

NATIONAL CHRISTIAN COLLEGE ATHLETIC ASSOCIATION



Sports Policies and Procedures

Division I

Sports Policies and Procedures

I. FREQUENCY OF CONTESTS

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 or NAIA should abide by the dual affiliation 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.

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	56 games plus 3 additional scrimmage dates to be conducted before the end of the fall term, and to be played only during weekends and other non-scheduled class dates.
Tennis (M & W)	24 matches/tournaments and/or scrimmages (except for ITA exception*)
Indoor Track (M & W)	10 meets
Outdoor Track (M & W)	10 meets or 12 meets if indoor track is not sponsored
Volleyball (M)	28 dates
Volleyball (W)	28 dates (plus 3 additional scrimmage dates to be conducted after the end of the fall term, and to be played only during weekends and other non-scheduled class dates)

For a contest of any kind (i.e., scrimmage, exhibition, game/meet, etc.), once the contest has commenced, the designation of the type of contest shall be officially recorded as such, and the designation cannot be changed retroactively.

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 (e.g., 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 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. Number of Scrimmages

The following number of scrimmages per sport shall 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, 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. Countable Games

For games to be considered countable (i.e., included in statistics, won-loss records, and coaching records), all the following must be true:

- a. The institution must be a four-year degree-granting institution.
- b. The team must be a varsity program.
- c. The institution must meet one of the following:
 - 1) Member of the NCCAA, NCAA, NAIA, CCAA, or Canadian U Sports.

- 2) The institution must be accredited by one of the six recognized regional accrediting bodies in the U.S., or Universities Canada or accreditation with ABHE or TRACS.

NOTE: Additional institutions may be submitted for review for exceptions and added to the countable game list.

5. Minimum Number of Contests

Institutions must play the following minimum number of contests against accredited, upper-level, degree-granting institutions in the United States and/or Canada to be eligible for NCCAA postseason competition. To be included in NCCAA power ratings reports, you must meet the minimum game requirements for that sport.

Men's Soccer	10 games	Women's Soccer	10 games
Women's Volleyball	16 matches	Football	8 games
Men's Basketball	18 games	Women's Basketball	18 games
Softball	16 games	Baseball	16 games

6. Foreign Contests

A maximum of two contests against teams from foreign countries (excluding Canada and Mexico) played in the United States and/or Canada/Mexico shall be permitted without counting against the maximum allowable number. Contests held in a country (except Canada/Mexico) shall not apply to the limitation.

7. 24-Week Season

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 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.

8. Definition of Practice

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 an “in-house” event and shall be treated the same as an internal practice.

9. All-Star Competitions:
 - a. A student-athlete may represent his/her NCCAA institution in an all-star competition under the following conditions:
 - 1) The student-athlete is eligible for NCCAA participation during the term in which the all-star contest occurs, or
 - 2) 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.
 - b. 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.
 - c. 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.
 - d. 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.
10. 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.
11. 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. Email 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.

II. RECRUITING GUIDELINES

A. Campus Visitation

The NCCAA's perspective toward campus visitation of prospective students is formulated from the following three major principles:

1. The protection of the student in maintaining normal academic progress in high school and junior college.
2. The coordination of this rule with the overall policies of the institution affecting procurement of students with special talents.
3. The control of tryouts consistent with making the intercollegiate program an integral part of the total program without legislating against the student.

B. Tryouts

Individual or group tryouts may be conducted, on the member institution's campus only, for the purpose of assisting in the assessment of athletics promise if tryouts are a part of the general institutional policy in the evaluation and admission of students with special talents. Tryouts, where permitted, shall be limited to no more than two days for a specific student at a member institution.

1. Campus Location

- a. An institution's "campus" shall be defined as institutional property or the practice/playing area where an institution conducts its regular season practices and/or contests. Tryouts of prospective students, in accordance with NCCAA Bylaws, shall not constitute practice, although institutional team members may be involved.
- b. Tryouts must be institutional policy and must apply to all students with special talents. The policy cannot apply solely to athletes.

2. Coach Observation

NCCAA coaches may attend high school and junior college competitions and/or practices to observe potential student-athletes. During these observation periods, the NCCAA coach cannot ask the student to exhibit a particular skill or direct or ask the coach to organize the workout in a particular manner. Further contact or discussion with the student must fall under the parameters of the recruiting bylaws.

3. Sport Clinics/Summer Camps

Clinics and summer camps conducted by coaches and or sport programs shall not be considered tryouts if the coach conducting the clinic or camp does not:

- a. Give particular prospective student-athletes special instruction not offered to others in attendance.
- b. Give particular prospective student-athletes repeated use in drills or as the "example player."
- c. Give particular prospective student-athletes special treatment that the rest of the attendees do not receive (e.g., participate in the clinic without paying a fee which all other attendees must pay, free transportation from the coaches, etc.). These types of benefits shall constitute a violation of the Financial Aid Bylaw.

4. Summer Participation

- a. Prospective students (entering freshman and transfers) are allowed to engage in informal conditioning activities with continuing student-athletes. Prospective students are not permitted to practice or compete with an institution's team prior to the beginning of the 24-week season unless the student is enrolled full-

- time in summer coursework at the NCCAA institution or enrolled in 12 institutional credit hours for the fall term at the NCCAA institution.
- b. Visitation of prospective students shall not involve loss of school time, except where such visitation occurs as a part of the total visitation program of the institution, approved by the administration of both the host institution and the institution of the visiting prospective student.
5. Expenses
 - a. No part of the travel expense, meals, and lodging of prospective students making visitations to an institution shall be paid by the institution unless such practice is a part of the general institutional policy in procurement of other students with special talents and not only for the express purpose of securing athletes.
 - b. Expenses Paid by Institution
It is permissible for an athletic department to provide meals and or general expenses for prospective student-athletes only if it is part of the institution's general practice to do so for students with special talents who are participating in a campus visit or tryout. While there is no monetary limit, the athletic department should provide similarly priced meals and or reimbursement for travel, lodging, etc., to those provided for non-athletes in line with institutional policy.
 6. Recruitment of an Enrolled Student-Athlete
 - a. Contact by Student-Athlete
 - 1) If, during the school year or summer vacation period, the Athletics Director, Faculty Athletics Representative, or coach of a member institution is contacted or becomes aware of contact by an athlete who enrolled at another institution of higher learning (2-year or 4-year), it shall be the responsibility of the contacted institution (Athletics Director or Faculty Athletics Representative) to notify, in writing, the institution (Athletics Director or Faculty Athletics Representative) where the athlete is presently enrolled within 10 days following the first contact.
 - 2) A coach or another representative of a member institution shall not initiate contact with an athlete who has enrolled at another four-year institution. It is permissible to contact a student who is currently enrolled at a two-year institution once the student completes the academic year in which the student utilizes his/her first season of competition.
 - 3) A coach or another representative of a member institution may respond to a contact by an athlete only after the enrolled athlete's institution (Athletics Director or Faculty Athletics Representative) has been notified as prescribed above.

CASEBOOK EXAMPLE

Responding to Contact from a Student

Case: An NCCAA coach attempted to recruit a graduating high school senior this summer. The student decided to stay close to home and enrolled at a local institution. The student called the coach the following fall expressing a desire to transfer. Because the coach had been in contact with this student since high school, does the coach have an obligation to inform the student's current institution of the renewed contact with the enrolled student?

Approved Ruling: Yes. The student in question is enrolled in an institution. The coach, therefore, cannot discuss the possibility of transferring (e.g., requirements, possible financial aid, team openings, etc.) until the Athletics Director or Faculty Athletics Representative at the other institution has been notified in writing of the student's declared interest in the NCCAA coach's institution. This notification to the other institution must be made within 10 days of contact.

- b. Responding to a Representative of a Student
Contact made by another individual (e.g., parent, high school coach, roommate) on behalf of the student, should be treated in the same manner as contact from the student. Contact regarding transferring with any of these individuals must be reported in the manner outlined in the recruiting bylaws.
- c. Responding to a Potential Student-Athlete Not Currently Identified
If a potential student-athlete has identified at an institution of higher education but is not currently identified with another higher education institution, an NCCAA coach shall not be required to provide notice to the previous institution provided the registration period of the previous institution for the current academic term has passed. The NCCAA coach and institution shall bear the responsibility to ensure the student is not currently identified with any higher education institution. Identification of a student in a given term extends through to the registration period of the following term, e.g., identification in the spring term extends through the summer.
- d. Notification Not Required

- 1) Institutional notification is not required when the student is a junior college graduate or is attending a junior college and has completed the academic year in which the student used his or her first season of competition.
 - 2) Initial emails, voicemails, and texts left by a prospective student-athlete for a member of the athletics department that are not responded to, addressed, or returned are not considered communications requiring notification. If at any point the prospective student-athlete does make contact with the Athletics Director, Faculty Athletics Representative, or coach which is not ignored in the same manner described above, notification must be made in writing to the prospective student's enrolled institution within 10 days of the contact.
7. Recruitment of a Non-Enrolled Student
A coach or another representative of a member institution shall not contact an athlete who has drawn equipment and is engaged in organized practice at another institution before the term has begun.
8. Recruitment of a Graduate Student-Athlete
- a. As soon as a student completes his/her undergraduate degree and graduates from a four-year institution, an NCCAA coach or institutional representative may initiate contact with the student. An NCCAA coach or institutional representative can initiate contact the day following a student's graduation date or completion of all academic requirements for his/her undergraduate degree, whichever is later.
 - b. If an Athletic Director, Faculty Athletics Representative, or coach of a member institution is contacted or initiates contact with such an athlete, written notification of the contact is not required to be provided to the student's undergraduate institution.

CASEBOOK EXAMPLE

Recruitment of Enrolled Graduate Student

Case: A men's runner graduates with his undergraduate degree in December 2016. The student continues enrollment at the same institution in the graduate school in order to continue competing in Spring 2017. Prior to Fall 2017 the student contacts an NCCAA school with the intent to transfer. Is notification required?

Approved Ruling: Yes, the student is currently an enrolled student at an institution of higher learning and therefore notification shall be required to the student's current institution.

9. Violation of Recruitment Policy
Violation of any part of the recruitment policy shall cause an immediate investigation by the National Office for appropriate action.

III. NCCAA CERTIFIED ATHLETIC TRAINER POLICY

A. Requirements

1. Certified Athletic Trainer (ATC) at Each Hosted NCCAA Regional or National Championship
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. 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.
2. Certified Athletic Trainer (ATC) at Each Hosted Intercollegiate Contest
To provide appropriate care and/or treatment of the immediate needs of their student-athletes and for those of the visiting institution(s), it is the responsibility/requirement of each member institution to have an ATC on site for the intercollegiate contests of baseball, basketball, football, soccer, softball, track and field, and volleyball. Contest in cross country, golf, and tennis may have a trainer able to respond within three to five minutes or athletic personnel with training in CPR, AED usage, first aid, and prevention of disease transmission present at the event.
3. 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.

B. 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 1½ hours prior to game time and 30 minutes post-game time 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. In extenuating circumstances that would prevent an ATC from being available, the host institution shall notify the visiting team no later than 24-48 hours prior to the contest.
6. All NCCAA sanctioned events require an ATC (see III.A.2.)

IV. CHAMPIONSHIP AND INVITATIONAL SPORTS

A. 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, to 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 (e.g., cross country and 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 National Administrative Council (NAC).

B. National Championship Selection and Seeding Policy

1. Sports must choose either Option A or Option B as their criteria for selecting at-large teams to the National Championship and seeding at the National Championship. If Option B is selected, sports may select items from the list to use as criteria and then identify the order of importance (power ratings must be included as the most important). Criteria selected and order of importance for Option B shall be the same for both at-large selection and seeding.
 - a. Power Rating Option A
Power Ratings Only
For at-large selection and seeding at the National Championship, teams within .250 rating points of each other shall switch places if they met during the regular season and the lower-rated team won the contest. Teams move only one place at a time, and movement is applied from bottom to top. This shall be reapplied as many times as necessary until no further changes in position take place.
 - b. Power Rating Option B - Power Ratings A La Carte Options
 - 1) Head-to-head
Point of consideration: One team defeated another in a matchup or series of matchups.
 - 2) Common opponents
Point of consideration: Teams being considered had the same opponent to compare results.
 - 3) Rankings (NCCAA, NAIA, NCAA II and III)
Points of consideration: A team has been ranked higher than another all season; a team has been ranked this season and another has not; number of wins over ranked teams.
 - 4) Strength of region
Points of consideration: One region has more teams ranked or ranked higher in NCCAA, NAIA, NCAA II and III rankings, and/or NCCAA Power Ratings; one region has had teams defeat teams from another region.
2. At-Large Selection: For a la carte items in Option B to be used, teams must be within .750 in power ratings. Committee shall examine and compare each bubble team under the threshold with each bubble team within the threshold from top to bottom. If a bubble team under the threshold and outside of .750 in power ratings of a bubble team within the threshold, that team (or teams) within the threshold are locked in for an at-large selection (see example at thenccaa.org/helpcenter).
3. Seeding: For a la carte items in Option B to be used, teams must be within .500 in power ratings, and a team may only move up or down three places in power ratings (see example at thenccaa.org/helpcenter).
4. Items not permitted to use as criteria:
 - a. Strength of schedule
 - b. Region runner-up
5. Selection Process (see example at thenccaa.org/helpcenter)
Start with highest bubble team and work down. Examine and compare, as necessary, with each bubble team using the criteria selected by the sport.

NOTE: The selection committee must keep in mind that a team cannot be eliminated from consideration if a team greater than .750 below them is selected.

6. Bubble Team Definition: A bubble team is a team that must be considered for an at-large selection within the .750 range of the threshold.
7. Selection committees should ideally be comprised of unbiased individuals and not include individuals who have qualified to the National Championship or are seeking an at-large selection. If that is not possible, at a minimum, individuals who are seeking an at-large selection are not permitted to participate in the selection process.

C. NCCAA Invitational Sport

A sport recognized by the NCCAA in which 15% or more of active NCCAA member institutions declare intent to sponsor as a varsity intercollegiate sport (as defined by NCCAA Bylaws). The institution's Declaration of Intent to Participate certificate shall serve as an institution's official designation of sponsorship. The following shall be the next steps:

1. An invitational sport shall establish a coaches' association to develop policies and procedures for the sport.
2. The coaches' association must submit the Request for NCCAA Invitational Sport Status by May 1st and receive approval from the Administration Committee.
3. The Administration Committee of the Board of Directors shall approve the sport's request for invitational sport status.

D. Conditions for Establishing a Sport

1. In the first full academic year following the point at which a sport attains invitational sport status:
 - a. The Administration Committee shall propose appropriate legislative changes to be voted on at the NCCAA National Convention.
 - b. All institutions sponsoring an invitational sport must participate in a mandatory webinar on NCCAA regulations hosted by the National Office.
2. Beginning with the second full academic year following the point at which a sport attains invitational sport status, the following shall apply:
 - a. Institutions competing in invitational sports are subject to the Constitution, Bylaws, and policies of the association. Students participating in an NCCAA invitational sport must be properly certified as eligible prior to any intercollegiate competition.
 - b. The NCCAA shall sponsor national invitational competition for the sport. The Administration Committee must approve policies, procedures, and qualification plans for all invitational events.
 - c. The Administration Committee shall evaluate the first invitational competition and recommend changes for a second invitational year.
3. A sport shall remain an invitational sport until:
 - a. At least two invitationals have occurred; and
 - b. The Administration Committee approves championship sport status.
4. If a sport is not approved for championship sport status following the second invitational, the Administration Committee shall continue to provide feedback, and the sport shall retain its invitational status until approved.
5. An invitational sport shall remain in good standing provided a minimum of 15% of member institutions honor their Declaration of Intent to Participate in NCCAA postseason. If fewer than 15% of member institutions honor their Declaration of Intent to Participate in NCCAA postseason in a given year, the sport shall be considered at-risk the following academic year. If the sport does not return to good standing and remains at-risk for a second consecutive year, the sport shall automatically return to non-invitational sport status. The sport shall not be permitted to request invitational sport status for the remainder of the current academic year or the subsequent academic year.

E. NCCAA championship sport is a sport recognized by the NCCAA in which:

1. 33% or more of member institutions that sponsor the sport declare intent to participate in postseason competition.
2. The Administration Committee has approved the sport's request for championship sport status.
3. The sport meets the requirements for NCCAA championship competition.

F. Conditions for Maintaining a National Championship Sport

1. In the first full academic year following the point at which a sport attains championship sport status, the NCCAA shall sponsor National Championship competition for the sport. The Administration Committee must approve policies, procedures, and qualification plans for all championship events.

2. Institutions competing in championship sports are subject to the Constitution, Bylaws, and policies of the association. Students participating in an NCCAA championship sport must be properly certified as eligible prior to any intercollegiate competition.
3. A championship sport shall remain in good standing provided a minimum of 33% of member institutions that sponsor the sport honor their Declaration of Intent to Participate in NCCAA postseason. If fewer than 33% of member institutions that sponsor the sport honor their Declaration of Intent to Participate in NCCAA postseason in a given year, the sport shall be considered at-risk the following academic year. If the sport does not return to good standing and remains at-risk for a second consecutive year, the sport shall automatically return to invitational sport status.

G. Championship Calendars

Championship Calendars for both the upcoming year (see [Appendix B](#)) and the four year planning calendar (see [Appendix C](#)) are reviewed and updated annually by the National Office and Administration Committee.

V. EQUITABLE PROGRAM OFFERINGS REQUIREMENT

New Members failing to provide equitable sport offerings for both genders shall be placed on Provisional Status. Regarding 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.

VI. GAME/EVENT MANAGEMENT EXPECTATIONS

Management expectations of NCCAA games or events are as follows:

1. Every institution must assign a person who is solely responsible for crowd control at contests.
2. After every contest, teams and coaches shall shake hands with opponents.
3. Before every contest, team captains and coaches shall shake hands with officials.
4. Support groups must be placed as far away from the opponent's bench as possible.
5. Making personal attacks is unacceptable and must be addressed by the crowd control manager.

VII. 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 & 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.

VIII. DECLARATION OF INTENT TO PARTICIPATE

Each institution must submit a Declaration of Intent to Participate in the championships of the NCCAA. Following are the guidelines governing that declaration and form.

1. The institution declares its intent to participate in the indicated NCCAA Regional/National Championships. It is understood that by declaring to participate, the institution commits itself to represent its region should it win the Regional Championship, qualify as a region qualifier, or meet the national standard in sports without regionals. The only condition for waiving this declaration is the continued advancement in NAIA or NCAA postseason competition or one of the listed institutional limitations indicated.
2. Institutions may list limitations for their declaration to participate such as winning percentage, advancement in conference play, administrative approval, etc. Financial decisions should be made prior to submission of this document by the August 31 deadline.

3. Any condition requiring institutional approval (e.g., administration, Athletics Director, Vice-President, or other) requires said approval to be given/denied two weeks prior to the Regional Championship start date.
4. Any exception of an institution's policy to postseason play stated on its declaration MUST be approved by the NCCAA National Office two weeks prior to the Regional Championship start date.
5. Sanctions for Failure to Comply
If an institution fails to comply with its Declaration of Intent to Participate 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).

IX. CONDUCT, BEHAVIOR, AND ETHICS

The following is expected of participating institutions:

1. It shall be the responsibility of a participating institution to enforce the highest principles of Christian conduct, ethical practices, and character.
2. The Athletics Director is primarily responsible for both the principles and practices of his/her athletic program being consistent with the values of the NCCAA as stated in the Game Plan for LIFE: Love, Integrity, Faith, and Excellence. Each institution is to review the Code of Ethics with its coaches and the Code of Conduct with its student-athletes, then return a signed copy to the National Office by September 30. Expectations of Behavior at an NCCAA Event are found in [Appendix A](#).
3. **Conflict Resolution Procedures**
The following steps are to be followed if a conduct incident occurs in a contest or at your facility:
 - a. Coach, official, and/or athletic administration shall address the incident or issue immediately and take corrective measures.
 - b. If ejected, the student-athlete(s) is/are removed to the locker room, bus, or other designated area.
 - c. Within 24 hours report the incident to the Athletics Director of each institution, report to the Regional Coordinator, and complete the Ejection Report Form.
 - d. The Coach and/or Athletics Director from each institution shall talk through the issues to resolve any concerns.
 - e. If issues or concerns are unable to be resolved, those involved shall work through the Regional Coordinator and then the National Office, specifically with the Director of Membership & Compliance.

X. CATASTROPHIC (CAT) INSURANCE POLICY

Institutions that are affiliated with the NCCAA only must participate in the Catastrophic Insurance Policy of the NCCAA. The insurance program is overseen by Bob McCloskey Insurance, and billing and payment shall be through them. Failure to participate in the catastrophic insurance policy may result in penalties and sanctions, including teams being ineligible for postseason competition.

XI. ANNUAL CONVENTION ATTENDANCE

- A. The Annual Business 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 Business Meeting and Annual 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.
- B. The Full Member Proxy Ballot Authorization Form (see Forms & Procedures) may be used once every three years by member institutions unable to attend the Annual Business Meeting. The member institution wishing to utilize a proxy shall contact another member institution to discuss its voting stance prior to submitting the proxy form.

XII. MEDIA & BROADCASTING POLICIES FOR NATIONAL EVENTS

- A. The NCCAA owns exclusive rights for all broadcasts (television, webcast, radio, etc.) and filming of its championship meets, tournaments, and games. When the NCCAA produces any form of a broadcast, the NCCAA reserves the right to deny any institution or entity from producing content in any form.
- B. All institutions or entities interested in producing a broadcast of any kind must first obtain written approval from the Director of Communications. Approval is not guaranteed.

C. All necessary installation of lines, uplinking, satellite transmission, construction of any facilities, cost of talent, and any other production costs shall be the sole financial responsibility of the originating entity.

D. All rights fees must be paid to the National Office in advance of the broadcast.

E. The use of profane or abusive language, sexual immorality, tobacco, illegal or recreational drugs, and alcoholic beverages in advertising is prohibited.

F. Rights Fees for NCCAA National Championships

1. Radio

a. Baseball, Basketball, Soccer, Softball, Volleyball: \$125/game (non-exclusive)

b. Institutions covering only their games can choose the following non-exclusive packages:

Two games: \$225

Three games: \$325

Four games: \$400

Five games: \$525

Six games: \$650

c. Football: \$150/game (non-exclusive)

d. Cross Country, Golf, Indoor/Outdoor Track & Field: \$100/sport (non-exclusive)

2. Webcasting

a. When the NCCAA produces a webcast, no institution or entity is allowed to produce a webcast.

b. For events with no NCCAA production, contact the Director of Communications.

3. Television

Contact the Director of Communications.

G. Coaches Game Film Files

For National Championship tournaments, a game film file is provided at no cost to coaches for games in which they participate. Coaches may also purchase a game film file of an opposing team for scouting purposes for \$10/game. Game film shared with coaches is for coaching purposes only and is not to be shared with fans, players, student-athletes, etc.

H. Filming/Video Recording

1. Institutions interested in filming/video recording game or event action for short highlight purposes must first obtain written approval from the Director of Communications. If approved, institutional sports information staff shall be given credentials for this purpose only.

a. This filming/video recording is not permitted to be live streamed.

b. Full-game filming/video recording is not permitted.

c. Music may be added in accordance with the NCCAA music policy and copyright laws.

d. Play-by-play is not permitted to be overlaid on the short highlight clips.

2. Third party individuals or entities may not film/video record at NCCAA National Championships.

I. Photography

Institutions or entities interested in photographing game or event action must first obtain written approval from the Director of Communications. If approved, credentials will be provided for this purpose only.

J. Other Media Coverage

Institutions or entities interested in covering game or event action in any way or format not listed above must first obtain written approval from the Director of Communications. If approved, credentials shall be provided for this purpose only.

XIII. CRITERIA FOR ALL-AMERICAN AWARDS

NCCAA All-American Awards shall be based on a formula of 5% of the starters from the total of the membership teams of each division. If the percentage number is 50% or higher for a partial team, the number of awards shall round up to the next full team. Each sport shall always receive at least two full All-American teams. This policy shall be reviewed every three years by the Administration Committee.

EXAMPLE: In basketball, there are 5 starters for each team. If there are 50 basketball teams in Division I, that would equal 250 total starters in the NCCAA. Therefore, 5% would be 12.5. This allows for 3 All-American teams.

XIV. PROCESS FOR AMENDING THE BYLAWS AND MAKING CHANGES TO THE HANDBOOK

A. Bylaws and Constitution Proposals

1. Proposed by Region, coaches' group, or Administration Committee.
2. Supporting groups may be asked to vote to demonstrate support for or against a proposal.
3. Administration Committee votes to propose to membership for vote to amend the Bylaws or Constitution.

B. Handbook Proposal Process

Should changes to a sport specific section or the Sports Policies and Procedures section of the NCCAA Handbook be desired, the following process shall be followed:

1. Coaching group may propose changes to their sport handbook.
2. Coaching group votes to present proposal(s) to the Administration Committee.
3. Administration Committee votes to accept or reject the proposal.
4. Proposals for change may also come from the Sports Information Committee, Eligibility Committee, or Handbook Committee, which are all subcommittees of the Administration Committee.
5. All proposals must come in written form and identify which section of handbook is being addressed.
6. All proposals must have a vote of support.
7. All proposals must be submitted for consideration to the Administration Committee by May 15 for possible inclusion for the upcoming academic year.

Appendix A

Expectations of Behavior at an NCCAA Event

The following are the expectations of student-athletes and coaches participating in an NCCAA event.

- A. Participants shall respect others involved in the event including, but not limited to:
 - 1. Opponents/teammates.
 - 2. Host institution personnel.
 - 3. Officials.

- B. Profanity (foul or abusive language) is not permitted and should:
 - 1. Always be corrected.
 - 2. Not be pervasive.
 - 3. Never be from a coach.

- C. There should be no threatening conduct or words toward:
 - 1. Opponents.
 - 2. Fans.
 - 3. Officials.

- D. Athletes and coaches should maintain self-control and:
 - 1. React appropriately even when others do not.
 - 2. Remember he/she represents his/her institution, team, and Jesus Christ.

- E. Remember that participating is a privilege, not a right, and responses should reflect such.

Appendix B

2021-2022 National Championships & Invationals Calendar

MEN'S GOLF – Oct. 18-20, 2021
National Championship
Hammock Beach Resort, The Conservatory Course
Palm Coast, Florida

WOMEN'S GOLF – Oct. 18-20, 2021
National Championship
Hammock Beach Resort, The Ocean Course
Palm Coast, Florida

M&W CROSS COUNTRY II – Nov. 12, 2021
National Championships
Joplin, Missouri

M&W CROSS COUNTRY I – Nov. 13, 2021
National Championships
Joplin, Missouri

MEN'S SOCCER II – Nov. 16-20, 2021
National Championship
Austin-Tindall Soccer Complex
Kissimmee, Florida

WOMEN'S VOLLEYBALL II – Nov. 18-20, 2021
National Championship
Kissimmee Civic Center
Kissimmee, Florida

WOMEN'S SOCCER II – Nov. 18-20, 2021
National Championship
Austin-Tindall Soccer Complex
Kissimmee, Florida

FOOTBALL – Nov. 20, 2021
Victory Bowl Invitational
Hosted by Highest Seed

MEN'S SOCCER I – Nov. 29-Dec. 4, 2021
National Championship
Austin-Tindall Soccer Complex
Kissimmee, Florida

WOMEN'S SOCCER I – Nov. 29-Dec. 4, 2021
National Championship
Austin-Tindall Soccer Complex
Kissimmee, Florida

WOMEN'S VOLLEYBALL I – Dec. 2-4, 2021
National Championship
TBA

MEN'S VOLLEYBALL – Jan. 21-22, 2022
National Invitational
Trinity Christian College
Palos Heights, Illinois

M&W INDOOR TRACK & FIELD – Feb. 11-12, 2022
National Championships
Cedarville University
Cedarville, Ohio

MEN'S BASKETBALL II – Mar. 9-12, 2022
National Championship
Ozark Christian College
Joplin, Missouri

WOMEN'S BASKETBALL II – Mar. 10-12, 2022
National Championship
Ozark Christian College
Joplin, Missouri

MEN'S BASKETBALL I – Mar. 16-19, 2022
National Championship
Grace College
Winona Lake, Indiana

WOMEN'S BASKETBALL I – Mar. 16-19, 2022
National Championship
Grace College
Winona Lake, Indiana

M&W TENNIS – May 9-13, 2022
National Championships
Mobile Tennis Center
Mobile, Alabama

M&W TRACK & FIELD – May 11-13, 2022
National Championships
Greenville University
Greenville, Illinois

SOFTBALL – May 17-19, 2022
National Championship
JB "Red" Owens Complex
Easley, South Carolina

BASEBALL – May 20-24, 2022
National Championship
JB "Red" Owens Complex
Easley, South Carolina

As of 7/7/2021

Appendix C

NCCAA National Championship & Invitational Calendar: 2021-2025

Men's Golf

October 18-20, 2021 October 23-25, 2023
October 24-26, 2022 October 21-23, 2024

Women's Golf

October 18-20, 2021 October 23-25, 2023
October 24-26, 2022 October 21-23, 2024

Women's Soccer II

November 18-20, 2021 November 16-18, 2023
November 17-19, 2022 November 21-23, 2024

Men's Soccer II

November 16-20, 2021 November 14-18, 2023
November 15-19, 2022 November 19-23, 2024

Women's Volleyball II

November 18-20, 2021 November 16-18, 2023
November 17-19, 2022 November 21-23, 2024

Men's & Women's Cross Country II

November 12, 2021 November 10, 2023
November 11, 2022 November 15, 2024

Men's & Women's Cross Country I

November 13, 2021 November 11, 2023
November 12, 2022 November 16, 2024

Football

November 20, 2021 November 18, 2023
November 19, 2022 November 23, 2024

Men's Soccer I

Nov. 29-Dec. 4, 2021 Nov. 27-Dec. 2, 2023
Nov. 28-Dec. 3, 2022 December 2-7, 2024

Women's Soccer I

Nov. 29-Dec. 4, 2021 Nov. 27-Dec. 2, 2023
Nov. 28-Dec. 3, 2022 December 2-7, 2024

Women's Volleyball I

December 2-4, 2021 Nov. 30-Dec. 2, 2023
December 1-3, 2022 December 5-7, 2024

Men's Volleyball

January 21-22, 2022

Men's & Women's Indoor Track & Field

February 11-12, 2022 February 9-10, 2024
February 10-11, 2023 February 7-8, 2025

Men's Basketball II

March 9-12, 2022 March 13-16, 2024
March 8-11, 2023 March 12-15, 2025

Women's Basketball II

March 9-12, 2022 March 13-16, 2024
March 8-11, 2023 March 12-15, 2025

Women's Basketball I

March 16-19, 2022 March 20-23, 2024
March 15-18, 2023 March 19-22, 2025

Men's Basketball I

March 16-19, 2022 March 20-23, 2024
March 15-18, 2023 March 19-22, 2025

Men's & Women's Tennis

May 9-13, 2022 May 6-10, 2024
May 8-12, 2023 May 5-9, 2025

Men's & Women's Track & Field

May 11-13, 2022 May 8-10, 2024
May 10-12, 2023 May 7-9, 2025

Softball

May 17-19, 2022 May 15-17, 2024
May 16-18, 2023 May 13-15, 2025

Baseball

May 20-24, 2022 May 18-22, 2024
May 19-23, 2023 May 16-20, 2025

*As of 7/19/2021
Tentative and subject to change*