first playoff berth. The other teams shall play one 25 point set for the remaining playoff position. An exception to this shall be if a flip of the coin must be used to determine the bye team. In that case, all teams must compete for the playoff positions as follows:

 1. Team A wins over team B and gains one playoff berth (one set to 25 points).
 2. Team C plays the losing team (B) for the second playoff berth (one set to 25 points).
- D. All Regional Championships, as well as the National Championship, shall follow the NCAA rules with NAIA modifications:
 1. Use Tachikara ball
 2. Open substitution

V. CHAMPIONSHIP DIRECTOR

- A. Plans the championship with the approval of the National Volleyball Chair and Director of Membership & Compliance.
- B. Sends all championship information and deadline dates to the Regional Championship Directors and to eligible institutions.
- C. Plans emergency medical procedures.
- D. Contacts all media for coverage.
- E. Keeps a detailed accounting of all income and expenditures.
- F. Obtains information pertaining to the National Championship and distributes this to appropriate coaches.
- G. In concert with the National Volleyball Chair, submits a National Championship Reporting Form (see Forms and Procedures) to the Director of Membership & Compliance within 5 days of the event.
- H. Emails a high resolution photograph of the championship team to the National Office (info@thenccaa.org) within 24 hours of the event.
- I. Submits the championship results in real time to the National Office or directly to the NCCAA web site.
- J. Provides game stats and game videos to all coaches following their matches.

VI. CHAMPIONSHIP COMMITTEE

- A. Membership
 - 1. The committee shall be composed of the Championship Director, the National Volleyball Chair, or his/her appointee from the National Volleyball Committee, and the head official.
 - 2. If a member of the Championship Committee is directly or indirectly involved in a protest submitted, this individual shall be replaced by an appointee of the National Volleyball Chair.
 - 3. Three members must be present for action to be taken.
- B. Responsibilities
 - 1. Ethical Behavior
 - a. Observe the behavior of the student-athletes, coaches and other team personnel during competitive events.
 - b. Promote standards of ethical behavior during competitive events and throughout the championship. This can be accomplished by general reminders to individuals and teams during the championship, and reinforced by more specific communication. If unacceptable behavior occurs, this committee has the right and obligation to act on the issue. This may include a reprimand with official notice to the institution.
 - 2. Write a report of all cases on which this committee acts. A duplicate shall be filed with the Championship Director for inclusion with the championship report.
 - 3. Make on-site decisions concerning extenuating circumstances that affect the conduct of the championship (e.g. extreme weather conditions).
 - 4. Make sure all teams follow the NCCAA Code of Ethics signed by coaches and the NCCAA Code of Conduct by student-athletes (on file in the National Office).
- C. Protests
 - 1. Assure that protest procedures, as indicated in the National Collegiate Athletic Association (NCAA with NAIA modifications) Rulebook, have been followed.
 - 2. Act on all appropriate protests.

VII. NATIONAL VOLLEYBALL COMMITTEE

A. Composition and Term of Office

1. The National Volleyball Committee shall consist of the National Volleyball Chair, who serves as chair of the committee, the National Volleyball Vice-Chair and the Regional Volleyball Chairs. Non-voting members include the National Championship Director and an NCCAA National Office representative.
2. The National Volleyball Chair shall serve a three-year term of office and shall be succeeded by the National Volleyball Vice-Chair.

B. Election

1. The Regional Coaches, in conjunction with the Regional Sport Chair, shall conduct an election of the Regional Volleyball Chair to the National Volleyball Committee at an appropriate time. The term of office for the Regional Volleyball Chair shall be determined by each individual region.
2. If a vacancy occurs on the National Volleyball Committee, the National Volleyball Chair shall, in coordination with the Regional Sport Chair, upon approval of the rest of the committee, appoint a replacement or conduct an election.

C. Duties of the National Volleyball Committee (see Bylaws Section)

1. Represent the interests of coaches and student-athletes to the National Volleyball Committee.
2. Propose revisions of the National Championship operating policies and procedures to the Board of Directors.
3. Assist in solicitation of bids for future championship sites.
4. Submit the top six players in each region as All-American nominees.
5. Attend the National Championship and vote on All-Americans. If a committee member is unable to attend, he/she should vote via telephone conference call.

D. Duties of the National Volleyball Chair (also see National Sport Chair Job Description in Forms & Procedures Section)

1. Initiate, direct and control the work of the National Volleyball Committee.
2. Communicate with the National Volleyball Committee on issues requiring their input.
3. Conduct meetings of the coaches and the committee at the National Championship to provide opportunities for questions, suggestions and recommendations regarding the conduct of the championships.
4. Supervise and assist the Championship Director with planning and conducting the National Championship.
5. Invite coaches of all NCCAA participating institutions to the coaches' meeting and request that agenda items and nominations for National Volleyball Committee vacancies be sent to the National Volleyball Chair.
6. Submit proposed revisions of the operating procedures (Volleyball Section of the NCCAA Handbook) to the Director of Membership & Compliance no later than one month after the championship.
7. Solicit nominations from all regions and conduct the election of committee members within a month following the championship. If there is an insufficient number of nominees, request assistance from Regional Sport Chairs. Submit a report of the election to the NCCAA Director of Membership and Compliance.

VIII. OFFICIALS

- A. Officials must possess at least an NAGWS/USA state/regional rating. For the Championship match, a national ranking must be held.
- B. The National Championship Director shall select and assign officials in consultation with the National Volleyball Chair.
- C. It is recommended that a minimum of six officials be used.

IX. MEETINGS

- A. There shall be a meeting held at a convenient time for all Division I Coaches and Athletics Directors attending the championship for the purpose of reviewing and proposing policy and procedural revisions and changes. If votes or count are taken on any topic, only one vote per institution shall be counted. Since the primary purpose of the meeting is solicitation of coaches' suggestions, the head coach's vote shall be counted if more than one representative from an institution is attending. The National Volleyball Chair must send any desired changes in procedures to the Director of Membership & Compliance for presentation to the Administrative Committee for a

recommendation to the NCCAA Board of Directors. Any major policy changes must have received responses from at least 50% of the coaches and their Athletics Directors (one vote per school).

- B. The National Volleyball Committee meeting, open only to committee members or their appointees, shall also be held for the purpose of selecting All-Americans.

X. AWARDS

All teams that are listed on the weekly statistics report qualify for all awards: Student-Athlete of the Week, Scholar-Athlete, All-Regional, All-American, Susan R. Hellings Award, Coach of the Year, etc.

- A. Team awards are standard with NCCAA Championships.
- B. Coach of the Year award shall be presented to the championship team coach.
- C. National Player of the Year shall be awarded to the Most Outstanding Player during the season.
- D. All-Tournament Team
1. An All-Tournament Team of six players plus one Most Outstanding Player shall be honored at the National Championship.
 - a. Each coach, after every match, shall submit two players from both teams to the Championship Director.
 - b. Players nominated shall receive one point. The individuals with the highest total shall comprise the All-Tournament Team. The individual receiving the highest total shall be the Most Outstanding Player.
 - c. Votes shall be tabulated by the Championship Director and the National Volleyball Chair.
 2. The All-Tournament Team shall be announced prior to the championship awards.
- E. An NCCAA award of recognition (medallions and championship t-shirt) shall be awarded to each player on the championship team.
- F. First and Second Team All-American (see [Appendix A](#))
1. Only those nominations submitted on the official form shall be considered.
 2. Votes shall be tabulated by the National Volleyball Chair.
 3. NCCAA Outstanding Player shall go to the individual receiving the most votes in the All-American ballot selection.
 4. First Team All-American nominee must be one of the top six players from within the region she represents.
 5. The first team shall consist of 14 players and the second team shall consist of 7 players (no honorable mention). The first team of 14 shall receive plaques and certificates and the second team shall receive certificates from the National Office. AVCA shall honor the 14 First Team Division I All-Americans. In conjunction with Division II, an NCCAA-AVCA Coach of the Year and Player of the Year shall be selected by Tuesday following the championship.
 6. The All-American selection committee shall be the Regional Sports Chairs along with the National Chair and Vice-Chair and selections shall be made on Thursday evening of the National Championship. Any Regional Sports Chairs not present at the meeting shall be linked by a conference phone call. All committee members are required to be on the call.
- G. Scholar-Athletes (see [Forms & Procedures Section](#))
1. Only those nominations submitted on the official ballot and accompanied by a confirmation of the student-athlete's GPA, signed by the Registrar, shall be considered.
 2. Nominations shall be accepted, verified, and compiled by **the National Office four weeks prior** to the National Championship.
- H. Susan R. Hellings Award (see [Appendix B](#)) (due November 1)
1. Purpose: The purpose of this award is to honor, each year, the outstanding women's volleyball player selected from the NCCAA member institutions.
 2. Criteria: The award recipient must be a junior, senior or graduate student-athlete who excels on an outstanding team. She must be an excellent student-athlete, demonstrating leadership ability and having a clear Christian testimony both on and off the court.
 3. Nature of Award: An award shall be given to the recipient to commemorate the occasion.

4. Procedures: Coaches wishing to nominate a player must submit the appropriate Susan R. Hellings Nomination Form to the National Volleyball Chair by November 1. No coach may nominate more than one player. The award shall be presented at the awards ceremony of the National Championship. The recipient shall be expected to be present at the ceremony; therefore, coaches shall keep this in mind when making their nominations. The National Office shall order and pay for the award.
5. Selection: The selection committee shall consist of the National Volleyball Chair, the Vice-Chair, the National Championship Director and a representative from the National Office.
6. Honoree: Susan R. Hellings played volleyball in the mid 1970's at Houghton College. She was a starting hitter for her championship team. Susan exemplified Christian leadership on the court, not allowing anything to stand in the way of team unity. She was an excellent student as demonstrated by being her high school valedictorian. Susan graduated Summa Cum Laude from college with a B.A. in mathematics. Susan is the mother of two boys. She and her husband, Richard, host Bible studies in their home and are active in their local church. Susan was the type of student-athlete that exemplified all the characteristics that this award is intended to honor.

XI. EXPENSES

- A. No entry fee shall be charged.
- B. Expenses not covered by the host institution shall be absorbed by the competing institutions.
- C. After expenses, profits shall be divided among participating schools according to their expenses.
- D. The National Volleyball Committee recommends that all gate receipts from Regional Championships be used to defray the cost of sending the Regional Champion to the National Championship. Regional Championships must charge admission.
- E. The travel, lodging and meals of the National Volleyball Chair shall be paid by the National Office to attend if his/her team does not advance to the National Championship. If the Chair cannot attend for some reason or their team advances to the National Championship, then this policy would hold for the Vice-Chair.
- F. On the third year of the National Chair's term, the Vice-Chair shall receive his/her expenses to attend the National Championship in order to be trained for taking over the Chair position the following year.

XII. DIVISION I STATISTICS

- A. Statistical Reports
 1. Statistics must be submitted to the NCCAA in the form of .XML game files, following the steps outlined at www.thenccaa.org/helpcenter. Game files must be submitted to the NCCAA within 48 hours after the game. However, the mandatory deadline for weekly game files to be uploaded to the NCCAA website is Mondays at 11:59 p.m. (ET). Any amount of missing game files in a week shall count as a missed report. The penalties for not reporting statistics or for being late are: 1st offense=warning; 2nd offense=\$100 fine paid before Regional Championships; 3rd offense=team is not allowed postseason play. **It is the responsibility of each institution to contact the National Office regarding any technical problems experienced in submitting weekly statistics. Proper communication can eliminate team penalties.**
 2. The NCCAA Power Rating System (see [Appendix D](#)) shall be used. The TOP 10 rankings each week shall be taken from the Top 10 NCCAA Power Rating System and shall be posted following the reports. When casting votes for the national Top 10 Rankings, regional voters must follow the order of the regional polls when casting their Top 10 vote. AVCA shall recognize the NCCAA Top 10 each week.
 3. The NCCAA Power Rating System shall begin on the third Monday of October and each week following that date. The opponent's win-loss record should reflect their record at these reporting dates. After these dates, the opponent's record at the time of the contest.
- B. Scoring System
 1. The scoring system is described by the NCAA Volleyball Rulebook.
 2. The official statistics shall be as accepted by the AVCA Statistics Handbook.

XIII. MISCELLANEOUS

- A. Rosters shall be limited to 17 players.
- B. All policies are in keeping with the NCCAA Division I Handbook.

XIV. OFFICIAL RULEBOOK

Official National Collegiate Athletic Association (NCAA) Volleyball Rules with NAIA Volleyball Coaches Association approved modifications. To obtain rules, contact: NCAA, P.O. Box 6222, Indianapolis, IN 46206-6222 or visit www.ncaapublications.com.

Appendix A

NCCAA Division I Volleyball All-American Selection Process

I. PURPOSE

- A. To recognize outstanding performance in Christian intercollegiate volleyball participation.
- B. To publicize and promote Christian student-athletes.
- C. To promote the presence and prominence of Christian character in intercollegiate athletics.
- D. To publicize and promote the participating colleges within the NCCAA.
- E. To publicize and promote the NCCAA, its presence, its purpose and its program.

II. GUIDELINES

- A. The player must be a member of the volleyball team at a participating NCCAA institution that is in good standing.
- B. The player should be worthy of consideration for the honor of All-American.
- C. An All-American nominee must be one of the top six players from within the region she represents.
- D. Each Regional Volleyball Chair may submit six nominations from his/her region for consideration for All-American status.

III. PROCEDURES

- A. Coaches must submit nominations and other specified materials to their Regional Volleyball Chair at the National Championship.
- B. Regional Volleyball Chairs must submit their nominations to the National Volleyball Chair at the National Championship.
- C. The National Volleyball Committee shall meet at the National Championship and select the 14 All-Americans.

IV. PUBLICITY

- A. The All-American Team selections shall be published on the NCCAA website.
- B. Press releases shall be provided to each institution for publicity in their area.
- C. Regional Sport Chairs shall publicize the honors within their respective region.

V. AWARDS

Certificates indicating the honor of All-American selection shall be issued by the National Office.

Appendix A, page 2
NCCAA Division I Volleyball All-American Nomination Form

Name _____ Class _____

Institution _____ Coach _____

Institution Address _____

Season: _____ Won _____ Loss _____

Position _____ Height _____ Weight _____ Age _____

Nominee's Hometown Newspaper and Address _____

Region _____ Regional Sport Chairs _____

Statistics – Report season statistics based on the American Volleyball Coaches Association (AVCA) Statistics Manual.
If this information is unavailable, attach a copy of the nominee's season statistics and an explanation of how the statistics are figured.

Matches Played _____ Sets Played _____ Position _____ Height _____

Serves

Attacks

Sets

Blocks

Attempts _____ Attempts _____ Attempts _____ Solo _____

Aces _____ Kills _____ Assists _____ Assists _____

Errors _____ Errors _____ Errors _____ Errors _____

Aces/Set _____ Kills/Set _____ Assists/Set _____ Blocks/Set _____

Serve % _____ Kills % _____

Serve Reception Attempts _____ Errors _____ % _____ Total Digs _____ Digs/Set _____

Volleyball Honors and Awards _____

Christian Character _____

Scholarship _____

Leadership _____

Comments: _____

The above named student-athlete has my support as a viable nominee for NCCAA postseason honors. Her behavior both on and off the court is complimentary to the NCCAA and its Christ-like standards.

Coach's signature _____

Date _____

Appendix B

Susan R. Hellings Award

Division I Volleyball

Due to the National Volleyball Chair by November 1

I. PURPOSE:

The purpose of this award is to honor the outstanding women's volleyball player selected annually from Division I NCCAA member institutions.

II. CRITERIA

The award recipient must

1. Be a junior, senior or graduate student-athlete who excels on an outstanding team.
2. Be an excellent student-athlete.
3. Demonstrate leadership ability.
4. Have a clear Christian testimony both on and off the court.

III. NATURE OF AWARD

An award shall be given to the recipient to commemorate the occasion and shall come from the National Office.

IV. SELECTION PROCEDURES

Coaches wishing to nominate a player must submit the appropriate Susan R. Hellings Nomination Form (see [Appendix B](#)) to the National Volleyball Chair one week prior to the championship. The nomination must include a high resolution headshot photo of the nominee. No coach may nominate more than one player. The award shall be presented at the awards ceremony of the National Championship. The recipient shall be expected to be present at the ceremony; therefore, coaches should keep this in mind when making their nominations. The National Office shall order and pay for the award.

V. SELECTION

The selection committee shall consist of the National Volleyball Chair, the Vice-Chair, a representative of the NCCAA Board of Directors, the award donor and the National Championship Director.

VI. HONOREE

Susan R. Hellings played volleyball in the mid 1970's at Houghton College. She was a starting hitter for her championship team. Susan exemplified Christian leadership on the court, not allowing anything to stand in the way of team unity. She was an excellent student as demonstrated by being her high school valedictorian, and graduating Summa Cum Laude from college with a B.A. in mathematics. Susan is the mother of two boys. She and her husband, Richard, host Bible studies in their home and are active in their local church. Susan was the type of student-athlete that exemplified all the characteristics that this award is intended to honor.

Appendix B, page 2
Susan R. Hellings Award Nomination Form

Name _____ Year: _____ Jr _____ Sr _____ Gr _____
Institution _____ Coach _____
Institution Address _____
Nominee's Hometown Newspaper and Address _____
Season: 20_____ to 20_____ Won _____ Loss _____
Position _____ Height _____ Weight _____ Age _____

Christian Testimony: Describe the Christian testimony displayed by the nominee.

Academics:

GPA _____ Major _____

Academic Honors _____

Leadership: List positions of leadership held or describe leadership qualities.

Collegiate Individual Volleyball Honors _____

Collegiate Team Honors _____

Continued

Appendix B - Susan R. Hellings Award, page 3

Statistics:

Report season statistics based on the American Volleyball Coaches Association (AVCA) Statistics Manual. If this information is unavailable, attach a copy of the nominee's season statistics and an explanation of how the statistics are figured.

Serves

Attempted _____

Aces _____

Errors _____

Attacks

Attempted _____

Kills _____

Errors _____

Sets

Attempted _____

Assists _____

Errors _____

At-E

% At _____

Serve Reception Attempts _____ Errors _____ % _____

Blocks-solo _____ Assists _____ Errors _____ Digs _____

Additional Comments:

Coach's signature

Date

A high resolution headshot photo MUST be submitted with the nomination.

Appendix C - NCCAA National Volleyball Statistics Form

Team Statistics				Attacking					Serving			Blocking					Receiving			
School	Region	Record	Games	Att.	Kill	Error	Assists	Ace	Attempts	E	Solo	Ast	E	Digs	E	Attempts				
Individual Statistics (must play in 50% of games). Minimums noted in parenthesis.				(.250) w/5 attacks per game			(8.0 Assists/g)		(0.50 aces per game)			(01.0 blocks per game)			(3.0 digs per game)		(8.0 attempts per game)			
Player	Class	Games	Att	Kill	Error	Pct.	Ast	A/pg	Att	Aces	A/pg	E	Solo	Ast	E	Digs	Digs/g	Att	E	%

Individual Formula:

- Attack Pct. = Kill-Error/Attempts
- Assist P/G = Total Assists/Games Played
- Aces P/G = Total Aces/Games Played
- Blocks P/G = Block Solo + Block Assist/Games Played
- Digs P/G = Total Digs/Games Played
- Reception Pct. = Attempts = Errors/Attempts

Please report ALL team statistics. Report only individual statistics that meet the minimum criteria for a particular category. An individual must meet criteria in at least one category to be included. All statistics should be CUMULATIVE.

All statistics must be uploaded to the NCCAA website within 48 hours following each match. See [Section XII](#).

Appendix C, page 2

National Volleyball Statistics Weekly Results Sheet

Date	Opponent	W/L	Affiliation	Opp. Record	H/A	Scores

Player of the Week Nomination

Match by Match Results

Name _____ Class _____

Match	Games	Kills	Att.	Pct.	Blocks	B/G	Digs	Aces	Assist
1.									
2.									
3.									
4.									
5.									
6.									
7.									
Totals									

Setter of the Week Nomination

Match by Match Results

Name _____ Class _____

Match	Games	Kills	Att.	Pct.	Blocks	B/G	Digs	Aces	Assist
1.									
2.									
3.									
4.									
5.									
6.									
7.									
Totals									

Appendix D NCCAA Power Rating System

I. Formula

For each game played a team earns power points based on the following formula:

1. Win/Loss
 - a. if a win 4 points
 - b. if a loss 0 points
2. Home/Away/Neutral Contest
 - a. if away or neutral 1 point
 - b. if home 0 points
3. Opponent's Record
 - a. .667 - 1.000 winning percentage 3 points
 - b. .500 - .666 winning percentage 2 points
 - c. .333 - .499 winning percentage 1 point
 - d. .000 - .332 winning percentage 0 points
4. Opponent's Affiliation
 - a. NCAA I 4 points
 - b. NCAA II/CIS 3 points
 - c. NAIA/NCAA III/NCCAA I 2 points
 - d. NCCAA II/USCAA/Other 1 point
5. Ranked Opponent
If opponent is ranked in Top 25 of NCAA or NAIA poll at reporting date. 1 point

II. Power Points

- A. The sum of those criteria determines the power points for a game. The maximum points for a contest is 13 (a win on the road against a .667 or better NCAA I Top 25 team). The minimum points for a game is 1 (loss at home against a .332 or lower losing NCCAA II/USCAA team).
- B. The rating is determined by adding the power points for the season and dividing by the number of games (to the third decimal place).

III. Rankings Based on Power Points

The rating system is only as accurate as the information supplied on the game results reporting form. Each institution should report the most accurate data possible. Each region should have a system in place for ensuring the accuracy of the reported ratings at the initial reporting date. The end of the regular season power rating for each institution shall determine the seeding and any at-large selections for the National Championship.

IV. Reporting Dates

Team and individual statistical data, along with game results, game location, and opponent's affiliation shall be reported each week. For individual player statistics, only stats for players who qualify for national rankings need to be reported.

NCCAA Power Ratings, including the opponent's record and Top 25 ranking information, shall be calculated beginning the third Monday in October and each week following. The opponent's win-loss record shall reflect their record at this reporting date. After this date, it shall reflect the opponent's record at the time of the contest.

Appendix E
National Championship Eight-Team Format

POOL A		POOL B	
#1		#2	
#4		#3	
#5		#6	
#8		#7	
THURSDAY, DECEMBER 4			
Time	Match #	Court	Opponents
12:00 p.m.	1	1	#1 vs. #8
	2	2	#4 vs. #5
2:00 p.m.	3	1	#2 vs. #7
	4	2	#3 vs. #6
4:00 p.m.	5	1	#1 vs. #5
	6	2	#4 vs. #8
6:00 p.m.	7	1	#2 vs. #6
	8	2	#3 vs. #7
FRIDAY, DECEMBER 5			
Time	Match #	Court	Opponents
10:00 p.m.	9	1	#1 vs. #4
	10	2	#2 vs. #3
12:00 p.m.	11	1	#5 vs. #8
	12	2	#6 vs. #7
2:00 p.m.			BREAK for SEEDING/TOURNAMENT PREP
4:30 p.m.	13	Main	1A vs. 2B Semi-Finals
6:30 p.m.	14	Main	1B vs. 2A Semi-Finals
SATURDAY, DECEMBER 6			
Time	Match #	Court	Opponents
1:00 p.m.	15	Main	Championship
2:00 p.m.			AWARDS CEREMONY



Awards

NCCAA National Awards Program

The National Awards Program is conducted under the guidance of the Director of Membership & Compliance. The Director of Membership & Compliance is empowered to appoint members, including the chair, of the committees needed to conduct the selection of recipients for the association awards. The Board of Directors is sensitive to the desire of the sponsoring foundations, sports groups, or other individuals or bodies with a genuine interest in the awards process. Thus, deference is practiced in all committee selections. The approved NCCAA National Awards include the following:

[Sports Ministries Award](#)

[Meritorious Service Award](#)

[John and Jody Wheeler Ministry Scholarship](#)

[Terry & Connie Metzger Ministry Scholarship](#)

[Bob McCloskey Memorial Ministry Scholarship](#)

[Wilhelmi-Haskell Stewardship Award](#)

[Hall of Fame Award](#)

[All-American Awards](#)

[Coach of the Year Award](#)

[Heart of Courage Award](#)

[Presidential Award](#)

[Student-Athlete of the Week Awards](#)

Individual Sport Awards:

[M Soccer I & II – NCCAA Kyle Rote Jr. National Player of the Year Award](#)

[Soccer – Frank Jewell Award](#)

[M Basketball I & II – Pete Maravich Memorial Award](#)

[W Basketball I & II – Kathy Freese Award](#)

[W Volleyball I – Susan R. Hellings Award](#)

[Baseball – Hank Burbridge Award](#)

[M Cross Country I & II – Wheeler Cross Country Award](#)

[W Cross Country I & II – Ray Bullock Cross Country Award](#)

[M & W Indoor & Outdoor Track & Field – Wheeler Track & Field Award](#)

[M & W Golf – Dan & Kelly Wood Awards](#)

[Game Plan 4 LIFE Character Award](#)

[NCCAA Approved Awards](#)

[Superlative Award Naming Nomination Form](#)

[NCCAA Award History](#)

Sports Ministries Award

The NCCAA has established the Sports Ministries Award for the purpose of recognizing member institutions having significant spiritual outreach through the utilization of athletic ministries. All institutions wishing to be considered for this award should send a detailed summary of their outreach ministries program to the Director of Membership & Compliance by March 1 of each year. The Director of Membership & Compliance shall choose the recipient of this award. The award is given to a representative of the institution at the Annual Convention. See [Appendix A](#).

Meritorious Service Award

Individuals who, over a period of years, exhibit a dedication and special service to the NCCAA shall be considered for the Meritorious Service Award. Their effort must have made a significant contribution to the welfare of the association and be so recognized by the participating institutions as a whole. Examples of persons qualifying for the Meritorious Service Award are: Board of Directors, National Sport Chairs, **Regional Coordinators**, and others whose service to the NCCAA is exceptional. This award is presented at the Annual Convention.

John and Jody Wheeler Ministry Scholarship

Named for the founder of the NCCAA Pro-Am, John Wheeler and his wife, Jody, this award was established through the fund raising endeavors of the Pro-Am. Each foursome in the college tournament round at the NCCAA Pro-Am represents an NCCAA member institution. The institution that is represented by the overall winning foursome is the recipient of a \$3,000 scholarship to be awarded to a student-athlete for the next school year who is a Christian ministries or missions major. Criteria for choosing a student-athlete to receive this scholarship include: participation in athletics; participation in ministry in church, school, community, and the world; academic proficiency; and financial need.

Terry & Connie Metzger Ministry Scholarship

This award was named for the former co-chairs of the NCCAA Pro-Am, Terry & Connie Metzger. The institution that is represented by the overall second place foursome in the college tournament round is the recipient of a \$2,000 scholarship to be awarded to a student-athlete for the next school year who is a Christian ministries or missions major. Criteria for choosing a student-athlete to receive this scholarship include: participation in athletics; participation in ministry in church, school, community, and the world; academic proficiency; and financial need.

Bob McCloskey Memorial Ministry Scholarship

This award was named for Bob McCloskey, NCCAA catastrophic insurance preferred vendor since 2007, who attended the NCCAA Pro-Am from 2009-2015. From 2013-2015, McCloskey Agency served as the sponsor of the NCCAA Victory Bowl and, upon Bob's death on February 3, 2016, that sponsorship was reallocated to fund additional Ministry/Mission scholarships via the NCCAA Pro-Am. Criteria for choosing a student-athlete to receive this scholarship include: participation in athletics; participation in ministry in church, school, community, and the world; academic proficiency; and financial need.

Wilhelmi-Haskell Stewardship Award

Named for NCCAA founders, Norm Wilhelmi and E.C. Haskell, the Wilhelmi-Haskell Stewardship Award is awarded to individuals who, over a period of years, have exhibited dedicated work and loyal support of the NCCAA program and ministry. The recipient is recommended by the Executive Director, Director of Membership & Compliance or Director of Community Relations. This award is presented at the Annual Convention.

Hall of Fame Award

The purpose of the Hall of Fame Award is to recognize individuals who have given outstanding leadership and/or service **to the NCCAA**. The criteria for selection are as follows:

1. An individual with at least five years of involvement with the NCCAA.
2. An individual of high moral character and Christian integrity.
3. An individual presently making a positive contribution by serving the Lord and society.
4. An individual maintaining a continued interest in Christian higher education and intercollegiate athletics.

The selection committee is comprised of the Executive Director and the Administration Committee.

Nomination forms shall be emailed to the membership on November 15 of each year (see [Appendix B](#)). Nomination form, letters of support, and biographic sketch are to be returned to the National Office no later than a date named each year. The selection committee shall select inductees annually. No more than three inductees shall be selected each year. Inductees shall be notified of their selection via telephone and letter. Those who are selected shall be inducted at the Annual Convention. (See Forms & Procedures Section, Item 42 for reimbursement policy.)

All-American Award

The NCCAA grants All-American status to deserving student-athletes who participate in sports sponsored by the association. Criteria, procedure and method of selection shall rest with the selection committee of the sport. Approval of each program rests with the officers of each sport. See individual sport sections for more information. All teams that pay their stats fees may be considered for All-American honors.

Coach of the Year Award

All sports that conduct a National Championship have the opportunity of selecting a Coach of the Year. Criteria and method of selection shall be recommended by the coaches within each sport. See individual sport sections for more information. All teams that pay their stats fees may nominate their coach for Coach of the Year.

Heart of Courage Award

The purpose of this award is to recognize a Christian athlete who has also shown courage in the midst of difficult circumstances, while at the same time inspiring others to live out their faith. Nominations are due to the National Office by March 1. This award shall be presented at the Annual Convention. See [Appendix C](#).

Presidential Award

The NCCAA presents an annual All-Sports Award to one Division I and one Division II member institution. Points are earned based upon a team's finish in an NCCAA National Championship. At least 33% of the division's membership must sponsor that sport in order for it to be eligible for the point system. An award shall be presented to the institution with the most points in each Division at the Annual Convention. See [Appendix D](#).

Student-Athlete of the Week Awards

The NCCAA Student-Athlete of the Week award shall be given to one male and one female athlete in both Division I and Division II, chosen from the list of nominees submitted by all recognized sports each week. See Forms & Procedures Section.

NCCAA Kyle Rote Jr. National Player of the Year Award

This award was established to enhance the Christian purpose of athletics, excellence in Christian athletic competition, and to perpetuate the Christian philosophy and faith in the NCCAA institutions across the nation. It is presented to the outstanding Division I & II NCCAA Christian men's soccer players of the nation, who meet the established criteria, during the National Men's Soccer I & II Championships. See Men's Soccer I & Men's Soccer II Sections. Kyle Rote, Jr. simply excelled in every area of life. He played every available sport but soccer grabbed his allegiance in his teen years and he was an All-American selection during his days at the University of the South. He rose to worldwide fame as the first US professional player to be viewed as a superstar during the days of the North American Soccer League. Throughout his career in sports, and today as a representative for professional athletes, Kyle Rote, Jr. simply let his faith in Christ drive him to be excellent as a husband, father and community leader.

Frank Jewell Award

This award is presented annually to an individual who has displayed Christian character and integrity while coaching soccer within the NCCAA. The award is presented by the National Intercollegiate Soccer Official's Association (NISOA) in memory of Frank Jewell, NISOA liaison with the NCCAA from 1983-2010. It is selected by the NCCAA Executive Director and a representative from NISOA.

Pete Maravich Memorial Award

This award was established to enhance the Christian purpose of athletic excellence in Christian athletic competition, and to perpetuate the Christian philosophy and faith in evangelical Christian colleges and universities across our nation. It shall be presented to the outstanding Christian basketball player in the NCCAA for each of Divisions I and II. See Men's Basketball I and Men's Basketball II Sections. "Pistol Pete" Maravich was known for his ball handling, shooting abilities and creative passing. He was an NBA All-Star, named one of NBA's 50 greatest players, and inducted in the Basketball Hall of Fame in 1987. He came to know Christ later in his life and spent the last years of his life pointing people to Christ.

Kathy Freese Award

The purpose of this award is to enhance the Christian purpose of athletic excellence in Christian athletic competition, and to perpetuate the Christian philosophy and faith in evangelical Christian institutions across our nation. The recipient shall be the outstanding Christian women's basketball player in the nation. See Women's Basketball I and Women's Basketball II Sections. Kathy Freese served as the Women's Basketball Coach at Cedarville University from 1991-2001. She assisted with growing the sport of women's basketball in the NCCAA during her tenure and served the association in a variety of roles.

Susan R. Hellings Award

The purpose of this award is to honor, each year, the outstanding women's volleyball player selected from the NCCAA member institutions. See Women's Volleyball Division I Section. Named for a Houghton College outstanding volleyball player from the mid-1970s, Susan R. Hellings exemplified Christian leadership on the court, not allowing anything to stand in the way of team unity.

Hank Burbidge Award

The purpose of this award, sponsored by Unlimited Potential Inc., is to honor the NCCAA's Outstanding Christian Baseball Player of the Year with potential to Christian service through baseball. See Baseball Section. Unlimited Potential, Inc. is an organization that ministers to baseball programs around the world serving Christ through baseball. Hank Burbidge was the long time baseball coach at Spring Arbor University. He was a mentor and leader in NCCAA and NAIA baseball.

Wheeler Cross Country Award for Men

The award was established in order to enhance excellence in Christian cross country competition and to perpetuate the Christian philosophy and faith as exemplified through Christ-like cross country participation in NCCAA member institutions. See Cross Country I and Cross Country II Sections. The awards, for both men and women, are sponsored by John and Jody Wheeler who have been involved in athletic activities of Christian high schools and colleges throughout their lives. The Wheelers continue to actively participate in the area of Christian athletics.

Ray Bullock Cross Country Award for Women

The award was established in order to enhance excellence in Christian cross country competition and to perpetuate the Christian philosophy and faith as exemplified through Christ-like cross country participation in NCCAA member institutions. See Cross Country I and Cross Country II Sections. This award was named in honor of Dr. Ray Bullock who for many years, dedicated himself to the development of cross country as a sport in general, but as a ministry within the NCCAA. He has impacted the lives of countless student-athletes and coaches through his efforts.

Wheeler Indoor & Outdoor Track and Field Awards

The awards were established in order to enhance excellence in Christian track and field competition and to perpetuate the Christian philosophy and faith as exemplified through Christ-like track and field participation in NCCAA member institutions. See Men's and Women's Indoor and Outdoor Track and Field Sections. The awards, for both men and women, are sponsored by John and Jody Wheeler who have been involved in athletic activities of Christian high schools and colleges throughout their lives. They Wheelers continue to actively participate in the area of Christian athletics.

Dan and Kelly Wood Awards

The awards were established in order to enhance excellence in Christian golf competition and to perpetuate the Christian philosophy and faith as exemplified through Christ-like golf participation in NCCAA member institutions. See Men's Golf and Women's Golf Sections. The awards are in honor of Dan and Kelly Wood and their long and faithful service to the NCCAA, particularly in the area of golf. Dan has served as the Executive Director since January of 2000 and Kelly has worked for the NCCAA since 1992, currently as the Director of Community Relations.

Game Plan 4 LIFE Sport Awards

In lieu of a named award, some sports honor their model NCCAA Christian student-athletes by using the Game Plan 4 LIFE Award. The sports that are using this title are: DI & DII Women's Soccer, Men's Tennis, Women's Tennis, Softball, DII Women's Basketball, and DII Volleyball.

Game Plan 4 LIFE Student-Athlete Character Award

The purpose of the **Game Plan 4 LIFE Character Award** is to recognize NCCAA student-athletes who epitomize the Christian character qualities of: **Love**: demonstrating a caring and consistent love for others (I Corinthians 13); **Integrity**: living out ethical principles in a clear consistent manner (Job 27:5); **Faith**: acknowledging a life of faith and sharing that faith with others (Hebrews 11); **Excellence**: striving to do all things at the highest standard (Philippians 4:8). Nominations are due to the National Office by March 1. See [Appendix E](#). (See Forms & Procedures Section, Item 42 for reimbursement policy.)

Game Plan 4 LIFE Athletic Staff Character Award

The purpose of the **Game Plan 4 LIFE Character Award** is to recognize NCCAA athletic staff who epitomize the Christian character qualities of: **Love**: demonstrating a caring and consistent love for others (I Corinthians 13); **Integrity**: living out ethical principles in a clear consistent manner (Job 27:5); **Faith**: acknowledging a life of faith and sharing that faith with others (Hebrews 11); **Excellence**: striving to do all things at the highest standard (Philippians 4:8). Nominations are due to the National Office by March 1. See [Appendix F](#). (See Forms & Procedures Section, Item 42 for reimbursement policy.)

NCCAA APPROVED AWARDS

I. TEAM AWARDS SUPPLIED AND PAID FOR BY THE NATIONAL OFFICE

- A. The following National Championship team awards are presented in Baseball, Men's Basketball (I & II), Women's Basketball (I & II), Men's and Women's Cross Country (I & II), Men's and Women's Golf, Men's Soccer (I & II), Women's Soccer (I & II), Men's and Women's Tennis, Men's and Women's Indoor Track and Field, Men's and Women's Outdoor Track and Field, and Women's Volleyball (I & II):
1. Championship Team Member Awards (medallions)
 2. National Championship Banner (48" x 72")
 3. National Championship Plaque (14" x 10")
 4. National Second Place Plaque (14" x 10")
 5. National Third Place Plaque (14" x 10")
 6. National Fourth Place Plaque (14" x 10")
- B. The following National Invitational awards are presented in Football: National Invitational Banner (48" x 72")

II. INDIVIDUAL AWARDS SUPPLIED AND PAID BY THE NATIONAL OFFICE

- A. Coach of the Year – plaque (8" x 10")
- B. Outstanding Player of the National Championship – plaque or trophy as designated (10 ½" x 13")
- C. All-American First Team – Plaques (8" x 10")
- D. National Player of the Year – plaque (10 ½" x 13")
- E. Student-Athlete of the Week – certificate and t-shirt for each recipient (Note: non-NCAA dually affiliated members)
- F. NCCAA Game Plan 4 LIFE Christian Character Award (some sports have named awards) – (crystal award)

III. SPECIAL AWARDS SUPPLIED BY REGION AND/OR HOST INSTITUTIONS

For each sanctioned sport, the following awards shall be ordered through the National Office by the Regional and/or National Sport Chair:

1. Regional Champion – team banner, paid by Region and sent to Regional Chair
2. All-Regional Team – individual certificates, provided by National Office
3. Regional Coach of the Year – certificate, provided by National Office

IV. AWARDS SUPPLIED BY CHAMPIONSHIP HOST

All-Tournament Team – plaques or certificates. The number is approved by sport and the Board of Directors and must be ordered through the NCCAA licensed vendor or the National Office.

SUPERLATIVE AWARD NAMING NOMINATION FORM

This form must be submitted for both new nominations and for repeat nominations.

- A. Nomination Form** – Complete and submit to the NCCAA National Office for consideration.
- B. Nominee's Resume** – Include the nominee's resume or biography, describing his/her background and contributions.
- C. Award Criteria Narrative** – In no more than two typed pages, provide specific, concrete examples for the three criterion below (one of which must be fulfilled in order for the granting of Naming Rights in Recognition to be considered):
1. Recognition of outstanding service to the NCCAA whilst serving in an academic, athletic, and/or administrative capacity; or outstanding service to the NCCAA.
 2. Recognition of achievements of distinguished alumni.
 3. Recognition of generous financial or other contribution from a donor (be it by way of donation, bequest, sponsorship, etc.), such contribution being voluntary and not rendered in consideration of the granting of naming rights.
- D. Articles and Letters** – To present a comprehensive picture of the nominee, please include both:
1. Up to five news or magazine articles written about the candidate; and
 2. No more than five letters of support from individuals, college/universities, and/or organizations.
- E. Complete Submission Package** – In order to be considered, all of the above items must be received by the NCCAA National Office. The NCCAA National Office relies on the entire nomination package in selecting each Naming Rights in Recognition. **Incomplete submissions will not be considered.** Complete packages will be reviewed and voted on by members of the NCCAA Administration Committee of the Board of Directors.

NOTE: In sports where one gender is attached to both gender awards, the Administration Committee reserves the right to re-assign gender specific honorees if the case arises.

Please print or type

I wish to nominate _____

Address _____ Telephone (____) _____ - _____

City _____ State _____ Zip _____

Email Address _____

Institution/Affiliation _____

Complete nomination submission package included (see above).

Name of Nominator _____

Address _____ Telephone (____) _____ - _____

City _____ State _____ Zip _____

Email Address _____

Signature _____ Date ____/____/____

Appendix A
Sports Ministries Award Application
Due March 1

Name of Institution _____

Athletics Director _____

Date Submitted _____

Please summarize your institution's spiritual outreach endeavors below (print or type). Use additional pages if needed.

1. Description of ministries:

2. Location of ministries:

3. Dates of the ministries:

4. Person(s) responsible:

5. Person(s) involved in the ministries (student-athletes, coaches, etc.):

6. Group(s) ministered to:

This application and any other supporting data are due to the National Office by March 1.

Appendix B

NCCAA Hall of Fame Nomination Form

Due November 15

The purpose of the Hall of Fame Award is to recognize individuals who have given outstanding leadership and/or service to the NCCAA. The criteria for selection are as follows:

1. An individual with at least five years of involvement with the NCCAA.
2. An individual that has had a significant contribution to the NCCAA.
3. An individual of high moral character and Christian integrity.
4. An individual presently making a positive contribution by serving the Lord and society.
5. An individual maintaining a continued interest in Christian higher education and intercollegiate athletics.

The selection committee is comprised of the Executive Director, Administration Committee of the Board of Directors.

Nomination forms shall be emailed to the membership on October 15 of each year. Nomination form, five letters of support and biographic sketch are to be returned to the National Office by November 15. The selection committee, comprised of the Executive Director and the Administration Committee, shall meet once annually to select the inductees. No more than three inductees shall be selected each year. Selectees shall be notified of their selection via telephone and letter. Those who are selected shall be inducted at the Annual Convention.

The nomination form, five letters of support and a biographical sketch of the nominee must be submitted by the nominator in one complete packet and mailed to the NCCAA National Office. The nomination packet should be received by November 15. Nominees shall be notified by December 31.

Please print or type

I wish to nominate _____

Address _____ Telephone (_____) _____ - _____

City _____ State _____ Zip _____

Institution/Affiliation _____

Enclosed are five letters of support and the biographical sketch.

Name of Nominator _____

Address _____ Telephone (_____) _____ - _____

City _____ State _____ Zip _____

Signature _____ Date ____/____/____

Appendix C

Heart of Courage Award

Due March 1

I. CRITERIA

This award shall be given to a student-athlete fitting the following criteria:

1. A current player on an NCCAA team.
2. Has exemplary Christian character.
3. Has shown courage in the midst of difficult circumstances in such a way as to inspire others.

II. SELECTION

A National Sport Committee shall nominate a recipient on the above criteria. Nominations are due to the National Office by March 1. The Director of Membership & Compliance shall ratify the nomination.

III. AWARD

A plaque shall be given to the recipient(s) at the Annual Convention.

IV. PURPOSE

The purpose of this award is to recognize a Christian athlete who has also shown courage in the midst of difficult circumstances, while at the same time inspiring others to live out their faith. God Himself puts a premium on perseverance and endurance. It is our desire to encourage those who are doing just that in unusual circumstances, and to say thank you for truly reminding us of our Living Hope.

V. HONOREE

The award itself was inspired by the courage of Kathy Stewart of Kentucky Christian College.

On May, 7, 1998, Kathy Stewart was diagnosed with a malignant brain tumor. This diagnosis was followed by six months of physical problems and fruitless efforts to find the cause. During the summer of 1998, Kathy underwent two surgeries to remove the tumor, a series of radiation treatments, and two months of recovery. She returned to school in mid-September, made up her class work and proceeded to play basketball her senior year. Physically, Kathy struggled, but spiritually she gave God praise for His mercy and support during her ordeal. Throughout Kathy's illness, she constantly lifted others up with her positive outlook and her bubbling spirit. Though struggling herself, her greatest concern was for her family.

On February 18, 2000, Kathy lost her battle to cancer, but won the victory in Jesus for her eternity. She was a model student-athlete and an inspiration for all in the way she lived out her faith. All who knew Kathy were challenged to do the same.

Appendix D

NCCAA Presidential Award

The NCCAA is pleased to present an annual All-Sports Award to one Division I and one Division II member institution. Points are earned based upon a team's finish in an NCCAA National Championship. At least 33% of the division's membership must sponsor that sport in order for it to be eligible for the point system. Softball (w), Indoor Track & Field (m & w), Track & Field (m & w), Golf (m & w), Tennis (m & w) and Baseball (m) serve as "uni-division" championships in which either division is eligible for points. Currently, Division I sports include: Volleyball (w), Soccer (m & w), Cross Country (m & w), and Basketball (m & w) in addition to the "uni-division" championships. Division II sports include: Volleyball (w), Soccer (m & w), Cross Country (m & w), and Basketball (m & w) in addition to the "uni-division" championships. An award shall be presented at the Annual Convention to the institution with the most points in each division.

National Sport Chair _____ Sport _____

Division _____ Date _____

POINT SYSTEM

Division I – National Championship Placement Points Earned

1 st _____	12
2 nd _____	9
3 rd _____	8
4 th _____	6
5 th _____	5
6 th _____	4
7 th _____	3
8 th _____	1

Division II – National Championship Placement Points Earned

1 st _____	12
2 nd _____	9
3 rd _____	8
4 th _____	6
5 th _____	5
6 th _____	4
7 th _____	3
8 th _____	1

Appendix E
Game Plan 4 LIFE (GP4L)
Student-Athlete Character Award
Nomination Form
Due March 1



I. PURPOSE

The purpose of the **Game Plan 4 LIFE Student-Athlete Character Award** is to recognize NCCAA student-athletes who epitomize the Christian character qualities of:

Love: demonstrating a caring and consistent love for others (I Corinthians 13)

Integrity: living out ethical principles in a clear and consistent manner (Job 27:5)

Faith: acknowledging a life of faith and sharing that faith with others (Hebrews 11)

Excellence: striving to do all things at the highest standard (Philippians 4:8)

II. CRITERIA

1. A student-athlete who is junior, senior or graduate status and with at least two seasons of involvement within NCCAA athletics.
2. An individual who consistently demonstrates love, integrity, faith and excellence within college athletics, their campus, and their home/college community.

III. SELECTION

1. The selection committee is comprised of the NCCAA President, First Vice President and Executive Director.
2. The selection committee shall select one male and one female student-athlete annually.

IV. PROCEDURES

1. Completed nomination forms and letters of support are due to the National Office by March 1 each year.
2. The following are required for a completed submission:
 - a. The completed nomination form must accompany a letter from the nominator which elaborates on reasons why the nominee is deserving of the award. This shall include the four aspects of the GP4L characteristics.
 - b. Four letters of support (including nominee's Head Coach, Athletics Director, a Cabinet Member, and at least one opposing coach/player from the most recent season) must be included with the nomination.
 - c. A high resolution head shot photo in .jpg format is required.
3. Recipients shall be notified of their selection via e-mail, telephone and/or letter by March 15.
4. Recipients shall be honored during the Hall of Fame Banquet at the NCCAA Annual Convention. A subsidy of up to \$250 towards travel shall be available to each of the winners.

continued

Appendix E (continued)
Game Plan 4 LIFE (GP4L)
Student-Athlete Character Award
Nomination Form



Please see the previous page for all requirements for nomination and selection of candidates for the GP4L Student-Athlete Character Award.

(Please print or type all information.)

I wish to nominate:

Name _____ Sport(s) _____

Telephone _____ E-mail _____

Institution _____ Coach _____

Institution Address _____

Class (Circle One): JR SR GRADUATE Major _____

Years involved in the sport at institution listed above (Circle One): 2 3 4

Leadership Positions _____

Awards and Honors _____

Sport Specific Statistics _____

Name of Nominator _____ Position _____

Telephone (_____) _____ - _____ E-mail _____

Address _____

Signature _____ Date _____

Submit all information by March 1 to the National Christian College Athletic Association
302 W Washington St • Greenville, SC 29601 • Fax: 864-250-1141 • Phone: 864-250-1199
Ben Belleman, Director of Membership & Compliance • bbelleman@thenccaa.org

Appendix F
NCCAA Game Plan 4 LIFE (GP4L)
Athletic Staff Character Award
Nomination Form
Due March 1



I. PURPOSE

The purpose of the **Game Plan 4 LIFE (GP4L) Athletic Staff Character Award** is to recognize NCCAA athletic staff who epitomize the Christian character qualities of:

Love: demonstrating a caring and consistent love for others (I Corinthians 13)

Integrity: living out ethical principles in a clear and consistent manner (Job 27:5)

Faith: acknowledging a life of faith and sharing that faith with others (Hebrews 11)

Excellence: striving to do all things at the highest standard (Philippians 4:8)

II. CRITERIA

1. Nominees must be employed in a coaching or athletic leadership role at an NCCAA member institution.
2. Nominees' lives shall demonstrate a personal commitment to Christ in the athletic environment as well as in all other spheres of endeavor.
3. Nominees shall be individuals who consistently demonstrate the values of Love, Integrity, Faith, and Excellence, and also demonstrate commitment to the NCCAA at their institutions, as well as regionally and/or nationally.

III. SELECTION

1. The selection committee shall be comprised of the NCCAA President, First Vice President and Executive Director.
2. The selection committee shall select one male and one female athletic staff annually.

IV. PROCEDURES

1. Completed nomination forms and letters of support are due to the National Office by March 1 each year.
2. The following are required for a completed submission:
 - a) The completed nomination form accompanied by a letter from the nominator which elaborates on reasons why the nominee is deserving of the award. This shall include the four aspects of the GP4L characteristics.
 - b) Individuals may be nominated by current or former student-athletes, fellow coaches, athletic administrators, or others associated with institutional leadership. Nominations shall be supported by at least four letters from persons in these groups.
 - c) A high resolution head shot photo in .jpg format.
3. Inductees shall be notified of their selection via e-mail, telephone, and/or letter by March 15.
4. Recipients shall be honored during the Hall of Fame Banquet at the NCCAA Annual Convention. A subsidy of up to \$250 towards travel shall be available each of the winners.

continued

Appendix F (continued)
NCCAA Game Plan 4 LIFE (GP4L)
Athletic Staff Character Award
Nomination Form



Please see the previous page for all requirements for nomination and selection of candidates for the GP4L Athletic Staff Character Award.

(Please print or type all information)

I wish to nominate:

Name _____ Sport _____

Telephone _____ E-mail _____

Institution _____ Years involved at institution _____

Institution Address _____

Leadership Positions _____

Awards and Honors _____

Name of Nominator _____ Position _____

Institution _____

Address _____

Telephone (_____) _____ - _____ Email _____

Signature of Nominator _____ Date _____

Submit all information by March 1 to the National Christian College Athletic Association
302 W Washington St • Greenville, SC 29601 • Fax: 864-250-1141 • Phone: 864-250-1199
Ben Belleman, Director of Membership & Compliance • bbelleman@thenccaa.org

NCCAA AWARD HISTORY

MERITORIOUS SERVICE AWARD

1991 Lynn Bargfeldt
 Ron Bishop
 Susan Bowman
 Dr. Ray Bullock
 Dr. Don Callan
 David Diehl
 Dr. Homer Drew
 Nancy Durrwachter
 Tom Fink
 Bill Forlow
 Bob Gustavson
 Joe Harding
 Jim Huckaby
 Chet Kammerer
 Doug Karnes
 Elvin King
 Larry Maddox
 Dr. Howard F. Nourse
 Wendy Parsons
 Keith Phillips
 Curt Richards
 Dr. Ken Roden
 Peg Roorbach
 Dr. Byron Shenk
 Terry Taggart
 Susie Toomey
 1992 Joe Brockinton
 Dr. Ted Comden
 Dr. Chris Davis
 Kay Dunckel
 Gene Fitzgerald
 Greg Gaffney
 Sherrie Holloway
 Stephen Morley
 Jean Penfound
 Deborah Rupp
 Jeff Sikes
 Dr. Ken Sisson
 Tami Smialek
 Jack Souther
 Dr. Ralph Swearngin
 Karen Traut
 1993 Steve Burke
 Lee Erickson
 Kirk Hanson
 Dr. Craig Hayward
 Jim Phillips
 Charlie Temple
 1994 Kristi Brodin
 Jim Flint
 Wayne Rasmussen
 1995 Gary Baldwin
 Tim Collins
 Bruce Dixon
 Dr. Mike Fratzke
 Mel Hankinson
 Jim Kessler
 Orin Linde

MERITORIOUS SERVICE AWARD (cont.)

1995 Bob Marsh
 (cont.) Candace Moats
 Martin Ozinga III
 Ben Peterson
 Dave Ribbens
 Susie Toomey
 Lauren Warluft
 John Wheeler
 1996 Charles Canon
 John Foss
 Kirk Hanson
 Tim Hills
 Scott Laing
 Dean Skinner
 Dan Wood
 1997 Dr. John Bratcher
 Chris Coy
 Dick Gilroy
 Dave Grube
 Joe Hakes
 Willie Holley
 Jim Huckaby
 Ken Hyland
 Dr. Marti MacCullough
 Drew Peterson
 Harold Williams
 Don Wood
 Kelly Wood
 Sam Woolwine
 1998 Mike Faro
 Rick Fields
 Lynn Hanson
 Roger Jacobs
 Mike Lightfoot
 Dave Spilman
 Dan Wood
 Del Wubbena
 1999 Sheldon Bassett
 Bill Bockwitz
 Dr. Jerry Boone
 Byron Deel
 Sherman Eberly
 Roger Jacobs
 Fred Johnson
 Rick Johnson
 Ray Kuhles
 Dave Ribbens
 Nancy Siddens
 Bobby Temple
 Del Wubbena
 2000 Bruce Dixon
 Willie Holley
 Rocky Kent
 Susan Kindley
 Paul Kurtz
 Dan Wielhouwer
 2001 Dr. Chris David
 Kathy Freese
 Sherrie Holloway

MERITORIOUS SERVICE AWARD (cont.)

2001 Robbie Jones
(cont.) Candace Moats
Rick Stephens
Evelyn Swearngin
Dave Walter
2002 Dr. Vickie Grooms-Denny
Gene Fitzgerald
Kirk Hanson
Joe Harding
Dr. Bob Jackson
Randy Kirk
Pat Milligan
Rich Ozinga
Dave Ribbens
Dr. Ralph Swearngin
2003 Lesley Burbridge-Bates
Brian Hamil
Kirk Hanson
Steve Hilbelink
Willie Holley
Darek Jarmola
C. Dan Joyner
Jay Martin
Brian Mogg
Claudette Stine
Deb Thompson
2004 David Baillie
Bill Bippes
Dr. Jerry Boone
Teresa Clark
Don Rekoske
Jerry Terrill
2005 Ron Arnett
Bill Bippes
Dr. Vickie Byler
Dr. Keith Conner
Freddie King
Jody Martinez
Lanny Nihart
Amy Strong
Brad Williams
2006 Kent Bottenfield
Jim Hunter
Chad Leach
Jonathan Meade
2007 Jim Aller
Dr. Kevin Crawford
Greg Hughes
Dr. Pamela Johnson
Richard Neal
Paul Swanson
2008 Jason Beck
Paul Berry
Lindsay Bickerstaff
Neal Butler
Paul Furey
Ritchie Richardson

MERITORIOUS SERVICE AWARD (cont.)

2008 Charlotte Snowden
(cont.) Amy Strong
2009 Randy Douglas
Greg Hayton
Jerry Malone
Pete Morey
Jeff Santarsiero
Dennis Scott
2010 Duane Aagaard
Jeff Bolender
Dave Herron
Jeff Raymond
Will Shouse
Alan Sumner
Bob White
2011 Ryan Bowen
Shawn Condra
Joe Griffin
Tony Natali
Deb Thompson
Drew Watson
Chris Williams
Dr. Rick Wright
2012 Ben Belleman
Curt Bickley
Glenn Bridges
Clayton Morrison
Tom Price
Ryan Sommers
2013 Kyle Bloom
Dr. Jimmy Epting
Mark Goetsch
Chris Lahm
Mike Manes
Dr. Barry McKeown
Brian Patton
Justin Pollock
Darren Richie
Julia Reininga
Dave Spilman
Angie Taulborg
Mandy Wray
2014 Aimee Davison
Steve Evans
Tom Hancock
Dr. Matt Hill
Chuck Kandt
Merl McGinnis
Becky Pearl
2015 Shawn Condra
Mark DeMichael
Roy Mulholland
Larry Olson
Kenny Trapp
2016 Bob Brickman
Jason Covarrubias
Eddie Davis
Andria Harshman

MERITORIOUS SERVICE AWARD (cont.)

2016 Mark Miller
 (cont.) Lanny Nihart
 Tom Price
 James Whitaker

2017 Mark Arthur
 Josh Beers
 Pete Beers
 Chad Briscoe
 Aaron Brister
 Patti Buchta
 Tom Hancock
 Jon High
 Joshua Miller
 Rich Renzema
 Jack Strong
 James Whitaker

WILHELMI-HASKELL STEWARDSHIP AWARD

1991 John Wheeler
 Harold Williams
 1993 Sam Woolwine
 1994 Dr. John Crandall
 Alvin R. May
 1995 Lois Tomlin
 1998 Dave Schmidt
 Kelly Wood
 1999 Glen Rankin
 2001 Lynn Bargfeldt
 Charles Canon
 Bud Schaeffer
 2006 Glenn & Joyce Bridges
 Cowart Awards
 Greenville First Presbyterian Church
 South Carolina Charities, Inc.
 Norm Wilhelmi
 2008 Tom & Linda Dodgen
 Tom & Jill Hancock
 oobe
 John & Jody Wheeler

SPORTS MINISTRIES AWARD

1990 Cedarville College
 1991 Multnomah School of the Bible
 1992 Bethel College
 1993 Pillsbury College
 1994 Northland Baptist Bible College
 1995 North Central Bible College
 1996 Asbury College
 1997 Moody Bible Institute
 1998 Houghton College
 1999 St. Louis Christian College
 2000 Multnomah Bible College
 2001 Indiana Wesleyan University
 2002 Northwestern College
 2003 The Master's College
 2004 Bethel College
 2005 The Master's College
 2006 Northland Baptist Bible College

SPORTS MINISTRIES AWARD (cont.)

2007 Faith Baptist Bible College
 2008 Southern Wesleyan University
 2009 Central Christian College of Kansas
 Central Bible College
 2010 Clearwater Christian College
 2011 The Master's College
 2012 Southeastern University
 2013 Colorado Christian University
 2014 Maranatha Baptist University
 Indiana Wesleyan University
 2015 Clearwater Christian College
 2016 Grace College
 2017 Columbia International University

HALL OF FAME

1991 E.C. Haskell
 Jim Huckaby
 Norm Wilhelmi
 1992 Dr. Don Callan
 Dr. Ralph Swearngin
 1993 Hank Burbidge
 Elvin King
 1994 Jim Kessler
 Dick Patterson
 1995 Ron Bishop
 Kristi Brodin
 Dr. Mike Fratzke
 1996 Tom Fink
 Dr. Ken Roden
 1997 Dr. John Bratcher
 Willie Holley
 Larry Maddox
 1998 Dr. Barry R. May
 Harold Williams
 1999 Dr. Ray Bullock
 2000 Stephen H. Morley
 David L. Ribbens
 Hal Smith
 2001 Mike Lightfoot
 Del Wubbena
 2002 John Wheeler
 2003 Homer Drew
 Kirk Hanson
 Ken Sanders
 2004 Dr. Marti MacCullough
 Ben Peterson
 Jerry Terrill
 2005 Dr. Vickie Grooms-Denny
 2006 Jean Penfound
 Paul Swanson
 2007 Dick Damron
 Sam Riggelman
 2008 Vern Howard
 Dr. Pam Johnson
 Bob White
 2009 Dr. Chris Davis
 Pete Reese
 2010 Joe Harding

HALL OF FAME (cont.)

2011	Keith Champion
	Marsha Jackson
	Dr. Dee Morris
2012	Ron Arnett
2013	Jack Hazen
	Jeff Santarsiero
2014	John Foss
	Jody Martinez
	Richard "Dick" Molenhouse
2015	Paul Berry
2016	Arlon Beadles
	Patrick Gilliam
2017	John McGillivray

HEART OF COURAGE AWARD

2005	Maureen Reimiller	Trinity Bible College
2006	Sarah Wenger	Philadelphia Biblical University
2009	Kim Kersey	Lincoln Christian College
2014	Kaylee McBeth	Colorado Christian University

GAME PLAN 4 LIFE CHARACTER AWARD-Student

2011	Greta King	Northwestern College
	Dayton Merrell	Grace College
2012	Emma Kile	Clearwater Christian College
	Corey Burke	Judson University
2013	Torey DeLozier	Maranatha Baptist Bible College
	Austin Muchow	North Central University
2014	Leah Rutt	Dallas Baptist University
	Taylor Pill	Maranatha Baptist University
2015	Melissa Loretto	Trinity International University
	Sutton Rehwaltdt	North Central University
2016	Tera Weyer	North Central University
	Daniel Anderson	Maranatha Baptist University
2017	Karen Moe	University of Northwestern
	Malcolm Mann	Mid-America Christian Univ.

GAME PLAN 4 LIFE CHARACTER AWARD-Staff

2013	Dr. Vickie Denny	Clearwater Christian College
	Mike Faro	Roberts Wesleyan College
2014	Cammie Petree	McMurry University
	Adam Preston	Campbellsville University
2015	Kim Abbott	Columbia International University
	Martin Ward	Providence University College
2016	Beth Wilmeth	University of Northwestern
	Hank Moore	SW Assemblies of God Univ.
2017	Amy Strong	Trinity Christian College
	Dan George	Grace Bible College

MURCHISON AWARD

1974	Jim Woudstra	Northwestern College
1975	Tod Habegger	Summit Christian College
1976	Bob Eelman	The King's College
1977	Danny Smith	Tennessee Temple University
1978	Rick Cole	Baptist Bible College, PA
1979	Don Hiebenthal	Western Baptist College
1980	Scott Gregory	Atlanta Christian College
1981	Dean Ropp	Bryan College
1982	Brian Miller	Northwestern College
1983	Jeff Stackhouse	Grand Rapids/Bible & Music

MURCHISON AWARD (cont.)

1984	John Boal	Grace College
1985	Charlie McMahan	Cincinnati Bible College
1986	Perry Frank	Indiana Wesleyan University
1987	Joe Graham	Grace College
<i>Not awarded after 1987</i>		

WHEELER TRACK & FIELD AWARD

1984	Gary Anderson	Cedarville College
	Lori Shepard	Taylor University
1985	Eric Joseph	Biola University
	Jane Romig	Cedarville College
1986	Tom Welsh	Baptist Bible College, PA
	Jane Brooker	Cedarville College
1987	Dave Getsinger	Spring Arbor College
	Jodie Williamson	Taylor University
1988	Mike Yoder	Taylor University
	Teresa Luidhardt	Indiana Wesleyan University
1989	David Luce	Huntington College
	Eileen Gable	Roberts Wesleyan College
1990	Nate Phinney	Taylor University
	Jo Ellen Earhart	Huntington College
1991	Don Rains	Tabor College
	Sarah Hurst	Indiana Wesleyan University
1992	Chris Bombei	Taylor University
	Carrie Williamson	Taylor University
1993	Brad Johnson	Huntington College
	Elizabeth Steinwachs	Roberts Wesleyan College
1994	Matt Langdon	Huntington College
	Stephanie Sherman	Cedarville College
1995	Chris Debacker	Spring Arbor College
	Jennifer Zenner	Cedarville College
1996	Joe Cunningham	Cedarville College
	Julianne Pletcher	Cedarville College
1997	Braden Black	Indiana Wesleyan University
	Kim Sturm	Spring Arbor College
1998	Joe Cebulski	Taylor University
	Shannon Bult	Olivet Nazarene University
1999	Darren Youngstron	Taylor University
	Stacey Wenger	Malone College
2000	Suzi Jeren	Malone College
	Chrissie Jeren	Malone College
2001	Jeff Boele	Greenville College
	Amy Ferrell	Greenville College
2002	Tim Sprinkle	Grace College
	Laura Norris	Indiana Wesleyan University
2003	John Wachtmann	Taylor University
	Heidi Bock	Spring Arbor University
2004	Beau Meredith	Greenville College
	Staci Weisser	Bethel College
2005	Dave Gramlich	Malone College
	Meg Peters	Spring Arbor University
2006	Kevin Hall	Cedarville University
	Erica Young	Bethel College
2007	Geoff King	Bethel College
	Jamecia McCall	Greenville College
2008	John Bowman	Indiana Wesleyan University
	Bethany Carr	Olivet Nazarene University

WHEELER TRACK & FIELD AWARD (cont.)

2009	Josh Foss	Indiana Wesleyan University
	Kalie Hauenstein	Malone University
2010	Brad Wilson	Bethel College
	Katie VanderArk	Trinity Christian College
2011	Caleb Sutton	Judson University
	Julia Urbanski	Geneva College
2012	Robby Burns	Bethel College
	Michaela Crew	Spring Arbor University
2013	Kyle Anderson	Spring Arbor University
	Trisha Nelson	Bethel College
2014	Jonathon Rex	Grace College
	Anastasia Pearce	Trinity Western University
2015	Aaron McGinnis	Roberts Wesleyan College
	Rachel Hust	Roberts Wesleyan College
2016	Daniel Marinelli	Bob Jones University
	Destiny Garza	SW Assemblies of God Univ.
2017	Macallister Seitz	Grace College
	Chelsea Gilles	Greenville College

WHEELER INDOOR TRACK & FIELD AWARD

2015	Kelsey Bruce	Dallas Baptist University
	Donovan Graham	Grace College
2016	Anna Grace Govero	Mississippi College
	Tommy Grant	Bethel College
2017	Chelsea Gilles	Greenville College
	Ryan Kingland	Dallas Baptist University

JOHN AND JODY WHEELER**MINISTRY SCHOLARSHIP**

1995	Pillsbury Baptist Bible College
1996	Philadelphia College of Bible
1997	Trinity Christian College
1998	Bethel College
1999	Bartlesville Wesleyan College
2000	Taylor University
2001	Taylor University
2002	Trinity Christian College
2003	Practical Bible College
2004	Practical Bible College
2005	Philadelphia Biblical University
2006	Davis College
2007	Taylor University
2008	Davis College
2009	Trinity Christian College
2010	Trinity International University
2011	Oklahoma Wesleyan University
2012	Trinity Christian College
2013	The Crown College
2014	Southern Wesleyan University
2015	Team NCCAA
2016	Southern Wesleyan University
2017	Southern Wesleyan University

DAVE AND CONNIE SPILMAN**MINISTRY SCHOLARSHIP**

1997	Cedarville College
1998	Trinity Christian College

DAN AND KELLY WOOD**MINISTRY SCHOLARSHIP**

1999	Trinity Christian College
2000	Lee University

RICH AND LINDA OZINGA**MINISTRY SCHOLARSHIP**

2001	Atlanta Christian College
2002	Trinity Christian College

DR. BOB & BRENDA JACKSON**MINISTRY SCHOLARSHIP**

2003	Trinity Christian College
2004	Oklahoma Wesleyan University
2005	Southern Wesleyan University

JACK AND AMY STRONG**MINISTRY SCHOLARSHIP**

2006	Trinity Christian College
2007	Southern Wesleyan University
2008	Philadelphia Biblical University
2009	Oklahoma Wesleyan University
2010	Oklahoma Wesleyan University

KYLE AND DIANNA BLOOM**MINISTRY SCHOLARSHIP**

2011	Spring Arbor University
2012	North Greenville University

TERRY AND CONNIE METZGER**MINISTRY SCHOLARSHIP**

2013	Cairn University
2014	Central Christian College of Kansas
2015	Central Christian College of Kansas
2016	Cairn University
2017	Central Christian College of Kansas

BOB McCLOSKEY MEMORIAL MINISTRY SCHOLARSHIP

2016	Faith Baptist Bible College
	Ohio Christian University
2017	Grace Bible College
	Toccoa Falls College

GAME PLAN 4 LIFE AWARD (GOLF)

2014	Madison Alexander	Lee University
	Jacob Forsythe	Cedarville University
2015	Katie Holdren	Bethel College
	Drew Posada	Oklahoma Baptist University

DAN AND KELLY WOOD AWARD (GOLF)

2016	Chelsea Thomas	Bethel College
	Micah Gold	Bob Jones University

WHEELER CROSS COUNTRY AWARD

1987	John Oswald	Cedarville College
	Sherry Pomeroy	Taylor University
1988	Eric Fillinger	Cedarville College
	Tammi Williams	Olivet Nazarene University
1989	Matt Messner	L.I.F.E. Bible College
	Marlys Newey	The Master's College
1990	Peter Casaletto	Cedarville College
	<i>Women's not awarded</i>	
1991	Dan Combs	Anderson University
	Tammy Harvey	Cedarville College
1992	Robert Sommers	Indiana Wesleyan University
	Ryan Sommers	Indiana Wesleyan University
	Krista Pritchard	Cedarville College
1993	Mark Zweifel	Trinity Bible College
	Sara Smearsoll	Taylor University
1994	Peter Pletcher	LeTourneau University
	Jennifer Zenner	Cedarville College
1995	Darin Grant	Indiana Wesleyan University
	Jenny Kohl	Olivet Nazarene University
1996	James Njoroge	Taylor University
	Julianne Pletcher	Cedarville College
1997	Justin Rhodes	LeTourneau University
	Nicole Moriarity	Valley Forge Christian
1998	Ben Thompson	Cedarville College
	Lauren Houck	Geneva College
1999	Luke Baker	Indiana Wesleyan University
	Beth Austin	Roberts Wesleyan College
2000	Tim Sprankle	Grace College
	Meran Miles	Spring Arbor University
2001	Art Woodruff	Grace College
	Sarah Ostercamp	Northwestern College

WHEELER AWARD (Men's Cross Country)

2002	Jeremy Smith	Roberts Wesleyan College
2003	Dan Moyer	Indiana Wesleyan University
2004	Leo Kormanik	Malone College
2005	Dan Lane	Spring Arbor University
2006	Richard Visser	Trinity Christian College
2007	Elias Rojas	Indiana Wesleyan University
2008	Ryan Crocker	Malone University
2009	Cooper Pasque	Colorado Christian University
2010	Matthew Hussey	Roberts Wesleyan College
2011	Evan Thayer	Cedarville University
2012	Nate Nevius	Judson University
2013	DI Andrew Reidsma	Trinity Christian College
	DII Sutton Rehwaltd	North Central University
2014	DI Dallas Ford	Fresno Pacific University
	DII Kevin England	Faith Baptist Bible College
2015	DI Joel Hartman	Bethel College
	DII Caleb Wagner	Maranatha Baptist University
2016	DI Gerado Nava	SW Assemblies of God Univ.
	DII Joshua Rush	Bob Jones University

BULLOCK AWARD (Women's Cross Country)

2002	Heidi Wright	Cedarville University
2003	Elizabeth Reed	Roberts Wesleyan College
2004	Katie Bloomquist	Indiana Wesleyan University
2005	Samantha Maat	Cedarville University
2006	Laura Lolly York	Taylor University
2007	Emily LaSala	Indiana Wesleyan University
2008	Elisabeth Pyles	Cedarville University
2009	Amber Wray	Bethel College
2010	Hannah Matthews	Covenant College
2011	Trisha Miller	Bethel College
2012	Trisha Neslon	Bethel College
2013	DI Hannah Schwab	Trinity Christian College
	DII Kristen Anderson	Moody Bible Institute
2014	DI Sarah Rayas	Dallas Baptist University
	DII Samantha Coblenz	Johnson University Tennessee
2015	DI Kelsey Bruce	Dallas Baptist University
	DII Annalise Schroeder	North Central University
2016	DI Cashlee Rayas	Dallas Baptist University
	DII Katie Morris	Moody Bible Institute

NCCAA KYLE ROTE JR. AWARD (Men's Soccer I)

1987	Tom Ensign	Judson College
1988	Richard Adolph	Grand Rapids Baptist College
1989	Sowerby Gomes	Bartlesville Wesleyan College
1990	Dan La Veine	George Fox College
1991	Ralph Garofano	Lee College
1992	Jason Acres	Judson College, IL
1993	Brian Lee	Bartlesville Wesleyan College
1994	Paul Roehrenbeck	Malone College
1995	Marcelo Galvao	Judson College, IL
1996	Jonathan Lenarz	Trinity Christian College
1997	Shawn Tatham	Lee University
1998	Donald Laing	Hope International University
1999	Jason Rollins	Nyack College
2000	Rick Collins	Mt. Vernon Nazarene College
2001	Pedro Figueirdo	Judson College, IL
2002	Joe Phiri	Union University
2003	Russell Courtney	Bryan College
2004	Seth Huber	Greenville College
2005	Phil Ellis	Cedarville University
2006	Daniel Seiffert	Mt. Vernon Nazarene Univ.
2007	Steve Moldenhauer	Judson University
2008	Zach Patterson	Mt. Vernon Nazarene Univ.
2009	Cheyne Roberts	Palm Beach Atlantic Univ.
2010	Mitch Lobdell	Indiana Wesleyan University
2011	Corey Burke	Judson University
2012	DI Steve Elli	Cedarville University
	DII Ethan Montesinos	Moody Bible Institute
2013	DI Paul Seddon	Houghton College
	DII Chris Thompson	Grace Bible College
2014	DI Connor Gilmour	Cedarville University
	DII Joshua Persson	Moody Bible Institute
2015	DI Lukas Muszong	Bethel College
	DII Taylor Hunt	Ozark Christian College
2016	DI Jesse Toth	Houghton College
	DII Wira Wama	Maranatha Baptist University

NCCAA AKERS AWARD (Women's Soccer I)

1997	Carrie Miller	Baptist Bible College
1998	Whitney Hoskins	Indiana Wesleyan University
1999	Rachel Verhoef	Trinity Int'l University-IL
2000	Wendy Trent	Western Baptist College
2001	Liz Malmen	Indiana Wesleyan University
2002	Sarah Rojas	Western Baptist College
2003	Kristen Votapek	Mt. Vernon Nazarene Univ.
2004	Ashley Palmer	Indiana Wesleyan University
2005	Jessica Eenigenburg	Trinity Christian College
2006	Ashleigh Dellow	Trinity International University
2007	Kristy Brandolini	Mt. Vernon Nazarene University
2008	Mindi Prins	Trinity Christian College
2009	Mara Hughes	Mt. Vernon Nazarene University
2010	Megan Marshall	Indiana Wesleyan University
2011	Maegan Smith	Spring Arbor University
2012	DI Jenna Schiller	Judson University
	DII Kimberly Uetrecht	Ohio Christian University
2013	DI Leah Fortune	Lee University
	DII Tory Hale	Clearwater Christian College
2014	DI Melissa Loretto	Trinity Int'l University
	DII Rebecca Ferrell	Clearwater Christian College
2015	DI Jacoby Ziegler	Cedarville University
	DII Hannah Sanders	Kentucky Christian University

GAME PLAN FOR LIFE AWARD (Women Soccer)

2016	DI Meredith Hollar	Grace College
	DII Audrey Risma	Maranatha Baptist University

SUSAN R. HELTINGS AWARD (Volleyball I)

1986	Virnna Vidaurri	Houghton College
1987	Alison Blessing	Indiana Wesleyan University
1988	Joy Gamble	Huntington College
1989	Melissa Mowery	King College
1990	Marian Dabney Coleman	King College
1991	Sharon Kay Funari	King College
1992	Sheila Zervas	Western Baptist College
1993	Crystal Coe	King College
1994	Marci Norris	Grace College
1995	Jodi Webb	Mt. Vernon Nazarene College
1996	Kerri Hudson	Lee College
1997	Sara Reeves	Western Baptist College
1998	Hope Lawson	Bethel College
1999	Lori Bunger	Cedarville University
2000	Kate Millen	Grace College
2001	Deanna Stayman	Mt. Vernon Nazarene College
2002	Sarah McCurdy	Indiana Wesleyan University
2003	Julie Leman	Olivet Nazarene University
2004	Richelle Clem	Cedarville University
2005	Jenny Dunster	Mt. Vernon Nazarene Univ.
2006	Lexie Emerson	Faulkner University
2007	Libby Short	Cedarville University
2008	Julie Finlay	Malone University
2009	Rachel Brown	SW Assemblies of God Univ.
2010	Kaitlyn Musick	King College
2011	Rachel Bult	Grace College
2012	M. J. Vickers	McMurry University
2013	Morgan Fox	Bethel College
2014	Hannah Clemmons	Grace College

SUSAN R. HELTINGS AWARD (Volleyball I) (cont.)

2015	Abby Shelton	Cedarville University
2016	Katie Headrick	McMurry College

PETE MARAVICH MEMORIAL AWARD (Basketball)

1989	DI Steve Adams, Western Baptist College
1990	DI David Murr, Tennessee Temple University
	DII Jeff Kinney, Kentucky Christian College
1991	DI Bill Robinson, The King's College
	DII Eric Sudlow, Kentucky Christian College
1992	DI Todd Rowe, Malone College
	DII Derek Mosher, Baptist Bible College, PA
1993	DI Scott Blum, Grace College
	DII Wes Davis, Northwest College
1994	DI Brian Bechtel, Bethel College
	DII Allen Griffin, Southeastern College
1995	DI Neal Smith, MidAmerica Nazarene College
	DII Troy Martin, Central Bible College
1996	DI Pete Carr, MidAmerica Nazarene College
	DII Ryan Davis, Kentucky Christian College
1997	DI Brian Hills, Western Baptist College
	DII Joel Mason, Clearwater Christian College
1998	DI Rico Swanson, Bethel College
	DII Steve Anderson, Philadelphia Coll. Bible
1999	DI Chad Bickley, Christian Heritage College
	DII Jason Williams, Central Bible College
2000	DI Adam Stevens, Mt. Vernon Naz. College
	DII Henry Barrera, Multnomah Bible College
2001	DI Brad Nicholson, Christian Heritage College
	DII Carlton Griffin, Atlanta Christian College
2002	DI Kevin Koeman, Trinity Christian College
	DII Matt Clark, Lincoln Christian College
2003	DI Matt Abernethy, Grace College
	DII Chris Johnson, Central Bible College
2004	DI Andy Dunn, Mt. Vernon Nazarene University
	DII Josh Daggett, Faith Baptist Bible College
2005	DI Jesse McCue, Palm Beach Atlantic University
	DII Matt Zachary, North Central University
2006	DI Jeremy Claridge, Walla Walla College
	DII Drew Scott, Northland Baptist Bible College
2007	DI Chad Miller, Oakland City University
	DII Scott Angelo, Grace University
2008	DI Ryan Short, Cedarville University
	DII Roman Owen, Southwestern Christian University
2009	DI Kurt Gruppen, Trinity Christian College
	DII Jason LaLonde, Moody Bible Institute
2010	DI Ryne Lightfoot, Bethel College
	DII Nicolaas Kamlade, Multnomah University
2011	DI Braxton Adamson, Dallas Baptist University
	DII Allen Durham, Grace Bible College
2012	DI Jonas McBride, Greenville College
	DII Cory Jamieson, Grace Bible College
2013	DI Matt Van Pelt, Spring Arbor University
	DII Nathan Roeder, North Central University
2014	DI Greg Miller, Grace University
	DII Erik Mendoza, Multnomah University
2015	DI Michael Brown, Colorado Christian University
	DII Cameron Cramer, Grace Bible College

PETE MARAVICH MEMORIAL AWARD (cont.)2016 **DI** Jonny Marlin, Indiana Wesleyan University**DII** Ben Akers, Boyce College2017 **DI** Caleb Oetjen, Bethel College**DII** Gunner St. John, Johnson University Tennessee**KATHY FREESE AWARD (DI Women's Basketball)**

2012 Krystal Stoneking, Indiana Wesleyan University

2013 Laura Johnson, Bethel College

2014 Kristen Moose, Houghton College

2015 Marissa Sell, Roberts Wesleyan College

2016 Kristen Jacob, Campbellsville University

2017 Timia Reynolds, Emmanuel College

GAME PLAN 4 LIFE AWARD (DII Women's Basketball)

2015 Kelsi Mueller, Central Christian College of the Bible

2016 Abby Schultz, Grace Bible College

2017 Alyssa Loudermilk, Pensacola Christian College

BEN PETERSON CHRISTIAN**SPORTSMANSHIP AWARD (Wrestling)**

1985 Kevin May (Maranatha Baptist Bible College)

1986 Greg Atkinson (Biola University)

1987 Dave Gross (Pillsbury Baptist Bible College)

1988 Todd Dowden (Cedarville College)

1989 Tim Friesen (Pillsbury Baptist Bible College)

1990 Rob Hayden (Baptist Bible College, PA)

1991 Tom Allen (Maranatha Baptist Bible College)

1992 Dave Osterhus (Northwestern College)

1993 Dan Willis (Maranatha Baptist Bible College)

1994 Scott Buhrow (Pillsbury College)

1995 Sean McClafferty (Baptist Bible College, PA)

1996 John Bruner (Maranatha Baptist Bible College)

1997 Nich Axtell (Baptist Bible College)

1998 Troy Campbell (Maranatha Baptist Bible College)

*Not Awarded After 1998***UNLIMITED POTENTIAL'S****HANK BURBRIDGE AWARD (Baseball)**

1990 Ritchie Ware, Greenville College

1991 Scott Reese, Bethel College

1992 Darrin Johnson, Greenville College

1993 Dan Weller, Spring Arbor College

1994 Edwin Estevez, Greenville College

1995 Rich Gilmore, Indiana Wesleyan University

Ryan Teglovic, Mt. Vernon Nazarene College

1996 Jason Drummond, MidAmerica Nazarene College

1997 Scott Dapprich, Mt. Vernon Nazarene College

1998 J.R. Gardner, Geneva College

1999 Jeremie Riggelman, Bethel College

2000 Jeff Lavin, Mount Vernon Nazarene College

2001 Wayne Forman, Spring Arbor College

2002 Mark Coulter, Mt. Vernon Nazarene College

2003 David Terrill, Cedarville University

2004 David Terrill, Cedarville University

2005 Justin Hange, Philadelphia Biblical University

2006 Joe Seawell, Southeastern University

2007 **DI** Alfred LaVire, Trinity Internat'l University**DII** Philip Culham, North Central University**UNLIMITED POTENTIAL'S****HANK BURBRIDGE AWARD (Baseball) (cont.)**2008 **DI** Derek Sumner, Geneva College**DII** Tom Beilke, North Central University2009 **DI** Brady Workman, Cedarville University**DII** Grant Beerman, Southeastern University2010 **DI** Sam Carr, Central Christian College of Kansas**DII** Michael Blevins, Ohio Christian University2011 **DI** Andrew York, Cedarville University**DII** Luke Harding, Clearwater Christian College2012 **DI** Daniel Mims, Southeastern University**DII** Erick Figueroa, Florida Christian College2013 **DI** Blaine Seagraves, Emmanuel College**DII** Garrett VonBerge, Ohio Christian University

2014 Jeremy Bales, Lee University

2015 Caleb Lang, Cairn University

2016 Joshua Buczek, Central Baptist College

2017 Nathan Stanley, Toccoa Falls College

GAME PLAN 4 LIFE AWARD (TENNIS)

2015 Isriz Balase, Judson University

Maryssa Herbert, Cedarville University

2016 Jonathan Moment, Judson University

Rachel Bottorff, Indiana Wesleyan University

2017 Isaac Childs, Dallas Baptist University

Karen Moe, University of Northwestern

GAME PLAN 4 LIFE AWARD (Softball)

2015 Brianna Tennyson, Judson University

2016 Carlie Sargent, Mississippi College

2017 Brianne O'Dell, Cedarville University

NCCAA/NISOA FRANK JEWELL MERIT AWARD

2007 Joe Harding Moody Bible Institute

2008 John McGillivray Cedarville University

2009 Dr. Chris Davis Baptist Bible College (PA)

2010 Josh Beers Lancaster Bible College

2011 Steve Burke Judson University

2012 Dr. Rick Wright Manhattan Christian College

2013 Patrick Gilliam Trinity International University

2014 Randy Douglas Point University

2015 Michelle Lenard Dallas Baptist University

2016 Josh Lenarz Trinity Christian College

NCCAA PRESIDENTIAL AWARD

2000	DI	Malone College
	DII	Simpson College
2001	DI	Malone College
	DII	Mid-America Bible College
2002	DI	Gardner-Webb University
	DII	Mid-America Bible College
2003	DI	Indiana Wesleyan University
	DII	Clearwater Christian College
2004	DI	Cedarville University
	DII	Lincoln Christian College
2005	DI	Indiana Wesleyan University
	DII	Southeastern University
2006	DI	Cedarville University
	DII	Baptist Bible College (PA)
2007	DI	Cedarville University
	DII	Southeastern University
2008	DI	Indiana Wesleyan University
	DII	Southeastern University
2009	DI	Indiana Wesleyan University
	DI	Cedarville University
	DII	Manhattan Christian College
2010	DI	Indiana Wesleyan University
	DII	Manhattan Christian College
2011	DI	Indiana Wesleyan University
	DII	Clearwater Christian College
2012	DI	California Baptist University
	DII	Clearwater Christian College
2013	DI	Azusa Pacific University
	DII	Clearwater Christian College
2014	DI	Azusa Pacific University
	DII	Maranatha Baptist University
2015	DI	Lee University
	DII	Maranatha Baptist University
2016	DI	Oklahoma Baptist University
	DII	Maranatha Baptist University
2017	DI	Oklahoma Baptist University
	DII	Bob Jones University

NCCAA NATIONAL CHAMPIONS (*invitational)

MEN'S GOLF

1993	Mt. Vernon Nazarene College*
1994	Malone College*
1995	Indiana Wesleyan University*
1996	Spring Arbor College
1997	Spring Arbor College
1998	Spring Arbor College
1999	Malone College
2000	Malone College
2001	Gardner-Webb University
2002	The Master's College
2003	The Master's College
2004	Malone College
2005	Indiana Wesleyan University
2006	Indiana Wesleyan University
2007	Southeastern University
2008	Malone University
2009	Dallas Baptist University
2010	The Master's College
2011	California Baptist University
2012	Oklahoma Christian University
2013	Lee University
2014	Colorado Christian University
2015	Colorado Christian University
2016	Colorado Christian University

WOMEN'S GOLF

2011	Dallas Baptist University*
2012	Dallas Baptist University*
2013	Lee University*
2014	Shorter University
2015	Dallas Baptist University
2016	Dallas Baptist University

MEN'S SOCCER DIVISION II

1984	Philadelphia College of Bible
1985	Philadelphia College of Bible
1986	Philadelphia College of Bible
1987	Philadelphia College of Bible
1988	Philadelphia College of Bible
1989	Philadelphia College of Bible
1990	Baptist Bible College (PA)
1991	Baptist Bible College (PA)
1992	Baptist Bible College (PA)
1993	Northland Baptist Bible College
1994	Moody Bible Institute
1995	Baptist Bible College (PA)
1996	Philadelphia College of Bible
1997	Northland Baptist Bible College
1998	Northland Baptist Bible College
1999	Northland Baptist Bible College
2000	Northland Baptist Bible College
2001	Moody Bible Institute
2002	Northland Baptist Bible College
2003	Northland Baptist Bible College
2004	Northland Baptist Bible College
2005	Manhattan Christian College
2006	Southeastern University
2007	Manhattan Christian College
2008	Manhattan Christian College
2009	Clearwater Christian College

MEN'S SOCCER DIVISION II (cont.)

2010	Clearwater Christian College
2011	Moody Bible Institute
2012	Moody Bible Institute
2013	Moody Bible Institute
2014	Maranatha Baptist University
2015	Trinity Baptist College
2016	Bob Jones University

WOMEN'S SOCCER DIVISION II

2002	Baptist Bible College (PA)*
2003	Baptist Bible College (PA)*
2004	Baptist Bible College (PA)*
2005	Baptist Bible College (PA)
2006	Crown College (MN)
2007	Crown College (MN)
2008	Baptist Bible College (PA)
2009	Manhattan Christian College
2010	Manhattan Christian College
2011	Baptist Bible College (PA)
2012	Clearwater Christian College
2013	Bob Jones University
2014	Clearwater Christian College
2015	Bob Jones University
2016	Bob Jones University

WOMEN'S VOLLEYBALL DIVISION II

1987	Maranatha Baptist Bible College
1988	Pacific Christian College
1989	Maranatha Baptist Bible College
1990	Maranatha Baptist Bible College
1991	Maranatha Baptist Bible College
1992	Maranatha Baptist Bible College
1993	Pacific Christian College
1994	Maranatha Baptist Bible College
1995	Clearwater Christian College
1996	Clearwater Christian College
1997	Clearwater Christian College
1998	Lincoln Christian College
1999	Simpson College
2000	Clearwater Christian College
2001	Providence College
2002	Lincoln Christian College
2003	Clearwater Christian College
2004	Clearwater Christian College
2005	Grace University
2006	Clearwater Christian College
2007	Clearwater Christian College
2008	Clearwater Christian College
2009	Clearwater Christian College
2010	Clearwater Christian College
2011	Clearwater Christian College
2012	Clearwater Christian College
2013	Clearwater Christian College
2014	Kentucky Christian University
2015	Maranatha Baptist University
2016	Maranatha Baptist University

MEN'S CROSS COUNTRY DIVISION II

1982	Northwestern College*
1983	Northwestern College*
1984	Northwestern College*
1985	Baptist Bible College (PA)*
1994	Valley Forge Christian College*
1997	Valley Forge Christian College*
1998	Baptist Bible College (PA)*
1999	Baptist Bible College (PA)*
2000	Maranatha Baptist Bible College*
2001	Baptist Bible College (PA)*
2002	Northland Baptist Bible College*
2003	Baptist Bible College (PA)*
2004	Baptist Bible College (PA)*
2005	Northland Baptist Bible College*
2006	North Central University*
2007	North Central University*
2008	Maranatha Baptist Bible College*
2009	North Central University*
2010	North Central University*
2011	North Central University*
2012	Arlington Baptist College*
2013	North Central University
2014	Maranatha Baptist University
2015	Maranatha Baptist University
2016	Bob Jones University

WOMEN'S CROSS COUNTRY DIVISION II

1994	Northland Baptist Bible College*
1997	Baptist Bible College (PA)*
1998	Northland Baptist Bible College*
1999	Northland Baptist Bible College*
2000	Northland Baptist Bible College*
2001	Northland Baptist Bible College*
2002	Maranatha Baptist Bible College*
2003	Baptist Bible College (PA)*
2004	Baptist Bible College (PA)*
2005	North Central University*
2006	North Central University*
2007	North Central University*
2008	North Central University*
2009	North Central University*
2010	North Central University*
2011	North Central University*
2012	North Central University*
2013	Moody Bible Institute
2014	Moody Bible Institute
2015	Moody Bible Institute
2016	Moody Bible Institute

MEN'S CROSS COUNTRY DIVISION I

1973	Eastern Mennonite College
1974	Eastern Mennonite College
1975	Bryan College
1976	Eastern Mennonite College
1977	Eastern Mennonite College
1978	Cedarville College
1979	Cedarville College
1980	Anderson University
1981	Anderson University

MEN'S CROSS COUNTRY DIVISION I (cont.)

1982	Anderson University
1983	Anderson University
1984	Anderson University
1985	Cedarville College
1986	Malone College
1987	Malone College
1988	Malone College
1989	Malone College
1990	Malone College
1991	Malone College
1992	Malone College
1993	Roberts Wesleyan College
1994	Malone College
1995	Malone College
1996	Taylor University
1997	Malone College
1998	Malone College
1999	Malone College
2000	Malone College
2001	Northwest Nazarene College
2002	Malone College
2003	Malone College
2004	Mid-America Nazarene University
2005	Malone College
2006	Malone College
2007	Malone College
2008	Malone University
2009	Malone University
2010	Cedarville University
2011	Malone University
2012	Oklahoma Christian University
2013	Azusa Pacific University
2014	Lee University
2015	Cedarville University
2016	Dallas Baptist University

WOMEN'S CROSS COUNTRY DIVISION I

1981	Spring Arbor College
1982	Spring Arbor College
1983	Anderson University
1984	Anderson University
1985	Cedarville College
1986	Malone College
1987	Malone College
1988	George Fox College
1989	Malone College
1990	Malone College
1991	Cedarville College
1992	Malone College
1993	Malone College
1994	Olivet Nazarene University
1995	Olivet Nazarene University
1996	Cedarville College
1997	Malone College
1998	Malone College
1999	Malone College
2000	Cedarville University
2001	Cedarville University
2002	Cedarville University

WOMEN'S CROSS COUNTRY DIVISION I (cont.)

2003	Indiana Wesleyan University
2004	Malone College
2005	Olivet Nazarene University
2006	Cedarville University
2007	Cedarville University
2008	Cedarville University
2009	Cedarville University
2010	Malone University
2011	Malone University
2012	Azusa Pacific University
2013	Roberts Wesleyan College
2014	Roberts Wesleyan College
2015	Cedarville University
2016	Dallas Baptist University

VICTORY BOWL (Football)*

1997	Olivet Nazarene University
1998	Geneva College
1999	Geneva College
2000	Northwestern College
2001	Gardner-Webb University
2002	Geneva College
2003	Geneva College
2004	Olivet Nazarene University
2005	Olivet Nazarene University
2006	North Greenville University
2007	Malone College
2008	Northwestern College
2009	Geneva College
2010	North Greenville University
2011	Campbellsville University
2012	Greenville College
2013	Azusa Pacific University
2014	North Greenville University
2015	Southwestern Assemblies of God University
2016	Warner University

MEN'S SOCCER DIVISION I

1973	Northeastern College
1974	Trinity College
1975	Bryan College
1976	Bryan College
1977	Bryan College
1978	Messiah College
1979	Houghton College
1980	Houghton College
1981	Messiah College
1982	Concordia College (OR)
1983	John Brown University
1984	John Brown University
1985	The King's College
1986	Houghton College
1987	The Master's College
1988	George Fox College
1989	The Master's College
1990	George Fox College
1991	Judson College
1992	Judson College
1993	The Master's College

MEN'S SOCCER DIVISION I (cont.)

1994	Geneva College
1995	Judson College
1996	Western Baptist College
1997	Judson College
1998	East Texas Baptist University
1999	East Texas Baptist University
2000	Bethel College
2001	The Master's College
2002	Judson College
2003	Union University
2004	Mid-America Nazarene University
2005	Mid-Continent University
2006	Mid-America Nazarene University
2007	The Master's College
2008	Indiana Wesleyan University
2009	Judson University
2010	Palm Beach Atlantic University
2011	California Baptist University
2012	California Baptist University
2013	Southern Wesleyan University
2014	Lee University
2015	Southern Wesleyan University
2016	Southwestern Christian University

WOMEN'S SOCCER DIVISION I

1994	Lee College*
1995	Anderson College*
1997	Indiana Wesleyan University
1998	Trinity International University (IL)
1999	Indiana Wesleyan University
2000	Indiana Wesleyan University
2001	Gardner-Webb University
2002	Malone College
2003	Mt Vernon Nazarene University
2004	Trinity International University
2005	Trinity Christian College
2006	Mt. Vernon Nazarene University
2007	Indiana Wesleyan University
2008	Olivet Nazarene University
2009	The Master's College
2010	Spring Arbor University
2011	California Baptist University
2012	California Baptist University
2013	Azusa Pacific University
2014	Lee University
2015	Houghton College
2016	Colorado Christian University

WOMEN'S VOLLEYBALL DIVISION I

1982	Warner Pacific College
1983	Warner Pacific College
1984	George Fox College
1985	Indiana Wesleyan University
1986	Concordia College (OR)
1987	George Fox College
1988	Huntington College
1989	Taylor University
1990	Taylor University
1991	Taylor University
1992	Spring Arbor College
1993	Bethel College
1994	Bethel College
1995	Grace College
1996	Christian Heritage College
1997	Western Baptist College
1998	Bethel College
1999	Christian Heritage College
2000	Indiana Wesleyan University
2001	Olivet Nazarene University
2002	Olivet Nazarene University
2003	Union University
2004	Palm Beach Atlantic University
2005	Cedarville University
2006	Cedarville University
2007	Bethel College
2008	Cedarville University
2009	Campbellsville University
2010	Indiana Wesleyan University
2011	California Baptist University
2012	McMurry University
2013	Point Loma Nazarene University
2014	Trinity Christian College
2015	Indiana Wesleyan University
2016	Trinity Christian College

MEN'S INDOOR TRACK & FIELD

1999	Malone College*
2000	Greenville College*
2001	Greenville College*
2002	Greenville College
2003	Greenville College
2004	Greenville College
2005	Greenville College
2006	Cedarville University
2007	Cedarville University
2008	Indiana Wesleyan University
2009	Bethel College
2010	Indiana Wesleyan University
2011	Indiana Wesleyan University
2012	Olivet Nazarene University
2013	Azusa Pacific University
2014	Shorter University
2015	Bethel College
2016	Oklahoma Baptist University
2017	Oklahoma Baptist University

WOMEN'S INDOOR TRACK & FIELD

1999	Malone College*
2000	Spring Arbor College*
2001	Malone College*
2002	Malone College
2003	Indiana Wesleyan University
2004	Indiana Wesleyan University
2005	Olivet Nazarene University
2006	Cedarville University
2007	Cedarville University
2008	Cedarville University
2009	Cedarville University
2010	Bethel College
2011	Bethel College
2012	Cedarville University
2013	Shorter University
2014	Shorter University
2015	Bethel College
2016	Oklahoma Baptist University
2017	Oklahoma Baptist University

MEN'S BASKETBALL DIVISION II

1976	Fort Wayne Bible College
1977	Western Baptist College
1978	Baptist Bible College (MO)
1979	Baptist Bible College (PA)
1980	Northwestern College
1981	Baptist Bible College (MO)
1982	Baptist Bible College (MO)
1983	Baptist Bible College (MO)
1984	Baptist Bible College (MO)
1985	Cincinnati Bible College
1986	Cincinnati Bible College
1987	Cincinnati Bible College
1988	Kentucky Christian College
1989	Kentucky Christian College
1990	Maranatha Baptist Bible College
1991	Kentucky Christian College
1992	Baptist Bible College (PA)
1993	Northwest College
1994	Central Bible College
1995	Kentucky Christian College
1996	Kentucky Christian College
1997	Kentucky Christian College
1998	Mid-America Bible College
1999	Kentucky Christian College
2000	Atlanta Christian College
2001	Central Bible College
2002	Central Bible College
2003	Mid-America Bible College
2004	Mid-America Christian University
2005	Southeastern University
2006	Grace Bible College
2007	Mid-America Christian University
2008	Grace University
2009	Grace Bible College
2010	Grace Bible College
2011	Grace Bible College
2012	Grace Bible College
2013	Ohio Christian University

MEN'S BASKETBALL DIVISION II (cont.)

2014	Ohio Christian University
2015	Lancaster Bible College
2016	Hillsdale Free Will Baptist College
2017	Randall University

MEN'S BASKETBALL DIVISION IIA

1991	Miami Christian College
1992	Latin American Bible College
1993	Atlanta Christian College
1994	Grace Bible College
1995	Grace Bible College
1996	Manhattan Christian College
1997	Southwestern College (AZ)
1998	Southwestern College (AZ)
1999	Hillsdale Freewill Baptist
2000	Southwestern College of Christian Ministries
2001	Southwestern College of Christian Ministries
2002	Hillsdale Free Will Baptist Bible College
2003	Southwestern Christian University

*Division IIA Championship discontinued***WOMEN'S BASKETBALL DIVISION II**

1983	Baptist Bible College (PA)
1984	Northwestern College
1985	Northwestern College
1986	Toccoa Falls College
1987	Moody Bible Institute
1988	Northwest College
1989	Kentucky Christian College
1990	Northwest College
1991	Northwest College
1992	Toccoa Falls College
1993	Northwest College
1994	Northwest College
1995	Kentucky Christian College
1996	Kentucky Christian College
1997	Kentucky Christian College
1998	Kentucky Christian College
1999	Maranatha Baptist Bible College
2000	Kentucky Christian College
2001	Mid-America Bible College
2002	Simpson College
2003	Kentucky Christian College
2004	Kentucky Christian College
2005	Kentucky Christian University
2006	Mid-America Christian University
2007	Kentucky Christian University
2008	Kentucky Christian University
2009	Kentucky Christian University
2010	Kentucky Christian University
2011	Kentucky Christian University
2012	Kentucky Christian University
2013	Maranatha Baptist Bible College
2014	Maranatha Baptist University
2015	Arlington Baptist College
2016	Arlington Baptist College
2017	Arlington Baptist College

WOMEN'S BASKETBALL DIVISION I

1983	Spring Arbor College
1984	Huntington College
1985	Lee College
1986	Evangel College
1987	Spring Arbor College
1988	King College
1989	King College
1990	King College
1991	Huntington College
1992	Huntington College
1993	Williams Baptist College
1994	Mt. Vernon Nazarene College
1995	Western Baptist College
1996	Western Baptist College
1997	LeTourneau University
1998	LeTourneau University
1999	Lee University
2000	Bethel College
2001	Mt. Vernon Nazarene College
2002	Indiana Wesleyan University
2003	Bethel College
2004	Oklahoma Wesleyan University
2005	Bethel College
2006	Southern Wesleyan University
2007	Cedarville University
2008	Mt. Vernon Nazarene University
2009	Bethel College
2010	Bethel College
2011	Colorado Christian University
2012	Bethel College
2013	Southern Nazarene University
2014	Union University
2015	Lee University
2016	Roberts Wesleyan College
2017	Greenville College

MEN'S BASKETBALL DIVISION I

1968	Lee College
1969	Azusa Pacific University
1970	Azusa Pacific University
1971	Azusa Pacific University
1972	Azusa Pacific University
1973	Lee College
1974	Bethany Nazarene College
1975	Olivet Nazarene College
1976	Biola University
1977	Bethany Nazarene College
1978	Biola University
1979	Tennessee Temple University
1980	Liberty Baptist College
1981	Tennessee Temple University
1982	Tennessee Temple University
1983	Tennessee Temple University
1984	Biola University
1985	Point Loma Nazarene University
1986	Point Loma Nazarene University
1987	Point Loma Nazarene University
1988	Tennessee Temple University
1989	Tennessee Temple University

MEN'S BASKETBALL DIVISION I (cont.)

1990	Christian Heritage College
1991	John Brown University
1992	Bethel College
1993	Bethel College
1994	Lee College
1995	Indiana Wesleyan University
1996	Malone College
1997	Christian Heritage College
1998	Christian Heritage College
1999	Oakland City University
2000	Bethel College
2001	Gardner-Webb University
2002	Mt. Vernon Nazarene College
2003	Tennessee Temple University
2004	Christian Heritage College
2005	Spring Arbor University
2006	Spring Arbor University
2007	Bethel College
2008	Indiana Wesleyan University
2009	Emmanuel College
2010	Northwestern College
2011	Dallas Baptist University
2012	Cedarville University
2013	Shorter University
2014	Point Loma Nazarene University
2015	Colorado Christian University
2016	Emmanuel College
2017	Colorado Christian University

MEN'S TRACK & FIELD

1973	Malone College
1974	Azusa Pacific College
1975	Cedarville College
1976	Cedarville College
1977	Northwestern College
1978	Northwestern College
1979	Liberty Baptist College
1980	Carson-Newman College
1981	Liberty Baptist Bible College
1982	Messiah College
1983	MidAmerica Nazarene College
1984	Cedarville College
1985	Taylor University
1986	Taylor University
1987	Taylor University
1988	Anderson University
1989	Malone College
1990	Anderson University
1991	Malone College
1992	Anderson University
1993	Anderson University
1994	Indiana Wesleyan University
1996	Taylor University
1997	Taylor University
1998	Taylor University
1999	Taylor University
2000	Taylor University
2001	Greenville College
2002	Greenville College

MEN'S TRACK & FIELD (cont.)

2003	Greenville College
2004	Greenville College
2005	Greenville College
2006	Greenville College
2007	Malone College
2008	Indiana Wesleyan University
2009	Bethel College
2010	Malone University
2011	Cedarville University
2012	Indiana Wesleyan University
2013	Azusa Pacific University
2014	Shorter University
2015	Shorter University
2016	Oklahoma Baptist University
2017	Oklahoma Baptist University

WOMEN'S TRACK & FIELD

1981	Liberty Baptist College
1982	Spring Arbor College
1983	Messiah College
1984	Taylor University
1985	Cedarville College
1986	Cedarville College
1987	Malone College
1988	Malone College
1989	Malone College
1990	Huntington College
1991	Huntington College & Missouri Baptist College
1992	Huntington College
1992	Huntington College
1993	Huntington College
1994	Cedarville College
1995	Cedarville College
1996	Cedarville College
1997	Cedarville College
1998	Cedarville College
1999	Malone College
2000	Malone College
2001	Malone College
2002	Malone College
2003	Indiana Wesleyan University
2004	Malone College
2005	Malone College
2006	Malone College
2007	Cedarville University
2008	Malone College
2009	Malone University
2010	Bethel College
2011	Bethel College
2012	Olivet Nazarene University
2013	Azusa Pacific University
2014	Shorter University
2015	Shorter University
2016	Oklahoma Baptist University
2017	Oklahoma Baptist University

MEN'S TENNIS

1996	Anderson College (SC)*
1997	Lee College*
1998	Olivet Nazarene University*
1999	Bethel College*
2000	Bethel College
2001	Gardner-Webb University
2002	North Greenville College
2003	North Greenville College
2004	North Greenville College
2005	North Greenville College
2006	North Greenville University
2007	North Greenville University
2008	Hope International University
2009	Olivet Nazarene University
2010	Palm Beach Atlantic University
2011	North Greenville University
2012	Campbellsville University
2013	Azusa Pacific University
2014	Azusa Pacific University
2015	Campbellsville University
2016	Warner University
2017	Oklahoma Baptist University

WOMEN'S TENNIS

2000	Bethel College*
2001	Gardner-Webb University*
2002	North Greenville College*
2003	Indiana Wesleyan University
2004	Palm Beach Atlantic University
2005	Indiana Wesleyan University
2006	Bethel College
2007	Indiana Wesleyan University
2008	Indiana Wesleyan University
2009	Dallas Baptist University
2010	Dallas Baptist University
2011	Dallas Baptist University
2012	Palm Beach Atlantic University
2013	Fresno Pacific University
2014	Shorter University
2015	Shorter University
2016	Indiana Wesleyan University
2017	Oklahoma Baptist University

SOFTBALL

1992	Lee College*
1993	Mt. Vernon Nazarene College*
1994	Pacific Christian College*
1995	Bethel College
1996	Olivet Nazarene University
1997	Olivet Nazarene University
1998	Concordia College
1999	Concordia College
2000	Olivet Nazarene University
2001	Union University
2002	Union University
2003	Louisiana College
2004	Union University
2005	Spring Arbor University
2006	Olivet Nazarene University

SOFTBALL (cont.)

2007	Bethel College
2008	Olivet Nazarene University
2009	Palm Beach Atlantic University
2010	Central Baptist College
2011	North Greenville University
2012	California Baptist University
2013	Union University (TN)
2014	Shorter University
2015	Simpson University
2016	Mississippi College
2017	Oklahoma Baptist University

BASEBALL

1985	Alabama Christian College
1986	Bethel College
1987	King College
1988	King College
1989	Mount Vernon Nazarene College
1990	Bethel College
1991	Anderson University
1992	Spring Arbor College
1993	Spring Arbor College
1994	Anderson College (SC)
1995	Mt. Vernon Nazarene College
1996	Mt. Vernon Nazarene College
1997	Mt. Vernon Nazarene College
1998	Spring Arbor College
1999	Mt. Vernon Nazarene College
2000	Olivet Nazarene University
2001	Faulkner University
2002	Bethel College
2003	Dallas Baptist University
2004	Dallas Baptist University
2005	DI Crichton College
	DII Southeastern College*
2006	DI Malone College
	DII Southeastern College*
2007	DI Southern Wesleyan University
	DII Southeastern University
2008	DI Mt. Vernon Nazarene University
	DII Southeastern University
2009	DI Bluefield College
	DII Toccoa Falls College
2010	DI North Greenville University
	DII Atlanta Christian College
2011	DI Oklahoma Wesleyan University
	DII Toccoa Falls College
2012	DI California Baptist University
	DII Toccoa Falls College
2013	DI California Baptist University
	DII Toccoa Falls College
<i>Division II Baseball discontinued</i>	
2014	Fresno Pacific University
2015	Fresno Pacific University
2016	Oklahoma Baptist University
2017	Oklahoma Baptist University

WRESTLING

1975 Messiah College
1976 Messiah College
1977 Liberty Baptist College
1978 Liberty Baptist College
1979 Liberty Baptist College
1980 Liberty Baptist College
1981 Liberty Baptist College
1982 Carson-Newman College
1983 Carson-Newman College
1984 Carson-Newman College
1985 Biola University
1986 Maranatha Baptist Bible College
1987 Olivet Nazarene University
1988 Olivet Nazarene University
1989 Olivet Nazarene University
1990 Olivet Nazarene University
1991 Maranatha Baptist Bible College
1992 Northwestern College
1993 Olivet Nazarene University
1994 Pensacola Christian College
1995 Pensacola Christian College
1996 Pensacola Christian College
1997 Cumberland College
1998 Pensacola Christian College

Wrestling discontinued after 1998

**Invitational*



Forms & Procedures

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*Form is available for online completion.

ITEM 1. NATIONAL CHRISTIAN COLLEGE ATHLETIC ASSOCIATION NEW MEMBER PROCESS

- STEP 1. An accredited institution that desires to become a member of the NCCAA should contact the NCCAA National Office to initiate the membership process.
- STEP 2. Application materials shall be completed and returned to the National Office. Included with the completed application forms shall be the following items: a school catalog and a student handbook. The institution shall complete and return the following materials for consideration of membership: Application, Statement of Faith, Questionnaire, and the non-refundable application fee of \$2,500 for Division II applicants and \$3,500 for Division I applicants.
- STEP 3. The Regional Coordinator or their designate and an NCCAA representative shall conduct an on-site visitation of the prospective member's campus. A written report of the visit, along with a recommendation to extend or not to extend membership, shall be submitted to the regional members.
- STEP 4. The Athletics Director at each member institution in the region to which the applicant is assigned shall indicate his/her vote and return the ballot to the Director of Membership & Compliance.
- STEP 5. The Director of Membership & Compliance shall send region voting results and ballots to the Administration Committee of the Board of Directors. The Administration Committee shall make a recommendation to the Board of Directors, based on the results of the region, for Board approval.
- STEP 6. The NCCAA Board of Directors shall ratify the recommendation of the Administration Committee or shall send it back to the region for additional consideration.
- STEP 7. Email a high resolution institution logo to info@thenccaa.org upon acceptance as members. The following formats are required: .eps and .jpg. Optional additional formats: .gif and .pdf.

DEADLINES AND STATUS

New member applications must be received by April 1 in an effort to confirm new members before the NCCAA Annual Convention. The Administration Committee shall consider exceptional cases.

A prospective institution first becomes what is termed "candidate status." This stage begins at the date the application is received and accepted at the National Office and ends when the institution is approved by the Board of Directors. If the institution meets all criteria, then full membership shall begin July 1. If all criteria are not met, institutions could be placed on Provisional Status (see Item 12).

ELIGIBILITY

Institutions contemplating membership are expected to make an earnest and sincere effort to come into compliance with all NCCAA Eligibility Rules the year before membership is granted. It is imperative that institutions obtain, review and understand the NCCAA Eligibility Rules before they seriously consider membership.

NOTE: All eligibility questions should be addressed to the National Eligibility Chair.

EXPECTATIONS

- A. New members must send either the Athletics Director or Vice-President over Athletics to the NCCAA Annual Convention the first two years of membership. For the third year of membership, NCCAA member institutions shall follow NCCAA Bylaw Article VI. Section 6.06.
- B. New members failing to provide equitable sport offerings for both genders shall be placed on Restricted Probation. In regards to sport sponsorship, continuing members must comply with Title IX offerings by the academic year assigned by the Administration Committee. All NCCAA institutions should be in compliance with federal Title IX expectations regarding sport offerings and proportionality.

ITEM 2. NCCAA APPLICATION FOR NEW MEMBERSHIP

Please type or print and complete ALL information.

Name of Institution: _____

Mailing Address: _____

City _____ State _____ Zip _____

Shipping Address: _____

City _____ State _____ Zip _____

Institution Phone #: (_____) _____

Athletics Department #: (_____) _____

Athletics Fax #: (_____) _____

Athletics Director's Email Address: _____ Website Address: _____

We desire membership in the following (check one):

DIVISION I

☐ DI Central ☐ DI Mid-east
☐ DI Midwest ☐ DI North Central
☐ DI South ☐ DI West

DIVISION II

☐ DII Mid-east ☐ DII North
☐ DII South ☐ DII Southwest

ASSOCIATE

☐ DI ☐ DII

Please indicate title of each name listed on form (Dr., Rev., Mr., Mrs., Miss) along with both first and last names:

President: _____ Athletics Director: _____

Sports Information Director: _____ Athletics Secretary: _____

Faculty Athletics Rep: _____ Athletics Trainer: _____

Gymnasium Name: _____ Capacity: _____

Last Year's Fall Full-Time Equivalency (*must include this information; Registrar to sign below*): _____

Nickname: _____ Denomination: _____ Athletic Conference Membership: _____

Other national athletic organizations to which you belong: ☐ NAIA ☐ NCAA, Division ____ ☐ Other _____

Does your institution sponsor a cooperative exchange program? ☐ Yes ☐ No

If yes, indicate the name of the cooperating institution: _____

Please complete each line in which your institution will sponsor a varsity sport for this school year. Complete the information requested for all the sports below that are sponsored by your institution, regardless of whether the sport is sponsored by the NCCAA (indicated by*). Indicate open positions by "TBA" and notify the NCCAA with that name once the position has been filled.

<u>Sport</u>	<u>Name of Coach</u>	<u># Athletes</u>	<u>Sport</u>	<u>Name of Coach</u>	<u># Athletes</u>
Baseball*	_____	()	Soccer (m)*	_____	()
Basketball (m)*	_____	()	Soccer (w)*	_____	()
Basketball (w)*	_____	()	Softball*	_____	()
Cross Country (m)*	_____	()	Swimming	_____	()
Cross Country (w)*	_____	()	Tennis (m)*	_____	()
Football*	_____	()	Tennis (w)*	_____	()
Golf (m)*	_____	()	Track & Field (m)*	_____	()
Golf (w)*	_____	()	Track & Field (w)*	_____	()
Indoor Track & Field (m)*	_____	()	Volleyball (m)	_____	()
Indoor Track & Field (w)*	_____	()	Volleyball (w)*	_____	()
Other _____	_____	()	Other _____	_____	()

SIGNED:

Signature of President

DATE: _____

Signature of Athletics Director

DATE: _____

Signature of Registrar

DATE: _____

*Please send this application form and a **\$2,500 (DII)/\$3,500 (DI)** check payable to:*

NCCAA | 302 W Washington St | Greenville, SC 29601 | (864) 250-1199 | fax (864) 250-1141 | www.thenccaa.org

Check List:

APPLICATION: _____ Send original to the NCCAA National Office (address above).

STATEMENT OF FAITH: _____ **Sign** and return the Statement of Faith, *with your application*, to the National Office.

APPLICATION FEE: _____ Enclose your check payable to the NCCAA, *with your application*, to the National Office.

ADDITIONAL MATERIALS REQUESTED (*mail with the above materials*):

College Viewbook _____ Student-Athlete Handbook _____ College Catalog

**ITEM 3. NATIONAL CHRISTIAN COLLEGE ATHLETIC ASSOCIATION
NEW MEMBER STATEMENT OF FAITH**

We believe that the Bible alone and the Bible in its entirety is the Word of God.

We believe in salvation by grace through faith (Ephesians 2:8-9).

We believe there is one God, the creator and preserver of all things. Through Him, male and female were created and all human life is sacred and cared for from conception.

We believe in the deity of Jesus Christ, the only begotten Son of God, our Savior (John 1:1). In Him divine and human natures were united in one person and He alone is our sole Redeemer. Through no other source can we receive redemption.

We believe that at the end of the age the bodies of the dead shall be raised. The righteous shall enter into full possession of eternal bliss in the presence of God, and the wicked shall be condemned to eternal death.

We believe in the Holy Spirit, who is the third person of the true God. He applies to man the work of Christ in salvation.

We believe in righteous living and good works as an evidence of salvation.

We agree with and support the Statement of Faith, Constitution, and Bylaws of the NCCAA and shall submit ourselves in principle and practice to these documents in the administration of our athletic program.

NAME OF INSTITUTION: _____ DATE: _____

PRESIDENT: _____
(print name)

(signature)

ATHLETICS
DIRECTOR: _____
(print name)

(signature)

ITEM 4. NCCAA PARTICIPATION QUESTIONNAIRE

COLLEGE: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

Please submit the answers for the following questions and list the source of each response (i.e. President, Athletics Director, Chaplain, etc.). Each question should be directed to your institution's appropriate administrative/staff member.

Answer Source

- _____ 1. How do you feel the NCCAA can contribute to your overall athletic program?
- _____ 2. How do you see your program contributing to the NCCAA?
- _____ 3. What is the mission statement of your institution (attach a copy)?
- _____ 4. How long has your institution been in existence? Brief history.
- _____ 5. What degrees does your institution offer?
- _____ 6. Are you an accredited institution? If so, by whom?
- _____ 7. Please furnish copies of appropriate documents from your state department of education verifying that your institution is an approved degree-granting institution.
- _____ 8. What are the spiritual requirements for membership of your faculty and staff? Are they required to sign a statement of faith or similar document or a personal interview related to their faith? Is there a faith requirement?

continued

ITEM 4. NCCAA PARTICIPATION QUESTIONNAIRE, Page Two

_____ 9. What is your policy on the recruitment of Christian and non-Christian athletes? Are they required to sign a statement of faith or similar document?

_____ 10. What are the spiritual considerations involved in hiring the athletic staff?

_____ 11. What stand does your institution take concerning drugs, alcohol, tobacco and abusive language (taking God's name in vain)?

_____ 12. Are you in agreement with the NCCAA Constitution, Article VII, Section II which states, "Representation of a participating institution must refrain from practices such as the use and promotion of illegal drugs, alcoholic beverages, sexual immorality, and/or tobacco"?

___ Yes ___ No

To assist in identifying your institution, please answer the following questions:

_____ 13. Do you give financial aid based on athletic participation?

___ Yes ___ No

_____ 14. Which level of membership do you desire?

___ Division I ___ Division II

President _____
(signature) (date) (phone) (ext.)

Vice President for Student Development or
Student Services _____
(signature) (date) (phone) (ext.)

Athletics Director _____
(signature) (date) (phone) (ext.)

ITEM 5. NCCAA NEW MEMBER SITE VISIT OUTLINE

In order to assist in planning for the site visit, NCCAA representative(s) shall meet with the following individuals and/or groups during the campus visit. A normal day shall begin at 9:00 a.m. and end at approximately 4:00 p.m. Each session shall last approximately 45 minutes. Coaches' and/or Student-Athletes' meetings may be held over lunch, if necessary. Some of these individuals and groups may be combined for your convenience. This shall be a two-way learning environment: NCCAA representatives need to learn about the applying institution and vice versa.

Please schedule meetings with the following institutional representatives:

- **Athletics Director**

- General questions about the institution
- Current status of the athletic programs and future projections
- Facility (current and future)
- Dual affiliations (NAIA, NCAA)
- Game management

- **Institution President**

- President's model for athletics
- Goals for the institution
- The institution's mission and purpose
- Accreditation status

- **Administrator who Oversees Athletics**

- If this person is already included in the list, that shall be sufficient. If not, then he/she must be included at a separate time slot.

- **Vice President for Academics and Registrar/Faculty Athletic Representative or Compliance Officer**

- Eligibility questions and issues/dual affiliation eligibility
- Degree programs (Coop, Adult Education)

- **Vice President for Student Development or Student Life**

- Campus and spiritual life on campus

- **Sports Information Director and staff**

- Statistics reporting, Student-Athlete of the Week and other nominations
- Game statistics (Dakstats; Statcrew, Presto) and game tapes

- **Athletic Trainer**

- Training facilities as well as weight room

- **Campus Pastor/Chaplain**

- Expectations of the students and faculty relative to spiritual life and growth

- **Coaching Staff**

- Review mission of the NCCAA and discuss sport specific issues
- Review of opportunities within NCCAA/regional and national playoffs
- Discuss balancing dual affiliation conflicts (NAIA or NCAA)
- Eligibility questions and issues

- **Student-Athletes (captains, team representatives, Student Athletic Council members)**

- Question & Answer session
- Summary of NCCAA mission
- Review of opportunities within NCCAA

- **Other items included in visit:**

- Campus tour
- Attend a chapel program or convocation (if applicable or possible)
- Attend a home game or contest (if possible)
- Obtain a copy of the institution's athletic handbook
- Obtain a copy of the institution's student handbook

ITEM 6. NCCAA NEW MEMBER SITE VISIT SUMMARY REPORT

Institution: _____ Other Affiliations: _____
Address: _____
NCCAA Region/Division: _____ Institution Contact: _____
NCCAA Site Personnel: _____ Date of Site Visit: _____

Supporting Documents:

1. Application
2. Statement of Faith
3. Questionnaire

Site Visit Summary:

The site visit team met with the following institutional personnel:

Athletic Facilities Rating:

____ Excellent ____ Very Good ____ Good ____ Fair ____ Poor

Dialogue Summary:

Recommendations: ____ **Recommend without reservation**
 ____ **Recommend with reservation**
 ____ **Do not recommend**

NCCAA Representative

Date

ITEM 7. NCCAA NEW MEMBER RECOMMENDATION FORM

BALLOT for _____
(name of institution)

After you have carefully read over this report and accompanying attachments, indicate your choice of membership. Please email your response to: Ben Belleman at bbelleman@thenccaa.org or fax your response to 864-250-1141

before 5:00 PM on _____.
(Date)

- _____ **Extend Full Membership**
- _____ **Extend Provisional Membership**
- _____ **Do Not Extend Membership**

Name (Please Print)

Signature

Name of Institution

Date

**ITEM 8. NCCAA 2017-2018 MEMBERSHIP RENEWAL FORM****Please TYPE or PRINT LEGIBLY all information**

*Enrollment (FTE-Full Time Equivalency) is to be determined and signed off by the Registrar.
Membership Form shall be delinquent after **July 15** and subject to penalty.*

Check List: All blanks filled in ___ All phone #'s correct ___ Back page completed with all coaches/phone #'s/emails ___
All signatures obtained: President ___ Athletics Director (back) ___ **Submit by July 15** ___

Name of Institution: _____

Mailing Address: _____

City _____ State _____ Zip _____

Shipping Address: _____
(if different)

City _____ State _____ Zip _____

Institution Phone: (_____) _____

DIVISION I (check one):

___ DI Central ___ DI Mideast
___ DI Midwest ___ DI North Central
___ DI South ___ DI West

DIVISION II (check one):

___ DII Mideast ___ DII North
___ DII South ___ DII Southwest

ASSOCIATE MEMBERSHIP:

___ Yes ___ No

Complete ALL information below, including appropriate title (Dr., Rev., Mr., Mrs., Miss) along with both first and last names.

President: _____ Phone/Ext: _____

Email: _____

CFO: _____ Phone/Ext: _____

Email: _____

Dir Physical Plant: _____ Phone/Ext: _____

Email: _____

Athletics Secretary: _____ Phone/Ext: _____

Email: _____

Athletics Department Phone: (_____) _____

Athletics Department Fax: (_____) _____

School Nickname (Mascot): _____

Denomination Affiliation: _____

Food Service Company: _____

Athletics Conference Membership: _____

Other national athletics organizations to which you belong:

NAIA ___ NCAA, Division ___ Other _____

Accreditation Association:

Regional ___ TRACS ___ ABHE ___ Other _____

Graduation Rate: _____

Athletics Director: _____

Phone/Ext: _____ Mobile: _____

Email: _____

Associate/Asst AD/SWA: _____

Phone/Ext: _____ Mobile: _____

Email: _____

Sports Info Director: _____

Phone/Ext: _____ Mobile: _____

Email: _____

Compliance Rep/Dir: _____

Phone/Ext: _____ Mobile: _____

Email: _____

Financial Aid Dir: _____ Phone/Ext: _____

Email: _____

Athletics Trainer: _____ Phone/Ext: _____

Email: _____

Does your institution sponsor a cooperative exchange program?

___ Yes ___ No

If yes, name of the cooperating institution: _____

President's Signature

• Reverse side must also be completed and signed •

Please complete all the above information and SUBMIT to the National Office by **July 15**
302 W Washington St, Greenville, SC 29601 • (864) 250-1199 • Fax (864) 250-1141

continued



ITEM 8. **2017-2018** MEMBERSHIP RENEWAL FORM, Page Two
Please TYPE or PRINT LEGIBLY all information

Please complete each line for which your institution sponsors a **varsity** sport for the 2017-2018 school year. Complete the information requested for all the sports below that are sponsored by your institution, regardless of whether the sport is sponsored by the NCCAA (indicated by *). Indicate open positions by "TBA" and **notify the NCCAA with that name once the position has been filled in order that our online directory may be kept up to date.** *Please include appropriate title (Dr., Rev., Mr., Mrs., Miss).*

MUST TYPE OR PRINT LEGIBLY ALL INFORMATION TO BE INCLUDED IN THE MEMBERSHIP DIRECTORY

<u>Sport</u>	<u># Athletes</u>	<u>Name of Coach</u>	<u>Direct Phone/Ext</u>	<u>Mobile</u>	<u>Email Address</u>
Baseball*	_____	_____	_____	_____	_____
Basketball (m)*	_____	_____	_____	_____	_____
Basketball (w)*	_____	_____	_____	_____	_____
Cheer Team	_____	_____	_____	_____	_____
Cross-Country (m)*	_____	_____	_____	_____	_____
Cross-Country (w)*	_____	_____	_____	_____	_____
Football*	_____	_____	_____	_____	_____
Golf (m)*	_____	_____	_____	_____	_____
Golf (w)*	_____	_____	_____	_____	_____
Indoor T&F (m)*	_____	_____	_____	_____	_____
Indoor T&F (w)*	_____	_____	_____	_____	_____
Lacrosse (m)	_____	_____	_____	_____	_____
Lacrosse (w)	_____	_____	_____	_____	_____
Soccer (m)*	_____	_____	_____	_____	_____
Soccer (w)*	_____	_____	_____	_____	_____
Softball*	_____	_____	_____	_____	_____
Swimming	_____	_____	_____	_____	_____
Tennis (m)*	_____	_____	_____	_____	_____
Tennis (w)*	_____	_____	_____	_____	_____
Track & Field (m)*	_____	_____	_____	_____	_____
Track & Field (w)*	_____	_____	_____	_____	_____
Volleyball (m)	_____	_____	_____	_____	_____
Volleyball (w)*	_____	_____	_____	_____	_____
Wrestling	_____	_____	_____	_____	_____
Other:	_____	_____	_____	_____	_____
Other:	_____	_____	_____	_____	_____

Athletics Director's Signature: _____ **Date:** _____



ITEM 9. 2017-2018 NCCAA DUES NOTICE AND BILLING

Membership dues are based upon the full-time equivalency (FTE) for the **2016** fall semester and the number of NCCAA sports your institution sponsors for the 2017-2018 school year. **Enrollment (FTE) is to be determined and signed-off by the Registrar***. Dues and statistical fees are payable after June 1 and are delinquent after August 15, 2017.

Dues shall be calculated as follows: (*FTE Enrollment based upon the 2016 Fall semester for the 2017-2018 dues)									
Schedule A: Division II Schools with 1-4 sports		Schedule B: Division II Schools with 5 or more sports		Schedule C: Division I Schools with 1-4 sports		Schedule D: Division I Schools with 5 or more sports		Associate: (Non-competing)	
*FTE Enrollment	Dues	*FTE Enrollment	Dues	*FTE Enrollment	Dues	*FTE Enrollment	Dues	Status	Dues
1 - 250	\$3,030	1 - 250	\$3,520	1 - 250	\$3,420	1 - 250	\$3,920	Division I	\$1,500
251 - 500	3,535	251 - 500	4,075	251 - 500	3,985	251 - 500	4,435		
501 - 750	4,110	501 - 750	4,590	501 - 750	4,515	501 - 750	4,980		
751 - 1,000	4,650	751 - 1,000	5,160	751 - 1,000	5,100	751 - 1,000	5,565	Division II	\$1,500
1,001 - 1,250	5,170	1,001 - 1,250	5,715	1,001 - 1,250	5,590	1,001 - 1,250	6,205		
1,251 - 1,500	5,780	1,251 - 1,500	6,255	1,251 - 1,500	6,220	1,251 - 1,500	6,970		
1,501 and above	6,305	1,501 and above	6,820	1,501 and above	6,810	1,501 and above	7,495		

***All amounts listed above (excluding Associate rates) include the \$500 per school Championship Travel Subsidy fee as approved June 2016 as well as statistical fees.**

(Please Type or Print Clearly)

Institution: _____

Address: _____

City: _____ State: _____ Zip: _____ Phone: (____) _____ Fax: (____) _____

****REQUIRED: 2016 Fall Full-Time Equivalency (FTE)** _____ **Email:** _____

Verified by:

Registrar: _____ Phone: _____ Date: _____
(Signature) (Print Name)

DECLARATION OF DIVISION

NCCAA membership division of your institution: ☐ Division I ☐ Division II ☐ Division I Associate ☐ Division II Associate

- ☐ Yes ☐ No Is the financial aid that is given to a student-athlete equally available to any student in the institution?
- ☐ Yes ☐ No Is financial aid to any student-athlete contingent upon athletic participation?

(In order for an institution to be Division II, question (1) MUST be answered YES and (2) answered NO.)

Dual Affiliation: ☐ NAIA ☐ NCAA II ☐ NCAA III ☐ USCAA ☐ ACCA

NCCAA sports include the following:		Number of NCCAA sports your institution sponsors as varsity sports for the 2016-2017 school year (check appropriate box):	
MEN:	baseball, basketball, cross country, football, golf, indoor track and field, soccer, tennis, and outdoor track and field		
WOMEN:	basketball, cross country, golf, indoor track and field, soccer, softball, tennis, outdoor track and field, and volleyball	<input type="checkbox"/> 1 - 4 sports	<input type="checkbox"/> 5 or more sports

NOTE: A \$100 fee will be applied to all credit card payments.

Based upon the above information, our membership dues are:

\$ _____ Taken from Schedule ☐ A ☐ B ☐ C ☐ D ☐ Associate

\$ _____ **Football Statistical Fees (\$100 if applicable)**

\$ _____ **Total Remittance (write ONE check)**

The following signatures required:

Financial Aid Director: _____ Email: _____ Date: _____
(Print Name) (Signature)

Athletics Director: _____ Email: _____ Date: _____
(Print Name) (Signature)

Please complete all information on form. Mail original signed form and check payable to NCCAA by August 15 to:
302 W Washington St, Greenville, SC 29601 • (864) 250-1199 • Fax: (864) 250-1141

ITEM 10. NATIONAL CHRISTIAN COLLEGE ATHLETIC ASSOCIATION ASSOCIATE MEMBER PURPOSE AND PROCESS

- STEP 1. An accredited institution that desires to become an associate member of the NCCAA should contact the NCCAA National Office to initiate the membership process.
- STEP 2. Application materials are sent to the prospective member and returned to the National Office. Included with the completed application forms should be the following items: a school catalog and a student handbook. The institution should complete and return the following materials for consideration of membership: application, Statement of Faith, \$2,500 (DII)/\$3,500 (DI) non-refundable application fee.
- STEP 3. The Regional Coordinator or their designate and an NCCAA representative shall conduct an on-site visitation of the prospective member's campus. A written report of the visit, along with a recommendation to extend or not to extend membership, shall be submitted to the regional members.
- STEP 4. The Athletics Director at each member institution in the assigned region shall indicate his/her vote and return the ballot to the Director of Membership & Compliance.
- STEP 5. The Director of Membership & Compliance shall send region voting results and ballots to the Administration Committee of the Board of Directors. The Administration Committee shall make a recommendation to the Board of Directors, based on the results of the region, for Board approval.
- STEP 6. The NCCAA Board of Directors shall ratify the recommendation of the Administration Committee or shall send it back to the region for additional consideration.
- STEP 7. Email a high resolution institution logo to info@thenccaa.org upon acceptance as members. The following formats are required: .eps and .jpg. Optional additional formats: .gif and .pdf.

MAJOR PURPOSE

The major purpose of NCCAA associate membership for Christian institutions is to provide NCCAA affiliation for those institutions who do not wish to compete in NCCAA regional and/or national competition.

ELIGIBILITY

Associate member institutions are to adhere to eligibility guidelines and requirements and submit the appropriate eligibility forms to the NCCAA, NCAA, or NAIA. (Institutions should always adhere to the most stringent eligibility guidelines and requirements according to institutional membership(s).)

SERVICES PROVIDED

Associate membership shall provide the following services:

1. The NCCAA *Pursuit* shall be mailed to each President and Athletics Director and a link emailed to each coach.
2. The NCCAA Membership Directory shall be made available to each Athletics Director.
3. An NCCAA Membership Card shall be sent to each President, Athletics Director and coach.
4. The Athletics Director and coaches shall be invited to attend both the regional meeting and the NCCAA Annual Convention.
5. The job placement service shall be available to all Athletics Directors and coaches.
6. Any missions outreach opportunities through the NCCAA shall be available to student-athletes, coaches, and Athletics Directors.

RIGHTS AND PRIVILEGES

Associate members:

1. Teams are allowed to participate in the national statistical program (if they elect to do so) and shall be eligible for other general services from the National Office.
2. Shall not be eligible to compete in postseason competition, to serve on national committees, or to vote on national issues. However, representatives of associate member institutions are encouraged to attend the Annual Convention.
3. Shall not be eligible to participate in the national awards program, with the exception of the NCCAA Scholar-Athlete Program and the NCCAA Scholar Team Award.

ASSOCIATE MEMBERSHIP DUES

The associate membership dues are \$1,500 annually. All associate membership dues are payable after June 1 and are delinquent after August 15.

ITEM 11. NATIONAL CHRISTIAN COLLEGE ATHLETIC ASSOCIATION PROVISIONAL STATUS

Provisional status is a possible designation for any new member that seeks full membership. This shall include members who are starting new athletic programs, have gender inequity within their programs, have questions about their accreditation, or other concerns designated by the site visit team.

Provisional Status means that an institution shall be granted all rights and privileges of full membership with the exception of regional and national playoffs. The institution must meet all eligibility requirements, pay full membership dues and comply with all NCCAA bylaws and conditions of an NCCAA member. Student-athletes shall be considered for Student-Athlete of the Week, Scholar-Athlete Program, Scholar-Team Awards, All-Region and All-American honors, and teams may be ranked (with an asterisk designating Provisional status). To move from provisional to full membership status, a member institution must meet all expectations as listed by the NCCAA Administration Committee of the Board of Directors.

**ITEM 12. NATIONAL CHRISTIAN COLLEGE ATHLETIC ASSOCIATION
DECLARATION OF DUAL DIVISION STATUS**

If an institution desires to compete in different NCCAA divisions (both Divisions I and II) with its intercollegiate athletic program, it must follow these guidelines:

1. Meet Division I eligibility guidelines in ALL sanctioned sports.
2. Pay Division I dues.
3. Make a three-year commitment to compete at each desired level.
4. If athletic financial aid is awarded to the student-athlete for ANY sport, then the student-athlete may not participate in any sport that is Division II status (for that particular year).
5. In order to compete at the Division II level, both the institution and the student-athlete must meet the Division II stipulations (no athletic scholarships or aid) in addition to those requirements of Division I.
6. Submit a written proposal to the NCCAA Director of Membership and Compliance who shall then submit it to the Administration Committee of the NCCAA Board of Directors for final approval. A request from a prospective institution shall be treated as an exceptional case to the present Constitution and Bylaws. The request is due by August 15.

ITEM 13. NCCAA ADMINISTRATORS' AND COACHES' CODE OF ETHICS
(Must be submitted by September 30 of each academic year)

Athletics play a significant role in the holistic education of student-athletes. It is a powerful tool to develop leadership skills and Godly character. Thus, every effort should be made to *demonstrate* the highest standard of excellence and Christian character.

Therefore, relying on God, I am accountable for the student-athletes entrusted to me and, as an administrator or coach, I shall strive to:

Carry out all aspects of our athletic program in a Godly manner, in concert with the mission of the institution and the goal of the student-athletes' education.

Follow all NCCAA guidelines in both letter and spirit and place myself, my student-athletes and my institution in compliance with the association.

Provide accurate information concerning all aspects of our athletic programs to the NCCAA and other public forums.

Ensure honesty and integrity when working with the campus personnel to recruit and retain student-athletes.

Treat all student-athletes equally and celebrate their diversity, regardless of gender, ethnicity or cultural background.

Instill in my student-athletes Godly character by demonstrating high standards of honesty and personal integrity while expecting the same from them. I shall encourage spiritual growth in their walk with the Lord or attempt to lead them to a saving knowledge of Christ.

Put the needs, safety and protection of the student-athletes above winning or personal desires. I shall strive to give balance to each individual as it relates to their performance and their spiritual, social, emotional, intellectual and physical well-being.

Develop independence in my student-athletes. Student-athletes must be encouraged and guided to accept responsibility for their behavior and performance in training and competition, as well as all aspects of their life.

Set and monitor appropriate boundaries between a working relationship and friendship with my student-athletes. I shall not engage in behavior that is harassing or demeaning to any student-athlete.

Ensure that I am not attempting to exert undue influence over my student-athletes in order to obtain personal gain.

Respect the rights and privacy of my student-athletes by not sharing information that should remain confidential.

Demonstrate high personal standards and a Christ-like image to the student-athletes, parents, fans, officials, coaches and media.

Continue to maintain competence in my sport and ensure a safe environment. I shall use careful judgment in protecting the welfare of all student-athletes.

Uphold professional standards of conduct and accept responsibility for my behavior. I shall comply with standards and this code of conduct and ask my colleagues to hold me accountable.

All Athletic personnel/staff have reviewed the Code of Ethics and commit to uphold the NCCAA ideals listed within.

Institution

Athletics Director's signature

Date

ITEM 14. NCCAA STUDENT-ATHLETES' CODE OF CONDUCT
(Must be submitted by September 30 of each academic year)

Athletics plays a significant role in the holistic education of student-athletes. It is a powerful tool to develop leadership skills and godly character development. Therefore every effort should be made to demonstrate the highest standard of excellence and godly character.

Therefore, relying on God, with the help of my coaches and teammates, I shall strive to:

Follow all guidelines of the National Christian College Athletic Association (NCCAA) letter and spirit, and place myself in compliance with the association.

Provide student records as well as accurate and complete information concerning all aspects of my playing to the NCCAA and other public forums.

Treat coaches, administrators and officials with respect as the authority figures placed over me as I represent my institution and the NCCAA.

Treat fellow student-athletes with respect and celebrate their diversity regardless of gender, ethnicity or cultural background.

Instill godly character in my teammates by demonstrating high standards of personal honesty and integrity.

Accept responsibility for my behavior and performance in the academic arena as well as the athletic arena.

Our student-athletes have reviewed the Code of Ethics and commit to uphold the NCCAA ideals listed within.

Institution

Athletics Director's signature

Date

**ITEM 15. DECLARATION OF INTENT TO PARTICIPATE
IN NCCAA REGIONAL/NATIONAL COMPETITION**

To be returned to the National Office by September 15 after consultation with each varsity sport staff at your institution. Amendments for Winter sports must be submitted by January 15 and Spring sports by March 1.

Institution _____ Region _____ Division I or II _____

Our institution declares our intent to participate in the indicated NCCAA Regional/National Championships. It is understood that by declaring to participate we commit ourselves to represent our Region should we win the Regional Playoff. The only conditions for waiving this declaration is the continued advancement in NAIA or NCAA postseason competition or one of the listed institutional limitations indicated. **(NOTE: If you have sports competing through an approved NCCAA Dual Division request, please indicate the NCCAA Division under which each sport is competing.)** (F= fall, W= winter and S= spring)

_____ Men's Golf (F)	_____ Women's Volleyball (F)	_____ Men's Tennis (S)
_____ Women's Golf (F)	_____ Football (Victory Bowl) (F)	_____ Women's Tennis (S)
_____ Men's Soccer (F)	_____ Women's Basketball (W)	_____ Men's Baseball (S)
_____ Women's Soccer (F)	_____ Men's Basketball (W)	_____ Women's Softball (S)

In the following championships, our institution declares our intent to participate in the indicated NCCAA National Championship **should our athletes meet the National Standards.**

_____ Men's Cross Country (F)	_____ Women's Indoor T&F (W)	_____ Women's Outdoor T&F (S)
_____ Women's Cross Country (F)	_____ Men's Indoor T&F (W)	_____ Men's Outdoor T&F (S)

(Note: Financial decisions should be made prior to submission of this document by the September 15 deadline or the January 15/March 1 amendment deadlines.)

Special Limitations:

Our institution does have the following limitations relative to NCCAA postseason participation:

1. _____ Programs must have minimum winning % as determined by the last regular season game prior to regionals.
Check your requirement: _____ .400 _____ .500 _____ Other (list %) _____
2. _____ Programs not allowed to accept at-large bids to NCCAA National Championships.
3. _____ Programs shall accept at-large bids. Institutional conditions: _____
4. _____ Advancement to NAIA or NCAA National Championship competition (including 1st round campus sites) eliminates any participation in NCCAA postseason play.
5. _____ Programs not allowed to accept NCCAA Regional Representative bid when no other NCCAA member schools were available to participate.
6. _____ Other (please list) _____

Any exception of an institution's policy to post-season MUST be approved by the NCCAA National Office two weeks prior to the Regional Championship start date.

Sanctions for Failure to Comply

If an institution fails to comply with their Declaration of Intent in any sport, ALL sports at that institution shall be placed on NCCAA Restrictive Probation for the following academic year (NCCAA Bylaws, Article VII, Section 7.11.b.2).

REQUIRED SIGNATURES:

Athletics Director

Date

Faculty Athletics Representative or Compliance Officer

Date

President

Date

(Revised 7/27/17)

ITEM 16. DIVISION II FINANCIAL AID COMPLIANCE VERIFICATION FORM
(Must have all original signatures prior to submission)

This form must be completed by all institutional personnel listed and mailed to the NCCAA Office by August 15 of each year. Failure to do so shall result in the loss of postseason play and recognition for your intercollegiate programs.

By signing this document, your institution and the personnel directly responsible for the oversight of both the intercollegiate athletic department and the Financial Aid department, are confirming full compliance with the following guidelines relating to NCCAA Division II financial aid limitations:

ARTICLE IV: FINANCIAL AID CONSIDERATIONS

INTRODUCTION: Bylaws Statement (Section 7.02. Divisions)

Division II institutions shall grant no athletic scholarship to any student-athletes and shall not grant any special financial aid or scholarships to student-athletes unless offered equally to other members of the student body.

SECTION A. DEFINITIONS

1. SCHOLARSHIP – Awarding of money to a student based on performance (i.e. academic, music, athletics, etc.)
2. GRANT – Money (i.e. government, institutional, corporate) given to a student based on need, to enable a student to follow or continue a course of study
3. FINANCIAL AID – An all-inclusive term which includes loans, grants, scholarships and federal work-study.
NOTE: The distribution of monies should be awarded by a committee of the institution to ensure accountability. The committee, for its own clarification, should have a copy of financial aid guidelines via the President of the institution. No athletic staff member may serve on an institution's Financial Aid Committee nor may athletic staff influence the aid package for any student.
4. WORK-STUDY – A work-study job cannot be held to induce, recruit or retain a student-athlete at an institution. A student-athlete can be awarded work-study, but the position cannot be held for the purpose of awarding it to the student-athlete because of his/her participation in athletics.

SECTION B. INTENT AND INDUCEMENTS

1. The primary financial aid issue is intent. If financial aid is offered to induce or influence a student-athlete so they will participate in athletics, then the intent is wrong and contrary to the Division II Guidelines.
2. To protect the integrity of member institutions, all financial aid should be awarded by the institution's financial aid office and monitored by the same. It is further advised that each institution establish an institutional financial aid committee that is chaired by the Financial Aid Officer.
3. No monies, special benefits or properties may be used to induce a recruit (student-athlete) to enroll at an institution unless it is common practice for the entire institution for all prospective students (i.e. shoes, sweatshirts, housing privileges, etc.).

(Signatures required on reverse side)

continued

ITEM 16. DIVISION II FINANCIAL AID COMPLIANCE VERIFICATION FORM, Page Two

(Must have all original signatures prior to submission)

Institution: _____

Print name

Signature

President

Vice-President for Finances (or VP giving oversight to Intercollegiate Athletics)

Financial Aid Director

Compliance Officer

Athletics Director

Mail to: NCCAA, 302 West Washington Street, Greenville, SC 29601

For NCCAA office use only:

Date Received (must be received at the NCCAA Office by August 15 of each year)

Date

NCCAA Staff signature

(revised 6/30/13)

ITEM 17. NCCAA NATIONAL CHAMPIONSHIP OFFICIAL BID

Please complete this bid form as an official application to host an NCCAA National Championship and return to the NCCAA National Office within 30 days. Once a completed bid application is received, the process shall be as follows:

- Copy of the bid shall be sent to the National Chair and Vice Chair.
- A phone conference with the sport leadership, the national office, and the bid applicant shall be set up to discuss the bid in detail.
- A site visit shall be scheduled if deemed necessary.
- A survey of coaches shall be taken if deemed necessary.
- A final decision shall be made by the National Office in concert with the sport leadership.
- If a bid is accepted, a signed bid shall be returned for your files.

If you have any questions relative to the completion of this bid or about the NCCAA National Championship in general, please contact: NCCAA National Office, 302 W. Washington St., Greenville, SC 29601, (864) 250-1199.

I. DESIGNATION OF BID

This official bid is submitted by _____ to host the NCCAA National Men's/Women's _____ Championship, Division _____ in one or more of the years checked below:

_____ 2018 _____ 2019 _____ 2020 _____ 2021 _____ 2022 _____ 2023

II. STATEMENT/ACKNOWLEDGMENT OF EVENT POLICY

The official name of the event shall be the NCCAA National _____ Championship and must be conducted under the direct control and supervision of the National Christian College Athletic Association (NCCAA). The NCCAA shall approve the designation of the host site event chairperson and committees, who shall work with the NCCAA Director of Membership & Compliance in organizing and conducting the championship. In submitting this bid, the prospective host site agrees to the following NCCAA policies by initialing on the line provided in front of each section:

- _____ A. To indemnify fully and save harmless the NCCAA, its officers, agents and employees of and from any and all claims, demands and causes of action, including cost of attorney's fees arising out of anything done or purported to have been done by the host or any of its agents.
- _____ B. Corporations with business interests beyond the local area of the championship site shall not be solicited for financial support without the prior approval of the NCCAA Executive Director. Further, businesses or corporations shall not be identified or receive recognition as a "title" sponsor of the championship without prior approval of the NCCAA Executive Director.
- _____ C. Alcoholic beverages and tobacco products of any form shall not be consumed, advertised, sold, disbursed or brought into the site of the championship event.
- _____ D. To honor NCCAA membership cards, passes and credentials for admittance to the event.
- _____ E. The NCCAA shall be responsible for any and all negotiations for radio and television rights consultation with the host, and such rights shall be designated as event income.
- _____ F. The sale of promotional items denoting "NCCAA" or approved complimentary items given to officials and volunteers (i.e. t-shirts, caps, etc) shall be marked, sold and/or purchased only by or through an authorized licensee of the NCCAA and under separate agreement from this event contract. The host shall prohibit all souvenir and promotional sales at event headquarters and/or the event site that have not been approved by the NCCAA. The official NCCAA logo (to be obtained from the National Office) shall be used in all print media, including, but not limited to, clothing, media guides, banners, etc., associated with the event and shall not be altered or skewed in any manner.

continued

ITEM 17. NCCAA NATIONAL CHAMPIONSHIP OFFICIAL BID, Page Two

III. ONSITE VISIT GUARANTEE

The prospective host site agrees to the following statement (please initial the line provided):

_____ If selected for the site visit, we shall provide lodging, and meal expenses for an NCCAA representative for the duration of the visit. NOTE: If selected to host this event, these expenses shall be approved as event expenses.

IV. CHAMPIONSHIP INCOME

Championship income shall be defined as all income derived by the host from ticket sales, program advertising, program sales, concession stand sales/commission, honorary coach fees, public sale of banquet tickets, parking revenues and approved sponsorships/donations.

V. CHAMPIONSHIP EXPENSES

Championship expenses authorized by the NCCAA to be charged to the championship budget include any items listed in Section VI, Declaration of Authorized Expenses, except those marked complimentary, NCCAA or participant. Any other expenses must receive written approval by the NCCAA in order to be charged as authorized expenses to the event budget.

VI. DECLARATION OF AUTHORIZED EXPENSES

Following is an outline of championship expenses. Please indicate in the appropriate box next to each category whether the item would be:

- | | |
|------------------|---|
| 1. Complimentary | Provide at no charge to the event budget |
| 2. Championship | Item shall be charged to event budget (list projected amount), host expense |
| 3. Participant | Item shall be expense of participating institutions (list projected amount) |

continued

ITEM 17. NCCAA NATIONAL CHAMPIONSHIP OFFICIAL BID, Page Three

PLEASE NOTE: The bold italicized letters (A-Z) are the expected minimums of the Host Site/School

Description	Complimentary	Championship	Participant
A. FACILITY Provide a facility that meets the standards and approval of the NCCAA, with a primary field/court, auxiliary field/court, adequate spectator seating, lights (if applicable), electronic scoreboard, press box, concession stands, restrooms, signs, water coolers, etc.	X		
B. FACILITY PERSONNEL Provide all on-site personnel necessary to conduct the championship games including ticket sellers and takers, ushers, concession vendors, adequate security, field maintenance crew, and a facility liaison.	X		
C. PRACTICE SITES Provide a practice field/court within a reasonable distance to the stadium complex/gymnasium that is easily accessible, which meets the standards and approval of the NCCAA. These facilities must be available to schedule team workouts and practice sessions before and during the event, whenever possible.	X		
D. PRESS BOX PERSONNEL Provide press box personnel necessary for the administration of the games, including public address announcers, scorekeepers, statisticians, and scoreboard operators. Public Address announcer(s) must be neutral and host school cannot utilize personal introduction format (lights, music, etc.). Host must utilize the NCCAA Music Policy and applicable Public Service Announcements. Host must provide game stats for all contests and report results to all SID's and the National Office.	X		
E. LOCAL TRANSPORTATION Provide local transportation for participating teams flying in for the championship, to include airport pickup and return, and shuttle service between housing and the championship facilities.			X
F. REFEREES Travel, lodging, meals (\$35 per diem) and game fees for a maximum _____ number of referees selected and assigned by the Host Championship Director in cooperation with the appropriate national officials association. NOTE: At least two officials shall be selected from the local area. In addition, rates are subject to changes.	X		
G. NCCAA STAFF Lodging and meals (\$35 per diem) for a maximum of two NCCAA staff members, one National Office staff and one National Sports Chair or his/her designate. Travel for NCCAA staff shall be covered by NCCAA and the host is responsible for NCCAA National Sport Chair travel.	X		
H. TRAINERS Travel, lodging and meals (\$35 per diem) for a maximum of one NATA-certified trainer selected and assigned by the Host. NOTE: Local NATA certified athletics trainers may be recommended by host. In case of serious injury requiring hospitalization, a host representative is required to serve as a local contact/caregiver when an institutional staff member is not available on site. Once an institutional representative is in place to serve the injured student-athlete, the host responsibility shall end and the institution becomes the sole caregiver/responsible party (in concert with family members). The NCCAA should be given daily updates on such injuries for information purposes only and these updates should come in email/written format.	X		

continued

ITEM 17. NCCAA National Championship Official Bid, Page Four

Description	Complimentary	Championship	Participant
I. COURTESY CARS Provide courtesy cars for use by NCCAA staff and/or the Games Committee (National Sport Chair/Vice-Chair) and/or officials if available. Vehicles to be assigned by the Host Championship Director.	X		
J. BANQUET Opening banquet for all players, coaches and championship officials before the championship begins. Tickets for the official party of competing teams and championship officials shall be guaranteed. Additional tickets may be sold to the public.	X		
K. TEAM HOUSING Negotiate best possible rates for team housing to include a block of not less than 4-6 rooms, complimentary room for NCCAA staff and as many complimentary rooms for the Games Committee and officials as possible. Indicate the projected rate and whether the rooms are complimentary, charged to the championship budget, or are the expense of the participating teams.			
L. PROGRAM Production of the championship souvenir program, including printing costs and advertising commissions. The championship logo shall be developed by Fine Designs in concert with the National Office. (See item W. NCCAA LOGOS.)	X		
M. TICKETS All costs related to championship tickets, including printing and sales expenses.	X		
N. PUBLICITY AND PROMOTION Advance publicity and promotion related to the event to include paid advertising, posters, flyers and related expenses. It shall be referred to as the NCCAA National Championship.	X		
O. ADMINISTRATION Items related directly to the planning and administration of the event, including printing (except program/tickets), postage, telephone, office supplies, clerical assistance, copiers, facsimile machines, etc.	X		
P. AWARDS The order, shipping and payment of all approved championship awards for the event. No additional trophies or awards shall be added to the approved awards. All awards shall be ordered through the official NCCAA award supplier.		NCCAA National Office	
Q. ALL-TOURNAMENT AWARDS The Host shall provide all-tournament awards according to the sport handbook. The NCCAA shall provide the Most Outstanding Player Award.	X		
R. INSURANCE General liability coverage at a minimum of \$1,000,000 and ambulance service on-site or immediately on call throughout the championship. Certificate required 60 days in advance.	X		
S. MEDICAL Medical coverage of the event to include a physician and ambulance service on site or immediately on call throughout the championship.	X		

Continued

ITEM 17. NCCAA NATIONAL CHAMPIONSHIP OFFICIAL BID, Page Five

Description	Complimentary	Championship	Participant
T. PHOTOGRAPHY/VIDEOTAPING Photography and/or videotaping personnel assigned to the event for coverage of the banquet, opening ceremonies, championship games, CSP, and the awards presentations. NOTE: Sale of photos/videotapes to participating teams may be offered at rates approved by the Host. Complimentary high resolution photos must be sent electronically to the National Office as follows: CSP photos – sent immediately following the CSP; Action photos – sent periodically throughout each day of the event; Championship team with banner photos – sent immediately following the championship; All event photos – the National Office holds the right to access and use any photo taken at the event for social media, website, marketing, etc. The photographer shall be given photo credit if desired.	X		
U. MEETINGS/HEADQUARTERS Provide space on site or nearby the facility for use as Championship Headquarters with secretarial assistance, computers, copiers, facsimile machines, a minimum of at least one telephone line, and a VIP hospitality room.	X		
V. CHRISTIAN SERVICE PROJECTS (CSP) A CSP involving all student-athletes is required in addition to the host providing a coordinator to work with the National Sport Chair and Host Site Director to organize the outreach opportunities for the championship participants. CSP Coordinator shall be responsible to take/secure high resolution photos, write a summary of the CSP and send to the Media and Communications Coordinator in the National Office immediately following the championship.	X		
W. SPORT CHAPLAIN Each National Championship host shall have a Chaplain who shall be available to the teams that participate. Lodging and meals provided by the host.		NCCAA National Office	
X. NCCAA LOGO The official NCCAA logo (to be obtained from the National Office) shall be used in all print media, including, but not limited to, clothing, media guides, banners, etc., associated with the event and shall not be altered or skewed in any manner.	X		
Y. CHAMPIONSHIP DIRECTOR The Athletics Director shall serve as the Championship Director unless otherwise designated. It shall be clearly defined and communicated who serves in that capacity.	X		
Z. CHAMPIONSHIP T-SHIRTS All Championship apparel shall be provided by Fine Designs, the official provider for NCCAA Championship product. Host site shall work with Fine Designs staff to provide adequate space and power supply throughout the event.	X		
AA. CHAMPIONSHIP WEBSTREAMING NCCAA Championship web streaming shall be provided by Tourbeau Sports, the official video production company of the NCCAA. Host site shall work with Tourbeau Sports staff to provide adequate space, power supply, and internet capabilities for the production kit and needs for all broadcasts. Host is responsible for providing Tourbeau Sports staff with housing at host hotel (two rooms for entire event time, with an additional day on each side of tournament for setup/breakdown), access to hospitality/VIP rooms, and event all access passes.	X		

continued

ITEM 17. NCCAA National Championship Official Bid, Page Six

VII. FINANCIAL OPTIONS

Prospective host sites may choose one of the following financial options in bidding for the National Championship. The selected option shall be included as part of the event contract, once the host site has been selected by the NCCAA.

_____ The host guarantees all authorized expenses. If the event income exceeds expenses, the net income shall be divided among the host and the NCCAA National Office.

_____ Should a host exit from an accepted bid (after signed and approved by the NCCAA National Office), a \$5,000 fee must be paid by the host entity within 30 days of notification.

NOTE: *In all cases, please attach a sheet with a projected expectation of income and expenses.*

Athletics Director's Signature

Date

President's Signature

Daytime Telephone Number

Institution/Affiliation

Evening Telephone Number

For Office use only

___ **Approved**

___ **Not approved**

___ **NCCAA subsidy (if applicable)**

NCCAA Executive Director

Date

ITEM 18. SUGGESTED CHAMPIONSHIP EVENT TIMELINE

CODE: NSC = National Sport Chair, RC = Regional Coordinator, RSC = Regional Sport Chair, DMC = Dir. of Membership & Compliance

Goal Completion Date	Date Completed	Actual Item to be Completed	Completed By	Sport
July/August		Awards – Place order with Cowart Awards in Greenville, SC	DMC	All
Four to six weeks prior		Awards – Verify arrival of order with host and send copy of order to host for inventory check	HOST, DMC or NSC	All
Following final event contest		Awards Ceremony – Script and order of presentation with assistance from committee	HOST with DMC or NSC	All
August		Ball Shipment – Work with appropriate vendor/sponsor ensuring correct numbers are ordered	DMC	SOC, FB, VB, BB, BASK, SB, TEN
Four to six weeks prior		Ball Shipment – Verify with host the recipient ball shipment	DMC & Host Championship Director	SOC, FB, VB, BB, BASK, SB, TEN
One month prior		Banners – Championship banners, as well as corporate banners, distributed to host	DMC & NSC	All
Two to three months prior		Banquet Organization – Ticket prices, location, menu, seating, program, etc.	HOST	All
One week prior		Bracketing – Pairings and seedings are completed by the selection committee	NSC & RC	SOC, FB, VB, BB, BASK, SB, TEN
Upon bid submittal		Budget – Develop estimated event budget	HOST with DMC	All
Upon bid submittal		Budget – Secure a copy from host	NCCAA	All
One week prior		Certificates of Participation – Print Certificates for all participants and mail to host IT&F, XC, T&F	HOST with NSC and All Participants	All
Oct. 1, Dec. 1, Mar. 1		Regional Championship Plans Due – Review and approve by Regional Chair and Regional Sport Chair or no event	DMC	All
One to two weeks prior		Regional Championships – Championship results compiled on website	RC and/or RSC	All
Two months to two weeks prior		Courtesy Cars – Secure cars based on needs of the event provided by Host Championship Director, filled with gas	HOST	All
Two to three months prior		Credentials – Order credentials and strings, categories, number and colors. Samples shall be sent to host. Homemade credentials are sufficient	Host Championship Director	All
One to two months prior		Cybercasting – Communicate requests and needs to host also get all the technological set up done that is needed for web streaming.	HOST and NCCAA Participating Institutions	SOC, VB, FB, BB, BASK, SB
Minimum of one week prior		Entry Materials – Sent/Due to National Sport Chair/Host site	HOST with NSC and Participants	All
Three to four months prior		Equipment – Provide needs to host for headquarters and press area	NSC and/or RSC	All
One to two months prior		Equipment – Secure equipment: computers, printers, copiers, facsimile machines and phone lines	HOST	All
At the event before the Awards Ceremony or no awards		Evaluation – Must distribute to coaches, championship committee, officials and host by NSC	NSC, DMC or RSC	All
One to two months prior		Event/Bench Personnel – Secure scoring, press box/sideline personnel, etc.	HOST	All
One year		Facility – Secure competition site and all equipment necessary to conduct the event. This is a must in order to bid.	HOST	All

continued

ITEM 18. SUGGESTED CHAMPIONSHIP EVENT TIMELINE, Page Two

Goal Completion Date	Date Completed	Actual Item to be Completed	Completed By	Sport
One to two months prior		Facility Management – Secure concessions, security, ticket sellers/takers, etc.	HOST	All
2 to 3 weeks in advance in order to give the team assignment on the conference call		Game Activities – Special events, missions outreach, half-time activities, special presentations, clinics, national anthem, etc.	HOST and/or DMC and/or NSC	All
One month prior to season		Handbook – Prepare and distribute to institutions	Member Institutions supply the copies for their coaches	All
Two to three months prior		Honorary Coaches – Find community/business people interested in being a liaison to a participating team	HOST	All
Upon acceptance of bid		Housing – Secure championship headquarters hotel, negotiating comp rooms, and meeting rooms	HOST	All
One to two weeks prior to the event		Housing – Create a housing list with phone numbers, fax numbers, key contacts, etc., for distribution to staff and championship personnel, as well as the participating institutions	Championship Participants	All
One month to two weeks prior		Housing – Determine housing assignments of championship personnel, meeting room locations, etc.	Host Adm. and NSC	All
Upon execution of contract		Insurance – Secure spectator liability insurance	HOST in consultation with National Office	All
Within ten days after the event		Invoice – Budget/expenses must be turned into the National Office before reimbursement.	HOST	All
One to two months prior		Media Coordinator – Assign someone to work with teams and media during event for statistics and press releases	HOST	All
One to two months prior		Merchandise – Finalize design. Must work with Fine Designs, the official NCCAA t-shirt vendor.	HOST with Dan Wood	All
Upon arrival of souvenirs		Merchandise – Complete inventory and report any problems	HOST with DMC	All
Three to four months prior		Officials – Notify all officials about championship information, contract, per diem, game fees, medical information, etc.	HOST and/or NSC and DMC	All
Four to six weeks prior		Officials – Secure transportation for those officials flying and who have contractually committed to the event	HOST	All
One to two months prior		Parade of Champions/Opening Ceremonies – Pre-event setup and organization if special events are involved	HOST with NSC and/or DMC	All
One to two weeks prior		Parade of Champions/Opening Ceremonies – Script development and order of procession	HOST with NSC and/or DMC	All
One month prior		PA Announcements – List of announcements to be read throughout the event	HOST	All
Within 30 days of receipt of invoice		Payment of Invoice – Host must submit payment for championship expenses incurred by the NCCAA	HOST with NSC	All
One month prior		Per Diem – Provide names of personnel and the amount to be received	HOST	All

continued

ITEM 18. SUGGESTED CHAMPIONSHIP EVENT TIMELINE, Page Three

Goal Completion Date	Date Completed	Actual Item to be Completed	Completed By	Sport
Two to three months prior		Photographer – Secure services for Championship events	HOST	All
One month prior		Potential Qualifier Packets – Send to teams that have the potential to go to the championship. Local champion-ship information shall be included.	HOST or NSC's letter to all participants	All
One to two months prior		Practice Sites – Secure local facilities for teams to use for practice throughout the event	HOST	All
Three to four months prior		Program – Secure printer, create design and develop program	HOST	SOC, VB, FB, BASK, SB, BB
Two to three months prior		Program – Provide host with all applicable ads from sponsors as well as general NCCAA information, photo and letter from ED, and chaplain bio and photo	NCCAA	SOC, VB, FB, BASK, SB, BB
One to two weeks prior		Program – Institutions shall send their team information for the program directly to the Championship Director	HOST	SOC, VB, FB, BASK, SB, BB
Upon acceptance of bid and ongoing		Publicity and Promotion – Posters, flyers, advertisements and related expenses	HOST	All
One to two months prior		Radio – Negotiate and coordinate all radio broadcasts with the stations wishing to broadcast	HOST with NSC & National Office	SOC, VB, FB, BASK, SB, BB
One to two months prior		Radio – Assist with securing phone lines	HOST	SOC, VB, FB, BASK, SB, BB
July of each year		Rule Books/Score Books – Place order for all books with appropriate company	NCCAA Institutions	All
Four to five months prior		Sponsors – Solicit local site sponsors for financial or in-kind support	HOST with the National Office	All
Three months prior		Sponsors – Secure list from host to ensure no conflicts exist with national sponsors	NCCAA	All
Three to four months prior		Staff Shirts – Determine and order number of staff and event personnel shirts needed. Purchase through Fine Designs.	HOST and Dan Wood	All
Two to three weeks prior		Team Introductions – Written for banquet and Parade of Champions/Opening Ceremonies	HOST	All
Three to four months prior		Television – Secure advertisements for broadcast	HOST	FB, BASK
Four to six months prior		Television – Negotiate and coordinate all television broadcasts	NCCAA National Office	FB, BASK
Four months prior		Tickets – Create artwork and place disclaimer on the back of the ticket to be approved by NSC and DMC	HOST	SOC, VB, FB, BASK, SB, BB
Four months prior		Tickets – Approve ticket design	NSC with input from DMC	SOC, VB, FB, BASK, SB, BB
Three months to two weeks prior		Championship Committee – Identify potential coaches and notify via letter. Select members and alternates in the event replacements are needed. Shall not commit to airfare until solid confirmation. Coordinate all housing and per diem with host.	NCCAA Handbook	All
Two to three weeks prior		Championship Instructions – Prepare packets for coaches, officials and championship committee. Host to include local information.	NSC/HOST Championship Director	All
Three months prior		Trainers – Identify training needs and secure staff	HOST	All

continued

ITEM 18. SUGGESTED CHAMPIONSHIP EVENT TIMELINE, Page Four

Goal Completion Date	Date Completed	Actual Item to be Completed	Completed By	Sport
One month prior		Training Supplies – Coordinate shipment of products to host and send information to the head trainer	HOST	All
Three months prior		Transportation – Negotiate and coordinate the best rates for team rentals. Participants must lodge in HOST hotel, if at all possible.	HOST	All
One month to two weeks prior		Travel – Arrange for NCCAA staff, championship committee, media, etc.	National Office with NSC and/or Champion-ship Director	All
Two to three months prior		Videographer – Secure services for championship contests (comp photos to National Office)	HOST	All
Immediately following championship		Photographer – Email/mail high resolution .jpg or .gif photos of the championship, especially winning team with banner to info@thenccaa.org	HOST	All
Immediately following championship		Videographer – Mail original high resolution dvd of the championship match to the NCCAA National Office, 302 W. Washington Street, Greenville, SC 29601	HOST	All
At the beginning of the sport season		Web Site – Develop a host web site that shall be continually updated with championship information throughout the season	HOST	All

ITEM 19. NCCAA NATIONAL CHAMPIONSHIP COMMITTEE RESPONSIBILITIES

I. PURPOSE

The National Championship Committee shall oversee the National Championship to ensure that it is administered according to NCCAA policies and procedures.

II. MEMBERS

The three person committee shall consist of the NCCAA National Office representative or their designate, championship site director, and an individual appointed by championship site director.

III. RESPONSIBILITIES

The Championship Committee shall:

- A. Have at least one committee member on site for each contest.
- B. Handle any protests/disputes over rules or procedures during the tournament. The committee shall have the final say on any protest(s). All three committee members shall be involved in any decisions regarding protests.
- C. Be responsible to keep the championship games on schedule.
- D. Oversee the behavior of players, coaches and spectators
 1. Committee members have the obligation to immediately approach any spectator who is:
 - a. Constantly yelling at officials
 - b. Using vulgar language
 - c. Making threats
 - d. Causing an unusual disturbance.The spectator shall be warned and told that, if these actions continue, they shall be asked to leave.
 2. Committee members have the same obligation to approach a coach concerning the same type of disturbance from team personnel. Committee members have the right to approach and to remove such personnel from the contest and, pending a committee meeting, from the remainder of the championship.
 3. Should an incident occur in which spectators or team personnel are removed, the committee shall write an incident report and forward it to the National Office. A decision shall be made of further actions against an offending institution.
- E. Express in writing any problems which occurred during the National Championship and submit report to the National Office within seven days following the championship. This report shall be presented to the Administrative Committee of the Board of Directors.

ITEM 20. NCCAA CHAMPIONSHIP MUSIC POLICY

It is the goal of the NCCAA to glorify God in the music that is played at all regional and national events. Each host institution of an NCCAA postseason contest is required to ensure that all music played during the event complies with the following guidelines:

- 1) It is encouraged that Christian music be integrated within the pre-game and in-game play list so that God may be specifically recognized and praised through the music that is played.
- 2) Music produced by Christian artists and bands who also perform neutral/crossover music is allowed.
- 3) Potentially questionable music that has not been previously approved must be submitted to the Championship Director or their designate for approval at least 24 hours in advance of the event where the music is to be played.
- 4) The NCCAA does not allow the playing of secular music that includes lyrics. Selected music from the secular genre without lyrics may be allowed and shall be determined on a case-by-case basis.
- 5) If a song without lyrics is presented for approval, the original lyrics of that song must be submitted for review. If those lyrics are deemed to be non-offensive and consistent with the values of the NCCAA and its membership, then such music may be approved.

ITEM 21. NCCAA CHAMPIONSHIP NATIONAL ANTHEM AND INVOCATION PROTOCOL

All Public Address staff shall be given the following statement for use when an invocation and/or the National Anthem are to be part of pre-game ceremonies:

“At this time, we ask that you please stand and remove your hats for an Invocation to be given by _____.” (Prayer)

“Please remain standing in a spirit of respect for the presentation of our National Anthem...” (If pre-recorded, end here. If being performed, recognize the performer, “...being sung by _____.”)

ITEM 22. NCCAA GAME CODE OF CONDUCT

Please read the NCCAA Game Code of Conduct prior to each contest:

The National Christian College Athletic Association is committed to the true spirit of competition and upholding the four core values of the Game Plan 4 LIFE: Love, Integrity, Faith, and Excellence.

We ask that each participant, official and spectator join us in exhibiting these Christ-like characteristics and help create a positive environment in which to enjoy today's (tonight's) competition.

ITEM 23. PARADE OF CHAMPIONS FORMAT
(Sample Script)

- Ladies and gentlemen, please direct your attention to the _____ as we honor this year's participating teams during the Parade of Champions.
- Leading our processional this evening are our officials, all of whom are members of the (officials association). Presenting the flag is _____, from _____. Thank you to the men and women of _____ for their service to all of the participating teams!
- Next we have our volunteers for this year's championship. These individuals shall give over ____ (number) hours of service to this event over the next ____ (number) days and without them, such an event would not be feasible. Thanks to all of these service-oriented folks for their time and effort!
- And now for the ____ (number) participating teams in this week's competition. Each team is being accompanied by local youth from the _____.

(This suggested format can be used for Basketball, Soccer, Baseball, Softball, and Volleyball. Introduce teams according to order of seed. Example: From city, state, representing the name of specific region, with a record of wins/losses, the mascot name of college/university. The mascot name are coached by name and assisted by name. Welcome the mascot name of college/university.)

#1 Seed: From _____, representing the _____ with a record of _____ the _____ of _____.
The _____ are coached by _____ and assisted by _____.
Welcome the _____ of _____.

#2 Seed: From _____, representing the _____ with a record of _____ the _____ of _____.
The _____ are coached by _____ and assisted by _____.
Welcome the _____ of _____.

#3 Seed: From _____, representing the _____ with a record of _____ the _____ of _____.
The _____ are coached by _____ and assisted by _____.
Welcome the _____ of _____.

#4 Seed: From _____, representing the _____ with a record of _____ the _____ of _____.
The _____ are coached by _____ and assisted by _____.
Welcome the _____ of _____.

#5 Seed: From _____, representing the _____ with a record of _____ the _____ of _____.
The _____ are coached by _____ and assisted by _____.
Welcome the _____ of _____.

#6 Seed: From _____, representing the _____ with a record of _____ the _____ of _____.
The _____ are coached by _____ and assisted by _____.
Welcome the _____ of _____.

#7 Seed: From _____, representing the _____ with a record of _____ the _____ of _____.
The _____ are coached by _____ and assisted by _____.
Welcome the _____ of _____.

continued

ITEM 23. PARADE OF CHAMPIONS FORMAT, Page Two

#8 Seed: From _____, representing the _____ with a record of _____ the _____ of _____.
The _____ are coached by _____ and assisted by _____.
Welcome the _____ of _____.

#9 Seed: From _____, representing the _____ with a record of _____ the _____ of _____.
The _____ are coached by _____ and assisted by _____.
Welcome the _____ of _____.

#10 Seed: From _____, representing the _____ with a record of _____ the _____ of _____.
The _____ are coached by _____ and assisted by _____.
Welcome the _____ of _____.

#11 Seed: From _____, representing the _____ with a record of _____ the _____ of _____.
The _____ are coached by _____ and assisted by _____.
Welcome the _____ of _____.

#12 Seed: From _____, representing the _____ with a record of _____ the _____ of _____.
The _____ are coached by _____ and assisted by _____.
Welcome the _____ of _____.

- Recognize any other local representatives &/or dignitaries, special guests, etc.
- The NCCAA is very thankful for the over 96 intentionally Christ-centered institutions that call themselves Members of the NCCAA. Today, more than ever, intercollegiate athletics are being used to serve the Great Commission of Jesus Christ. These _____ student-athletes join over 14,000 of their peers in honoring our Lord through their efforts in this great game. Our culture is crying out for young people such as the ones before you and only eternity will display the results of their combined service in the years to come.
- This year, NCCAA student-athletes shall provide over 4,500 hours of Christian service while at NCCAA events. _____ (CSP recipient) was the beneficiary of the service by the teams here tonight. We thank those Championship participants who assisted this effort and would ask you to recognize them with your applause.
- And now please stand and remove your hats for our invocation, to be offered by _____, followed by our National Anthem.
- Let's have one more round of applause for all of these teams and the institutions they represent.
- Announce start time for the game.

ITEM 24. NCCAA AWARDS PRESENTATION PROCEDURES

NOTE: Adapt the following information to sport specific

- #1 Presentation of 4th place plaque _____
- #2 Presentation of 3rd place plaque _____
- #3 Presentation of 2nd place plaque _____
- #4 Presentation of 1st place banner _____
- #5 Presentation of Championship Team awards: Read the names of the team from the Championship Program.
- #6 Presentation of the All-Tournament Team (name and institution, announce the MVP last)

NAME OF PLAYER/INSTITUTION:

- | | |
|----------|-----------|
| 1. _____ | 6. _____ |
| 2. _____ | 7. _____ |
| 3. _____ | 8. _____ |
| 4. _____ | 9. _____ |
| 5. _____ | 10. _____ |

- #7 Presentation of All-American Awards (name and institution of player) Honorable Mention, 2nd team and lastly the 1st Team

NAME OF PLAYER/INSTITUTION:

- | | |
|----------|-----------|
| 1. _____ | 6. _____ |
| 2. _____ | 7. _____ |
| 3. _____ | 8. _____ |
| 4. _____ | 9. _____ |
| 5. _____ | 10. _____ |

- #8 Presentation of Scholar-Athletes who have received this honor (read name and institution of those participating in the Championship)

NAME OF PLAYER/INSTITUTION:

- | | |
|----------|-----------|
| 1. _____ | 6. _____ |
| 2. _____ | 7. _____ |
| 3. _____ | 8. _____ |
| 4. _____ | 9. _____ |
| 5. _____ | 10. _____ |

Continued

ITEM 24. AWARDS PRESENTATION PROCEDURES, Page Two

- #9 Presentation of Player of the Year (read comments presented to announcer by the National Sport Chair). Gather information from specific coach of player

- #10 Announce any record that was broken during the tournament (player/team recognition)

PLAYER	TEAM	RECORD
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>

- #11 All teams (and any special groups/individuals/parents) circle up on the floor for the closing prayer and any remarks.

ITEM 25. FINANCIAL STATEMENT OF NCCAA NATIONAL CHAMPIONSHIP

(SPORT)

DATES _____

SITE/HOST _____

INCOME

Gate Receipts/Ticket Sales	\$ _____
Souvenirs (t-shirts, hats, etc.)	_____
Concessions	_____
Program Sales/Advertisements	_____
Sponsor Donations (itemize on sponsor sheet)	_____
Entry/Sport Fees (where applicable)	_____
Miscellaneous	_____
TOTAL INCOME	\$ _____

EXPENSES FOR CHAMPIONSHIP OPERATIONS

Awards/Plaques (see Awards Section)	\$ _____
Banquet	_____
Special Equipment (attach list)	_____
Officials	_____
Souvenirs (t-shirts, hats, etc.)	_____
Programs/Printing/Posters	_____
Postage	_____
Telephone	_____
Housing (for National Sport Chair, Officials, Speakers, etc.)	_____
Mileage (for National Sport Chair, Officials, Speakers, etc.)	_____
Workers (attach list and list titles)	_____
Miscellaneous	_____
Team Reimbursements (attach itemized sheet)	_____

continued

ITEM 25. NCCAA CHAMPIONSHIP FINANCIAL STATEMENT, Page Two

CHAMPIONSHIP REIMBURSEMENT (attach itemized sheet)

Meals

Banquet \$ _____

Other _____

Lodging (Teams) _____

Travel (Teams) _____

TOTAL EXPENSE \$ _____

BALANCE (use + or -) \$ _____

AMOUNT ASSUMED BY HOST \$ _____

ENDING BALANCE (use + or -) \$ _____

ITEM 26. NCCAA NATIONAL CHAMPIONSHIP REPORTING FORM

Sport _____

National Sport Chair _____

Vice Chair _____

Host Site _____ City _____ State _____

Date of Championship _____

1. Results of the Championship (round by round)
2. All-Tournament Team Members
3. Coach of the Year
4. Tournament MVP
5. Player of the Year
6. Other sport specific award - i.e. Sportsmanship, Defensive Player, Offensive Player
7. First Team All-American
8. Second Team All-American
9. Honorable Mention
10. Scholar Athletes

NATIONAL SPORT CHAIR – PLEASE READ THE FOLLOWING INFORMATION VERY CAREFULLY!

Please submit your **completed** National Championship Reporting Form to the National Office, FAX (864) 250-1141, e-mail bbelleman@thenccaa.org, within 48 hours immediately following the championship and mail a hard copy to the National Office, 302 W. Washington St., Greenville, SC 29601.

Accuracy in the spelling of names is of utmost importance! This report shall go on the website for the public to see and shall be used to create certificates.

PLEASE EMAIL (to bgilmore@thenccaa.org) A HIGH RESOLUTION PICTURE OF THE WINNING TEAM, TAKEN WITH THE NATIONAL CHAMPIONSHIP BANNER (that is suitable for reproduction), immediately following the championship, to be used in the NCCAA newsletter and online. **Complimentary high resolution photos must be sent electronically to the National Office as follows: CSP photos – sent immediately following the CSP; Action photos – sent periodically throughout each day of the event; Championship team with banner photos – sent immediately following the championship; All event photos – the National Office holds the right to access and use any photo taken at the event for social media, website, marketing, etc. The photographer shall be given photo credit if desired.** The National Chair should work in cooperation with the Championship Director to secure these items.

continued

ITEM 26. NCCAA NATIONAL CHAMPIONSHIP REPORTING FORM, Page Two

The remainder of your National Sport Chair Report for the Annual Convention shall be completed and emailed to Ben Belleman (bbelleman@thenccaa.org) at the National Office. (Please write your personal opinion and evaluation of the sport.)

On a separate piece of paper please complete the following questions:

1. What are the recommended changes in your sport for the coming year?
2. In a few paragraphs, please write a State of the Sport Report, from your point of view.
3. Include the Financial Statements for the National Championship and send them to the National Office.
4. Send the Minutes of your National Coaches' Business Meeting; **highlight all action items for the NCCAA Administration Committee.**
5. Please indicate any and all of the changes of your sport for the Official Handbook.
Suggestion: Highlight the Roman numeral, letter, number or number of the page with the word, phrase, sentence, or paragraph, then **BOLD** the requested change.

ITEM 27. NCCAA SCHOLAR-ATHLETE AWARD CRITERIA

I. PURPOSE

- A. To recognize outstanding scholar-athletes among NCCAA member institutions.
- B. To emphasize the place of academics in our national organization.
- C. To publicize and promote the NCCAA by recognizing institutions individually and collectively through this medium.

II. CRITERIA FOR NOMINATION

The nominee must:

- 1. Be of junior, senior or graduate student academic standing making normal progress toward a degree.
- 2. Have completed at least one term (semester or quarter) at the nominating institution.
- 3. Be a competing student-athlete or a varsity letter winner or that institution's equivalent in the sport for which nominated.
- 4. Have maintained a minimum cumulative grade point average of 3.40 on a 4.00 scale at the nominating institution. Transfer students must have a cumulative grade point average of 3.40 on a 4.00 scale based on all grades at all institutions attended, regardless of whether a course grade is accepted at the nominating institution. GPA cannot be rounded up.

III. PROCEDURE FOR NOMINATION

- A. The nominating institution must submit a completed nomination form on Teamworks to the National Office four weeks prior to the National Championship.
- B. The institution's registrar must verify the nominee's GPA on Teamworks.

IV. SELECTION PROCESS

- A. The National Office shall compile and announce a list of recipients during the National Championship.
- B. All student-athletes who are nominated and who meet all the criteria shall be granted this award.

V. RECOGNITION AND PUBLICITY

- A. Recipients shall be announced at the National Championship (optional).
- B. A certificate of recognition and a letter of congratulations shall be sent to the recipient. A second certificate for the institution shall be sent upon request.

ITEM 28. NCCAA SCHOLAR-ATHLETE NOMINATION BALLOT

Sport: _____ **Division:** _____ **Year:** 20__ - 20__

Institution: _____

Nominee *	Jr/Sr/G	Major	Cumulative GPA

* (Please ensure correct spelling)

Verification:

I verify all the above nominees have a minimum 3.40 cumulative GPA (cannot be rounded up).

Registrar's Signature

Coach's Signature

Date Completed

Submit this ballot to the National Office four weeks prior to National Championship.
302 W Washington St | Greenville, SC 29601

ITEM 29. NCCAA SCHOLAR TEAM AWARD CRITERIA

I. PURPOSE

- A. Honor NCCAA athletic teams that demonstrate academic success in the classroom.
- B. Emphasize the importance of academics within our national organization.
- C. Promote individual student athlete scholarship on the team.

II. CRITERIA FOR NOMINATION

The nominee must include VARSITY TEAMS THAT:

1. Have a minimum grade point average (GPA) of 3.40 on a 4.00 scale. Please do NOT round up to 3.4 or 3.40. Fall teams use fall term(s) GPA's only and spring teams use spring term(s) GPA's only. Teams that overlap terms use GPA's from all terms in which the sport participates.
2. Include all varsity athletes who competed in the sport with the institution for any portion of the academic year.

III. ACADEMIC AWARD SELECTION

- A. College must be current NCCAA member in good standing.
- B. The NCCAA Scholar-Team Award Nomination Form must be completed and sent to the NCCAA National Office by January 31 for all eligible fall sports and May 31 for all eligible winter/spring sports of each school year.

IV. RECOGNITION

- A. Certificates shall be sent to each student-athlete represented on the team.
- B. One team certificate shall be given to the institution.

ITEM 30. NCCAA SCHOLAR TEAM AWARD NOMINATION FORM

Sport _____ Year 20 ____ - 20 ____

Institution: _____ Team GPA* _____

CRITERIA:

1. List all players who used a year of eligibility in the sport during the current school year.
2. Use current term(s) GPA for each player. (See Scholar Team Criteria II.1)
3. Total all grade points and divide by the total semester hours to determine the accurate team GPA.
4. Must have a minimum team GPA of 3.40 (based on a 4.0 scale). **Do not round up to 3.4 or 3.40**

Student-Athlete Name (Please type)	Semester Hours Attempted	Quality/ Grade Points	Year (FR/SO/JR/SR/G)

*** Total all grade points and divide by the total semester hours = _____ TEAM GPA****NOTE: Please list additional athletes on a separate sheet of paper**_____
*Coach's Signature*_____
*Compliance Officer or Registrar's Signature*_____
*Date**Submit completed form to the NCCAA National Office by **January 31** for Fall Sports and **May 31** for Winter/Spring Sports***302 W. Washington St., Greenville, SC 29601 | 864-250-1199 | Fax: 864-250-1141**

ITEM 31. NCCAA STUDENT-ATHLETE OF THE WEEK PROCEDURES & INSTRUCTIONS

I. PROCEDURES

- A. The NCCAA Student-Athlete of the Week award shall be given to **one student-athlete in each active** male and female sport in both Division I and Division II, chosen from the list of nominees submitted by all recognized sports each week. Some sports such as Soccer, Baseball, Softball, Football, and **Indoor/Outdoor** Track and Field have two awards due to the nature of the sport. The recognized National Championship sports are: Baseball, Men's and Women's Basketball, Men's and Women's Cross Country, Football, Men's & Women's Golf, Men's and Women's Indoor Track and Field, Men's and Women's Soccer, Softball, Men's and Women's Tennis, Men's and Women's Outdoor Track and Field, and Women's Volleyball.
- B. **Only one student-athlete per school can be nominated for each sport, with the exception of the sports that have two awards. Two award sports may have one student-athlete per school for each award within the sport.**
- C. The official nomination form shall be used. The student-athlete shall be nominated by his/her respective coach, Sports Information Director, or Athletics Director and shall exemplify the Christian ideals held by the NCCAA.
- D. List accomplishments for the preceding week **(Monday through Sunday). Accomplishments during scrimmages/exhibitions are not to be submitted.**
- E. Submit the form through Teamworks (www.teamworksapp.com). **Nominations are due on Mondays by 1:00 p.m. (ET). Nominations submitted outside of Teamworks shall not be accepted. Nominations submitted after the deadline shall not be included for consideration.**
- F. **A high resolution headshot and action shot photo of your nominee must be included within the nomination form.**
- G. The Media and Communications Coordinator shall review all nominations and select the award recipient(s) for each sport.
- H. Each school is responsible to provide a press release to its local media.
- I. The NCCAA National Office shall provide two certificates, one for the student-athlete and one for his/her respective institution. The recipients shall be posted on the NCCAA website.

II. INSTRUCTIONS ON SUBMITTING STUDENT-ATHLETE OF THE WEEK NOMINATION FORM ONLINE THROUGH TEAMWORKS

(NOTE: This form is perpetual, meaning it shall remain available in your Teamworks account under "my forms.")

- A. Log on to your Teamworks account. <https://www.teamworksapp.com/>
 - 1. Type in your email and password.
 - 2. If you forgot your password there is an option to click "forgot password" that shall email a new password to you.
- B. **Once logged in, click on the "Forms" tab then click "Perpetual."**
- C. Click on the "My Forms" tab.
- D. Click on the sport specific Student-Athlete of the Week Nomination Form and complete.
- E. Upload a high resolution headshot and action shot photo of your nominee **within the form.**
- F. Sign the form and confirm to submit.

NOTE: If your student-athlete is selected and there are any issues or questions regarding the form and/or photos, be prepared to respond quickly to the NCCAA.

Contact Brandon Gilmore, Media & Communications Coordinator, at bgilmore@thenccaa.org with any questions.

ITEM 32. COACH OF THE YEAR NOMINATION FORM

Region _____ Chair _____

Coach's Name _____ Sport _____

Institution _____

Address _____ Telephone (_____) _____ - _____

City _____ State _____ Zip _____

20_____ to 20_____ Season Record: Won _____ Loss _____

Comments on the following areas:

Coaching aptitude for the 20_____ to 20_____ Season _____

Christian Character _____

Leadership Qualities _____

Players _____

Coaches _____

Contribution to the National Christian College Athletic Association _____

ITEM 33. NCCAA MISSIONS FUNDING APPLICATION

The National Christian College Athletic Association (NCCAA) is pleased to provide special funding for assisting both student-athletes and coaches as they are involved in sport missions trips and other sport ministry endeavors. Student-athletes and coaches are eligible for missions funding after being identified with a member institution for at least one semester through the term (spring, summer, fall) immediately following identification with, or graduation from, a member institution. *Monies are awarded in the order in which applications are received and as funding is available.* Any monies awarded shall be sent directly to the sending agency or sponsoring organization. The Executive Director shall review all application requests for funding. The maximum support is \$1,000 (for teams of 4 or more) and 10% of the total cost for individuals, up to \$300 maximum.

In an effort to allow our donors to hear firsthand how the Lord is working through the NCCAA, approved applicants shall be assigned a "Donor Sponsor" and **shall be required** to contact their donors with information and prayer requests about their trip and provide a post-trip summary (including any photos or videos if available). A contact card shall be provided. The summary must also be sent to the NCCAA National Office (may be emailed to ezeigler@thenccaa.org).

*Please type or print **all** information requested below:*

Coach/Individual Applicant: _____ Phone: _____

Email contact: _____ Sport: _____

School Name: _____ Number going on trip: _____

Trip Destination: _____ Dates of trip: _____

Sponsoring Organization of Mission Trip: _____

Contact Person: _____ Phone: (_____) _____ - _____

Address: _____ City: _____ State: _____ Zip: _____

Total Trip Cost: \$ _____ Amount Already Raised: \$ _____ Amount Requesting from NCCAA \$ _____

Date Funding is Due: ____/____/____ **Check to be made to:** _____

Check to be mailed to: _____

On separate sheets of paper, please enclose the following:

- **Applicant's** personal testimony
- Comments regarding the nature of this trip, the type of ministry, and the people who will be served
- Letter of recommendation from supervisor (if a coach) or from coach (if a student-athlete)

The above and enclosed information are accurate to the best of my knowledge. (**Both signatures are required.**)

Signature of Applicant: _____ Date: _____

Signature of Supervisor: _____ Date: _____

Return this form and accompanying paperwork to:

NCCAA Mission Funding

ATTN: Erica Zeigler

302 W Washington St

Greenville, SC 29601

Phone: (864) 250-1199 / Fax: (864) 250-1141

ITEM 34. NCCAA NATIONAL SPORT CHAIR JOB PROFILE

I. FUNCTION

Responsible for directing NCCAA National Championship Competition in the particular sport.

II. SELECTION

- A. The National Sport Chair for each NCCAA sport shall be nominated by a majority of the sport coaches at the respective national coaches' meeting along with an email ballot to all coaches in that sport.
- B. Each nominee shall be confirmed by vote of the NCCAA Board of Directors.
- C. The term of service is three years.
- D. Re-elections are permitted. There is no limit to the number of terms one can serve.

III. DUTIES

The National Sport Chair shall:

- A. Conduct, in concert with the Championship Director and/or the Vice-Chair of the sport, the NCCAA National Championship in that particular sport.
- B. Recommend a host site (two years in advance) and date for their respective National Championship to the Director of Membership & Compliance.
- C. Conduct all coaches' meetings in addition to the National Championship seeding conference call (see Item 38).
- D. Be responsible for the adherence to the sport Handbook by all participating institutions.
- E. Communicate with all Regional Sports Chairs and make sure they are fulfilling their duties.
- F. Submit National Championship Reporting Form to the National Office, at the NCCAA web site within five days of the event.
- G. Submit approved policy changes, procedures and recommendations (for the Handbook) from the coaches' meetings to the Director of Membership & Compliance 45 days prior to the NCCAA Annual Convention.
- H. Submit to the National Office a complete financial report of the Sport and the National Championship (as provided by the championship host).
- I. Serve on the National Administrative Council for the purpose of evaluating the policies, procedures and programs of the association and to make recommendations for improvements.
- J. Not enter into any vendor contractual agreement on behalf of the NCCAA.
- K. Send the National Office the sport TOP 10 for each week.

IV. EXPENSE REIMBURSEMENT

The National Sport Chair shall be entitled to reimbursement by the NCCAA National Office for reasonable expenses, including travel, meals, and lodging (3 night maximum), incurred by attending the NCCAA Annual Convention. Flights shall only be reimbursed for the price of a ticket purchased 21 days in advance. When on-campus lodging is available, the reimbursement rate shall be that of the on-campus lodging option. Individuals are required to register for the Annual Convention and registration fees are not reimbursable.

ITEM 35. NCCAA NATIONAL SPORT VICE-CHAIR JOB PROFILE

I. FUNCTION

The National Sport Vice-Chair shall be responsible for assisting the National Sport Chair and after a three year term shall take over as the Chair. They shall assume the Chair position if the Chair leaves at any time before the three year term expires.

II. SELECTION

The National Sport Vice-Chair for each NCCAA sport shall be nominated by a majority of the sport coaches at the respective national coaches' meeting along with an email ballot to all coaches in that sport. If a vacancy occurs at any other time, then the position shall be filled by an email ballot.

III. DUTIES

The National Sport Vice-Chair shall:

- A. Assist the National Sport Chair in his/her duties.
- B. Perform all duties of the Chair in his/her absence as well as any duties prescribed by the Chair.
- C. Not enter into any vendor contractual agreement on behalf of the NCCAA.

Expense Reimbursement:

If the National Vice-Chair is attending the Annual Convention in place of the National Chair, then the reimbursement policy shall be the same as for the National Chair.

ITEM 36. NCCAA REGIONAL COORDINATOR JOB PROFILE

I. FUNCTION

The Regional Coordinator shall direct and administer all NCCAA sports competition in their respective regions with the assistance of each Regional Sport Chair.

II. SELECTION

- A. The Regional Coordinator shall be nominated by a majority vote of the participating members within the respective region.
- B. The nominee shall be confirmed by a vote of the Board of Directors.
- C. The term shall be for a 3-year period.

III. DUTIES

The Regional Coordinator shall:

- A. Direct and administer NCCAA sports within the region.
- B. Set Regional Meeting dates and chair those meetings. Shall keep Regional Meeting minutes and send a copy to the Director of Membership & Compliance and each member institution in the region.
- C. In concert with the Director of Membership & Compliance, screen applicants from prospective Regional colleges for NCCAA membership.
- D. Serve on the National Administrative Council for the purpose of evaluating the policies, procedures and programs of the association and to make recommendations for improvements.
- E. Develop unity among member institutions within the region.
- F. Select (in coordination with the National Sport Chair) and work with Regional Sport Chairs in regard to regional playoffs.
- G. Complete a year-end report that includes results from regional championships, All-Region Teams, Regional Coach of the Year, and other special awards for the region.
- H. Update the Regional Handbook each year and send a copy to the Director of Membership & Compliance and each member institution in the region by August 1.
- I. Maintain and update the history of the region, including awards and championship information and results.
- J. Represent the region at the NCCAA Annual Convention.
- K. Not enter into any vendor contractual agreements on behalf of the NCCAA.

IV. EXPENSE REIMBURSEMENT

- A. The NCCAA National Office shall reimburse the Regional Coordinator for lodging expenses (three night maximum) incurred at the Annual Convention. When on-campus lodging is available, the reimbursement rate shall be that of the on-campus lodging option.
- B. Each region shall cover travel and administrative expenses incurred for NCCAA business including transportation expenses to the NCCAA Annual Convention, pending the region's financial structure. Flights shall only be reimbursed for the price of a ticket purchased 21 days or more in advance.
- C. Individuals are required to register for the Annual Convention and registration fees are not reimbursable.

ITEM 37. NCCAA REGIONAL SPORTS CHAIR JOB PROFILE

I. FUNCTION

The Regional Sports Chairs shall direct and administer their particular sport competition in their respective regions with the assistance of each Regional Coordinator and their National Sport Chair.

II. SELECTION

- A. The Regional Sport Chair shall be nominated by a majority vote of the participating sport members within the respective region and confirmed with a vote by the region coaches. Nominations can come from the National Sport Chair as well.
- B. The nominee shall be confirmed by a vote of the Region Athletic Directors.
- C. The term shall be for a three-year period.

III. DUTIES

The Regional Sports Chair shall:

- A. Direct and administer their particular NCCAA sport within the region and be responsible to the Regional Coordinator and their National Sport Chair.
- B. Develop unity among their sport coaches within the region.
- C. Select site and dates in regard to their sport's regional playoffs in conjunction with all their sport coaches in their region and the Regional Coordinator. Dates and sites shall be confirmed by the Region Athletics Directors.
- D. Serve as the weekly TOP 10 rater for their sport (if applicable).
- E. Be responsible for selecting the All Region Team and Region Coach of the Year, according to their National Sport Handbook requirements, and submit this according to the Handbook.
- F. Complete a season-end report that includes results from the Regional Championship, All-Region Teams, Regional Coach of the Year, and other special awards for the region. This report shall be sent to the National Sport Chair and Regional Coordinator.
- G. Update the Regional Handbook sports section each year and send that update to the Regional Coordinator.
- H. Maintain and update the history of the region for their sport (for the Region Handbook), including awards and championship information and results.
- I. Represent the region sport at the NCCAA Annual Convention when possible.
- J. Not enter into any vendor contractual agreements on behalf of the NCCAA.

ITEM 38. PROCEDURES FOR NCCAA CONFERENCE CALLS

Sports that use a conference call for the seeding of National Championships (volleyball, men's and women's soccer, men's and women's basketball, baseball and softball) shall follow these guidelines.

I. INDIVIDUALS INCLUDED ON THE CALL

The following individuals shall be included on the conference call:

1. Regional Sport Chairs for the particular sport, or his/her designate
2. National Sport Chair (chairs the call)
3. National Championship Director
4. Statistician/Rater
5. Director of Membership & Compliance

NOTE: If a Regional Sport Chair is the coach of a participating team, the Sport Vice Chair, or the Chair's designate, shall be on the conference call to speak for that particular region.

II. NATIONAL SPORT CHAIR RESPONSIBILITIES

Seven to fourteen days in advance of the call, the National Sport Chair shall send the following information to all members of the call:

1. The correct phone number and code for the call.
2. The correct time and time zone for the call.
3. The proper documentation (statistical reports, nomination forms, etc.) for making decisions relating to the National Championship.
4. An agenda for the call so each member shall know the topics for discussion, which should include:
 - a. Opening prayer
 - b. Game times
 - c. Brackets
 - d. Hotel arrangements
 - e. Travel itineraries of the participating teams
 - f. Outreach/community service opportunities
 - g. Parade of Champions procedures
 - h. Place and time for the annual coaches' meeting
5. Allow for questions and clarification of the championship itinerary/schedule.

NOTE: All calls shall be limited to 30 minutes and \$100.00. Any expense above the \$100 limit shall be the responsibility of the sport.

ITEM 39 NCCAA CERTIFIED ATHLETIC TRAINER POLICY

Effective Date of July 1, 2016

(For 2016-17 academic year)

Required: Certified Athletic Trainer (ATC) at each hosted NCCAA Regional or National Championship

The health and safety principle of the National Christian Collegiate Athletic Association (NCCAA) is that it is the responsibility of each member institution hosting an NCCAA event to protect the health of, and provide a safe environment for, all participating student-athletes.

Every institution has a legal duty/responsibility to use reasonable care in conducting its intercollegiate athletics program, and the establishing of guidelines would constitute evidence of the legal standard of care provided to its student-athletes. Therefore, it is the responsibility of each member institution to establish guidelines that are reasonable, attainable, and appropriate for their student-athletes and the sport offerings of their athletic department at each venue.

(For 2017-18 academic year)

Required: Certified Athletic Trainer (ATC) at each hosted intercollegiate contest

It is understandable that the budget constraints of each member institution are different, and not every institution has the ability to have a Certified Athletic Trainer (ATC) on their full-time staff; however, it is the responsibility/requirement of each member institution to have an ATC on site for all intercollegiate contests, in order to provide appropriate care and/or treatment of the immediate needs of their student-athletes and for those of the visiting institution(s).

If the member institution does not have an ATC on staff, they shall be required to outsource and contract ATC services for their intercollegiate contests.

The ATC must be certified by the National Athletic Trainers' Association Board of Certification (NATABOC), or an equivalent affiliation, and maintain a current license in the state of practice.

Recommendations:

The following are BEST PRACTICES and recommendations for the health and well-being of the student-athletes.

1. Host ATC should be available a minimum of 1 hour prior to game time and 30 minutes post-game time in order to provide for pre-game and post-game needs of student-athletes.
2. Require each coach to have first aid and AED certification
3. Each institution must have an emergency action plan in place in case of serious injury and provide training to staff **(including 911 response time of less than 10 minutes from time of call)**.
4. Visiting institutions not traveling with an ATC should bring all relative medical supplies (tape, pre-wrap, ibuprofen, etc.) to provide the host ATC for pre-game, in-game, and post-game prevention and treatment.
5. It is recommended that all home events have an ATC. In the event that an ATC is not available, the host institution shall notify the visiting team no later than 24 hours prior to the contest.
6. All NCCAA sanctioned events require an ATC.

ITEM 40. FULL MEMBER PROXY BALLOT AUTHORIZATION FORM

(This document must be received at the National Office by May 15.)

Annual Convention expectations:

1. The proxy must be given for the Annual Business Meeting and the Region Meetings.
2. Proxies must be communicated to the National Office by May 15 annually.
3. Delegate attendance requirement: must check-in within the posted registration time on Day 1 and attend their respective Region Meeting and the Annual Business Meeting.

Due to our inability to have an institutional representative at the NCCAA Annual Meeting,

_____, has given our proxy for any and all voting issues to
(NCCAA Member Institution)

_____. We have discussed our institution's support or lack of support
(NCCAA Member Institution)

for each voting issue and have full confidence that our decisions shall be brought forward by our selected designate.

Print Name

Title

Signature

Date

Institution

Contact number or email address

For NCCAA Office use only

Received by May 15: ____ YES ____ NO

Attended 2 previous Annual Meetings: ____ YES ____ NO

Proxy approved: ____ YES ____ NO

NCCAA signature: _____

NCCAA Bylaws, SECTION 6.06. ANNUAL MEETING

The Annual Meeting of participating institutions shall be held once a year, in conjunction with the Annual Convention. Each institution shall be required to have a voting delegate at the Annual Meeting and Convention. Failure to have a delegate in attendance shall result in suspension of all sports for the upcoming academic year. A member institution may utilize the Proxy Ballot once every three years when attendance is not possible by any institutional representative.

Directions

The Full Member Proxy Ballot Authorization Form may be used once every three (3) years by member institutions unable to attend the Annual Convention. The member institution wishing to utilize a proxy, shall contact another member institution to discuss its voting stance prior to submitting a form.

ITEM 41. NCCAA AWARD RECIPIENT REIMBURSEMENT POLICY

- A. Award Recipients shall be entitled to reimbursement by the NCCAA National Office for reasonable expenses, including travel, meals, and lodging (1 night maximum), incurred by attending the NCCAA Annual Convention. Flights shall only be reimbursed for the price of a ticket purchased 21 days in advance. When on-campus lodging is available, the reimbursement rate shall be that of the on-campus lodging option. A maximum reimbursement total of \$250 shall apply.
- B. The Award Recipients reimbursement policy applies to the following awards: Hall of Fame, Game Plan 4 LIFE Student-Athlete Character Award, and Game Plan 4 LIFE Athletic Staff Character Award.
- C. Award Recipients shall also receive four (4) complimentary tickets to the Hall of Fame Banquet as part of the NCCAA Annual Convention.
- D. Reimbursement forms are available by emailing Erica Zeigler at ezeigler@thenccaa.org.

ITEM 42. NCCAA ALL-REGIONAL TEAM BALLOT

Sport: _____

Division: _____

Region: _____

Year: 20____ - 20____

Last Name*	First Name*	Institution	Team (1 st , 2 nd)	Position

Regional Coach of the Year

Coach's Name

Institution

Regional Player of the Year

Player's Name

Institution

**Please ensure correct spelling.*

Verification:

I verify all the above have been selected to the All-Regional Team.

Regional Sport Chair's Signature

Date

*Submit completed form to the NCCAA National Office
302 W Washington St | Greenville, SC 29601 | Fax: (864) 250-1141*

ITEM 43. NCCAA CHAMPIONSHIP CALENDAR**2017-2021**

(Tentative and subject to change)

Men's Golf

October 23-25, 2017	October 28-30, 2019
October 22-24, 2018	October 26-28, 2020

Women's Golf

October 23-25, 2017	October 28-30, 2019
October 22-24, 2018	October 26-28, 2020

Women's Soccer II

November 17-18, 2017	November 22-23, 2019
November 16-17, 2018	November 20-21, 2020

Men's Soccer II

November 15-18, 2017	November 20-23, 2019
November 14-17, 2018	November 18-21, 2020

Women's Volleyball II

November 16-18, 2017	November 21-23, 2019
November 15-17, 2018	November 19-21, 2020

Men's & Women's Cross Country (DI & DII)

November 11, 2017	November 16, 2019
November 10, 2018	November 14, 2020

Football

November 18, 2017	November 23, 2019
November 17, 2018	November 21, 2020

Men's Soccer I

Nov. 27-Dec. 2, 2017	December 2-7, 2019
Nov. 26-Dec. 1, 2018	Nov. 30-Dec. 5, 2020

Women's Soccer I

Nov. 27-Dec. 2, 2017	December 2-7, 2019
Nov. 26-Dec. 1, 2018	Nov. 30-Dec. 5, 2020

Women's Volleyball I

Nov. 27-Dec. 2, 2017	December 2-7, 2019
Nov. 26-Dec. 1, 2018	Nov. 30-Dec. 5, 2020

Men's & Women's Indoor Track & Field

February 16-17, 2018	February 21-22, 2020
February 15-16, 2019	February 19-20, 2021

Men's Basketball II

March 15-17, 2018	March 12-14, 2020
March 7-9, 2019	March 10-12, 2021

Women's Basketball II

March 15-17, 2018	March 12-14, 2020
March 13-16, 2019	March 10-12, 2021

Women's Basketball I

March 14-17, 2018	March 18-21, 2020
March 13-16, 2019	March 16-20, 2021

Men's Basketball I

March 14-17, 2018	March 18-21, 2020
March 13-16, 2019	March 16-20, 2021

Men's & Women's Track & Field

May 11-12, 2018	May 7-9, 2020
May 10-11, 2019	May 13-15, 2021

Men's & Women's Tennis

May 8-11, 2018	May 5-8, 2020
May 7-10, 2019	May 12-15, 2021

Softball

May 16-18, 2018	May 13-15, 2020
May 15-17, 2019	May 18-21, 2021

Baseball

May 23-26, 2018	May 20-23, 2020
May 22-25, 2019	May 26-29, 2021

As of 06/22/17