



BYLAWS

NJCAA HANDBOOK

2025-26

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ARTICLE I

MEMBERSHIP DUES & RESPONSIBILITIES

Section 1. Dues

- A. Amount: The NJCAA annual membership dues for each member college shall be determined by the NJCAA Board of Regents.
- B. Date Payable: The annual dues and membership form of each member college shall be due and received by the NJCAA National Office on or before October 31st of each calendar year.
- C. Late Payment:
 - 1. In the event a member college does not meet the membership dues deadline, the member college will be subject to a \$500 late fee.
 - 2. If a member college's dues and membership form have not been received by the NJCAA National office on or before November 15th, the member college will be deemed ineligible for postseason competition and required to submit an appeal per Article VIII detailing the rationale for missing the deadline, along with the additional \$1,000 appeal fee within 12 calendar days to the NJCAA to be considered for reinstatement for the current academic year.
- D. Failure to pay membership dues or fees in a timely manner may impact a member college's standing within the NJCAA per the Policy Manual's Definition of Member in Good Standing (pg. 6-7) and may be subject to review by the Board of Regents.
- E. New Membership: By majority vote of the Board of Regents, membership may be awarded or denied to any institution. The national office will determine region placement for new members. New members must meet the following guidelines:
 - 1. Accredited by one of six regional accrediting agencies.
 - 2. Online colleges are not eligible for membership. The NJCAA defines an online college as an entity that offers less than 20% of their courses in a traditional, in-person, and synchronous setting.
 - 3. Member institutions must designate a full-time employee to serve as Director of Athletics. This individual may hold other titles within the institution.
 - 4. Additional items to be considered for NJCAA membership include but are not limited to facilities, budgets, personnel, safety and student welfare, and athletic department strategic plan.
 - 5. An official NJCAA Membership Application should be accompanied by a check for \$10,000.00 made payable to the NJCAA, which is nonrefundable, to begin the membership process. The membership fee is not applicable to future NJCAA membership dues which are approved by the NJCAA Board of Regents.

Section 2. Certified Sports of the NJCAA

A. The certified sports of the NJCAA are as follows:

Baseball	Cross Country	Men's Lacrosse	Tennis
Basketball	Football	Outdoor Track & Field	Wrestling
Bowling	Golf	Softball	Flag Football
Competitive Cheer (Co- Ed)	Half Marathon	Soccer	Volleyball- Beach
	Indoor Track & Field	Swimming & Diving	Men's and Women's Volleyball- Court

Section 3. Conditions and Obligations of Membership

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

- A. Administer their athletic programs in accordance with the Articles of Incorporation, the constitution, bylaws, executive regulations and other legislative acts of this association.
- B. Establish and maintain a high standard of ethics and fair play.

- C. Pay the annual dues before the deadline set by the Board of Regents.
- D. Agree that the name National Junior College Athletic Association, initials NJCAA, logo and other NJCAA symbols and insignia are registered in the United States Patent and Trademark office. The name, initials and marks are fully protected and are the exclusive property of the Association. The Association, its officers, officials, CEO or third party on behalf of the Association, shall have full and exclusive authority over its name, logos, trademarks and service marks both registered and unregistered, including but not limited to the marks “National Junior College Athletic Association”, “NJCAA”, “National JUCO Championships”, “National Champion”, “NJCAA Network”, “National Championship” and “National Junior College Championships” – and any deviate or similar mark likely to be confused therewith. Member colleges in good standing with the Association may use the registered marks of the Association (the Association’s name, logo, etc.) only in accordance with guidelines established by the CEO.
- E. Agree that the NJCAA corporate body and its officers, officials, CEO or third party on behalf of the Association, shall have full and exclusive right and authority over all internet, radio and television programming, filming or broadcasting connected with any national NJCAA tournament, championship or event.
- F. Permit the NJCAA corporate body and its officers, officials, CEO or third party on behalf of the Association, to use the name, logos, trademarks and service marks of its members in accordance with guidelines established by each member for publicity and commercial purposes for any national NJCAA tournament, championship or event.

Section 4. General Responsibilities of and Regulations for Member Institutions

- A. Compliance: Compliance with all NJCAA rules is the express responsibility of all member colleges. Failure to maintain compliance standards may result in penalties levied against parties by the National Office including, but not limited to, institutions, athletic teams, athletic departments, administrative staff, student-athletes, and coaches.
 - 1. Reporting: Member colleges will designate a contact person to receive communication and be responsible for coordinating compliance on their campus. Member colleges must confirm this contact each year during the dues renewal process and maintain its accuracy throughout the year. The National Office strongly recommends the designation of someone other than the Athletic Director (as a default choice) if another role oversees or supports compliance efforts. Communications sent to this designee will not replace communications sent to Athletic Directors, they will supplement them
 - 2. Sanctions: Sanctions are applied by the National Office on a case-by-case basis. Examples include, but are not limited to the following:
 - a. Athletic Probation
 - i. Athletic probation shall consist of forfeiture by the member college of the right to participate in Regional and/or NJCAA sponsored tournaments, meets and games in one or more sports for a period of one year, commencing on the date of the last scheduled contest of the sport in which the violation occurred.
 - ii. Sport Specific Basis: The member college shall be deemed on athletic probation only in the sport or sports which are covered in the penalty.
 - iii. Reinstatement: Following the conclusion of the probationary period, the member college shall formally request reinstatement through a process determined by the National Office.
 - iv. Awards and Honors: During the probationary period, neither any individual athlete materially involved in the violation, nor the team(s) certified through the NJCAA electronic database in the subsequent season(s) shall be eligible for regional or NJCAA awards or honors.
 - v. Eligibility Audits: While on athletic probation, eligibility audits will be conducted on the sport which is on probation as well as an additional three (3) sports at the college. In the case where the college has less than four (4) sports, audits will be conducted for all sports.
 - b. Suspensions;
 - c. Forfeitures;
 - d. Loss of eligibility;
 - e. Audits (Eligibility and LOI)

- f. Mandatory training;
 - g. Tiered sanctions;
 - h. Institutional fines; and
 - i. Creation and submission of written action plan
- B. Regional Authority to Institute Rules: A region has the authority to implement a rule or rules which are stricter than the NJCAA rule.
- C. Good Standing: A member college must be in good standing, as defined by the National Office, with the NJCAA and its Region to enter a team or an individual in an activity sponsored by the NJCAA.
1. Member colleges not in good standing are restricted from all postseason participation.
- D. Statistical Reporting: All NJCAA members whose sports participate in athletic events and input those stats via the NJCAA stats system (or stats system approved by the NJCAA members) shall provide such statistical information to the NJCAA as may be required.
- E. Student Success Data Reporting: All NJCAA members shall provide aggregated statistical data detailing information on graduating, transferring, and returning student-athletes. The data will derive from information already captured via the Integrated Postsecondary Education Data System (IPEDS). This submission must be made no later than five (5) months following the completion of the previous academic year. **(SUSPENDED BY THE BOARD OF REGENTS)**
- F. Safety:
1. To ensure the health and safety of the student-athlete, the NJCAA recommends that all paid and volunteer coaches:
 - a. Maintain current CPR certification, that includes AED training and in person assessment for CPR from either: The American Red Cross (Adult Course), The American Heart Association (Heartsaver level or above course); or, other accrediting agencies.
 - b. Maintain current CPR certification.
 - c. Complete education on concussion
 2. Recommend CDC Training module.

Member colleges will designate a contact person to receive communication and be responsible for coordinating student athlete welfare and safety for their athletic department. Member colleges must confirm this contact each year during the dues renewal process and maintain its accuracy throughout the year. The individual should be a member of the athletic department and listed on the athletic website and on the membership directory on the NJCAA website.
 3. Athletic Trainers: The NJCAA requires that a certified/licensed athletic trainer and an AED be provided at all NJCAA district and national championships.
 - a. The NJCAA recommends that at a minimum, an AED and certified/licensed athletic trainer or EMT be available at all regular season contests and practices.
 4. Concussion Management: The NJCAA highly recommends that each NJCAA member college develops and implements a concussion management plan for all student-athletes.
 5. Protective Equipment: In any recognized sport where there is a significant risk of oral and/or facial injury, the NJCAA endorses the use of protective oral and/or facial equipment by student-athletes.
 6. CPR Trained Individuals: At a minimum, the NJCAA requires that at least one CPR certified coach and/or athletic trainer be present during all workouts, practices and games.
- G. Concussion Testing Protocol: A concussion is a traumatic brain injury that interferes with normal brain function. It is recommended that each NJCAA member college have a concussion management plan in place. If the institution does not have protocol in place, the following is the NJCAA recommended protocol for concussion management:
1. Student-athletes take a concussion baseline test prior to participation.
 2. Any athlete suspected of having a concussion should be removed from play immediately and evaluated by a licensed healthcare provider trained in the evaluation and management of concussions.

3. Once an athlete is symptom free, they take the post-injury concussion test with the results and the baseline test sent to the doctor.
4. Return to practice after a concussion should occur only with medical clearance from a licensed healthcare provider trained in the evaluation and management of concussions.
5. A return-to-play step progression would be followed. It involves a gradual increase in physical demands, sport specific activities and the risk for contact. The step progression would require a minimum of 24 hours between steps.
 - a. Step one - they can do strength and conditioning drills only.
 - b. Step two - (if no symptoms return after day one activities) they can do sport specific activities but must avoid contact.
 - c. Step three - (with no symptoms) they can return to full practice.
 - d. Step four - (with no symptoms) an athlete can return to competition.
6. If symptoms return with activity, the progression should be halted and restarted at the preceding symptom free step.

H. Insurance:

1. NJCAA Liability: The NJCAA and sponsoring organization(s) shall not be held liable or responsible for any injury to any individual, or damages of any nature resulting from participation in any regular season or postseason event sponsored by the NJCAA.
2. Additional Insured and Subrogation: For any event sponsored by the NJCAA, the host must add the NJCAA as an additional insured on all host general liability policies as primary and non-contributory. The host must also waive their rights to subrogation against the NJCAA.
3. Member Institution Liability: The NJCAA highly recommends that each NJCAA member college purchase a lifetime catastrophic insurance policy for their student-athletes.
4. Region Liability: The NJCAA highly recommends that each NJCAA region purchase a general liability insurance policy.

I. Four Year Programs: Member colleges may not sponsor athletic programs which participate beyond the two -year level.

J. **Multi-Campus College: Includes the main campus, branch campuses, satellite campuses and locations that offer college credit instruction. (A member institution may consist of multiple campuses)

*** NOTE: Please see the NJCAA Policies Manual for further guidance.*

Section 5. Gender Regulations

- A. Female Participation on Male Team: The NJCAA will allow women to participate with men on the same team providing that the female participant(s) are otherwise eligible NJCAA student-athletes and providing that the participant(s) college of participation does not have a women's team in the participant(s) sport or category.
1. Female student-athletes participating on a male team shall be listed on the men's eligibility roster for that sport.
 2. Those women listed on a men's eligibility roster must participate in the men's regional and national tournament unless NJCAA National Office is notified prior to the beginning of the regular season that the student-athlete will participate in women's postseason play.
 - a. This declaration must be signed by the athletic director and the student-athlete.
- B. Male Participation on Female Team: Males may not participate on women's teams in any sport.
- C. Transgender: A member institution allowing a student-athlete to participate in compliance with local, state, or federal law is not a violation of NJCAA Bylaws.

ARTICLE II MEMBERS OF THE BOARD, OFFICERS, AND TERMS OF SERVICE

Section 1. Members of the Board

- A. The Board of Regents is composed of a minimum of 37 to a maximum of 38 members. The members include twenty-four (24) Regional Representatives, one (1) Women's Senior Administrator and one (1) Men's Senior Administrator, six (6) Presidential Representatives, and a maximum of six (6) At-Large Representatives.

Section 2. Selection Process and Terms of Office

- A. Regional Representatives – elected by the members of each region for a term of office defined by the members of the region.
- B. Board Chair – elected by the Board of Regents as outlined in Article IV of the Constitution.
- C. Women's Senior Administrator – selected by the 24 Region Board of Regents as outlined in Article IV of the Constitution.
- D. Men's Senior Administrator – selected by the 24 Region Board of Regents as outlined in Article IV of the Constitution.
- E. Vice-Chair, Secretary, and Treasurer – selected by the Board of Regents at the April meeting in the same year a Board Chair is elected, or anytime upon vacancy.
- F. Presidential Representatives – elected by a vote of the Presidents' Commission represented by established Districts. The term of service is determined by the Presidents' Commission.
- G. At-Large Representatives – selected by members of the sitting Board of Regents for a term of three (3) years.

ARTICLE III MEETINGS

Section 1. Structure

- A. Quorum: Board of Regents members shall constitute a quorum for the transaction of business which is at least 50%.
- B. Meeting Agendas: Agendas will be sent to all Board of Regents members at least 30 calendar days prior to the meeting.
- C. Open Meetings: All meetings are open unless called into closed session by the Board Chair for any reason including, but not limited to, the following:
- Personnel Matters
 - Legal Consultation
 - Mergers and Acquisitions
 - Executive Performance
 - Compensation Review
 - Purchase/Lease of Real Estate
 - Critical Strategic Initiatives dealing with confidential or proprietary information.
- D. Emergency-Called Board Meetings: The NJCAA CEO can request an emergency board meeting if approved by the Board Chair and the Presidents' Commission Chair. This meeting can take place anytime within 72 hours of the approval with the full board taking immediate action on necessary items at the meeting.

Section 2. Voting

- A. The Board Chair is only entitled to a vote if there is a tie.
- B. In all matters concerning sports procedures, voting will be by the Sport Governance Committee, Eligibility Committee, or the Board of Regents depending on the nature of the request.
- C. If a Board of Regent member cannot attend a Board of Regents meeting, a designated proxy can serve in the interim.
1. For the 24 Region Board Members, one of the four members of their Region leadership may serve as their proxy (Men's Region Director, Women's Region Director, Men's Assistant Region Director or Women's Assistant Region Director).
 2. For PAC Board Members and At-Large Board Members, they must designate a proxy by August 1st of each year. A

designated proxy is valid for one year (August 1st – July 31st)

3. If a Board Member, or their proxy, is not available for a meeting, that Board Member does not get a vote.
4. Board Members may not serve as proxies for fellow Board Members.
5. Each Board Member must designate a unique proxy. No individual may serve as a proxy for more than one Board Member (if the individual that is designated has already been selected by another member, you will be contacted to provide an alternate)
6. Should a Region, PAC or At-Large Board of Regents member vacate their position during the designated year, the vacated spot will be filled through the appropriate process and a proxy can be assigned for that new individual.

Section 3. Declaration of Authorization

The Board of Regents may adopt a seal and bylaws, and change the same, by a majority vote at a Board of Regents meeting subject to Article XII of these same bylaws.

ARTICLE IV ADMINISTRATIVE

Section 1. The Officers and their Duties

A. Board Chair Shall:

1. Preside at all board meetings.
2. Work with the President/CEO to make necessary decisions on all points not specifically governed by the Constitution and Bylaws.
3. Delegate responsibility for handling all duties not specifically provided for in the Constitution and Bylaws.
4. Represent or delegate someone to represent the Association when necessary.
5. Cast the deciding ballot in all Board Meetings in the event of a tie vote on any motion.
6. Be bonded for an amount not less than fifty-thousand dollars (\$50,000).
7. Be responsible for approving the appointments of individuals to serve on NJCAA special or standing committees.
8. Appoint Men's and Women's Administrators to committees as needed, and assign duties as needed.
9. Review the performance of the NJCAA President/CEO and include the Board of Regents as necessary.
10. Work in an advisory capacity in conjunction with the NJCAA Board of Regents and the NJCAA National Office on past, current and future direction, issues and projects.
11. The board chair shall not chair any standing or sport committees.

B. Vice Chair Shall:

1. Preside in the absence of the Board Chair.
2. Assist the Board Chair by supervising the work of all standing and special committees.
3. Assume all duties and responsibilities delegated to him/her by the Board Chair.
4. Assume and carry out responsibilities as a member of the Board of Regents.
5. The Vice Chair does not have voting privileges in Board meetings, unless serving as the acting Chair, but does have speaking privileges.
6. May serve on sport and standing committees, only if his or her region advances their name as one of the at-large committee members from the region.

C. Men's Senior Administrator Shall:

1. Serve as a voting member of the NJCAA Board of Regents.
2. Represent the men's sports overall on the Board of Regents.
3. Assist Board Chair with selecting all sports committee, standing committee and Divisional Oversight Committee members.
4. Shall serve as a voting member of the eligibility committee.

- D. Women's Senior Administrator Shall:
 1. Serve as a voting member of the NJCAA Board of Regents.
 2. Represent the women's sports overall on the Board of Regents.
 3. Assist Board Chair with selecting all sports committee, standing committee and Divisional Oversight Committee members.
 4. Shall serve as a voting member of the eligibility committee.
- E. Secretary Shall:
 1. Ensure that proper records of proceedings are maintained.
 2. Assume all duties and responsibilities delegated to him/her by the Board Chair.
 3. Assume and carry out responsibilities as a member of the Board of Regents.
- F. Treasurer Shall:
 1. Provide financial reports to the Board of Regents at each meeting.
 2. Review the provided budget in detail every quarter.
 3. Review the audit in detail and provide feedback or reporting as necessary.
 4. Review and assist with any financial related obligations that are associated with the NJCAA.
 5. Assume all duties and responsibilities delegated to him/her by the Board Chair.
 6. Assume and carry out responsibilities as a member of the Board of Regents.
- G. Presidents' Commission Chair Shall:
 1. Serve as a voting member of the Board of Regents.
 2. Lead and represent the Presidents' Commission at board meetings.
 3. Provide presidential perspective and insight to the BOR and CEO.
 4. Represent or delegate someone to represent the Association when necessary.
 5. Assist with the review of the performance of the NJCAA President/CEO and include the Board of Regents as necessary.
 6. Work in an advisory capacity in conjunction with the NJCAA Board of Regents and the NJCAA National Office on past, current and future direction, issues and projects.
 7. Work with the President/CEO to make necessary decisions on all points not specifically governed by the Constitution and Bylaws.

Section 2. National Headquarters

- A. The NJCAA shall maintain a national headquarters at a site approved by the Board of Regents.

Section 3. Process/Criteria for Hiring a CEO

- A. The Board Chair shall elect a committee of at least 8 from the BOR to determine the steps desired to hire the position.

Section 4. Presidents' Commission

- A. The NJCAA Presidents' Commission provides a platform for national and regional dialogues among member college presidents and assists the association in setting the national agenda and strategic directions.

ARTICLE V STUDENT-ATHLETE ELIGIBILITY

Student Requirements for Participation in NJCAA Athletics: In order to participate in an NJCAA certified sport, a student-athlete must be in good academic standing; in accordance with the rules and bylaws of the NJCAA, the member region and the individual institution. He/ she must be an amateur; who has not exhausted his/her eligibility; and who is in good health. The sub-sections of Article V contain rules detailing and defining these requirements.

Section 1. General Eligibility Regulations

- A. Effective Date: All NJCAA Rules of Eligibility become effective on August 1: All participants must meet the terms of the

current effective NJCAA bylaws for the year of their participation.

- B. Member colleges must prepare and file individual student eligibility information that is accurate, current, complete and organized into an audit ready file.

Section 2. Academic Eligibility

A. General Academic Requirements:

1. In order to participate, a student-athlete must meet entrance eligibility requirements, enrollment requirements, and accumulation requirements, or meet qualifications for limited exceptions.
2. Student-athletes must be making satisfactory progress within an approved college program or course as listed in the college catalog.
 - a. Classes utilized for any academic eligibility portion must be:
 - i. Credit or credit equivalent bearing, AND
 - ii. Approved by the college governance structure, AND
 - iii. Listed in the college course archives system, AND
 - iv. Listed on an official college transcript.
3. Academic Year: As defined by the NJCAA, begins on August 1 and concludes July 31 the following year.
4. Definitions and Requirements:
 - a. Term: The word "term" as used within Article V refers to official unit of class attendance at a college, typically quarter, semester, or trimester.
 - i. Summer sessions are **not** considered a full-time term regardless of the number of credits attempted. Summer session credits can be utilized for accumulation towards eligibility.
 - ii. Institutions using a modified administrative term will be evaluated by the NJCAA National Office and an interpretation will be ruled.
 - b. GPA: A student-athlete's grade point average (GPA) shall be determined by dividing the earned/passing accumulated quality points by the corresponding earned/passing credit hours at each institution of attendance.
 - i. GPA is calculated to the 1/100th of a point. Example:2.87
 - ii. Rounding up the GPA is not permissible.
 - c. Pass/Satisfactory: Classes graded on a Pass/Fail or Satisfactory/Unsatisfactory which are successfully completed by a student-athlete shall be calculated as "C" grades for the GPA for NJCAA purposes.
5. Transfer Academic Eligibility: Transfer students must meet the academic requirements of Article V Section 2.D by the 18th calendar day (not to end on a weekend or Federal holiday) of the term which they choose to participate, to be considered for immediate eligibility. In addition to transfer regulations, student-athletes who transfer must conform with all generally applicable academic regulations.

B. Entrance Eligibility

1. A student-athlete must be a graduate of a high school with a state department of education approved standard academic diploma, state department of education approved general education diploma, or a state department of education approved high school equivalency test. A student-athlete who does not possess state department of education credentials as listed above must provide transcripts that have been translated to English, interpreted and approved by the college's registrar. Home School certifying statement per Article V, Section 2. B. 2.f.i. "I, the undersigned, do hereby solemnly attest that this student has completed a secondary school education in a home school setting on the date indicated, and under the laws governing the state and county in which the home schooling occurred." This certifying statement must be notarized.
 - a. High school graduation is documented with a final/official high school transcript which identifies the school, student, date of graduation and has an administrative signature.
 - b. Student-athletes who have passed a state approved equivalency exam, but have not been awarded the certificate or

- diploma, may establish eligibility by submitting written proof of their successful completion and the member institution keeping such proof (passing scores) in their audit file.
- c. Students concurrently enrolled in state approved High School/College programs (ex: Pathways to Technology Early College High School “P-Tech”) must have; completed all their high school graduation requirements, exhausted their high school athletic eligibility and receive written approval from the NJCAA, prior to participation in NJCAA athletics.
2. Home School: In determining NJCAA entrance eligibility, the college shall review the student-athlete’s home school high school transcript. The home school transcript must clearly display the following information.
- a. Student’s name (first, middle, last) and date of birth
 - b. For each course completed include the following:
 - i. Specific course title
 - ii. Units of credit for each
 - iii. Time frame or semester in which completed
 - iv. Grade received
 - c. Description of grading system used such as a grade scale or grade key.
 - d. Graduation date (month/day/year) indicating completion of secondary school education.
 - e. The name of the home school administrator who organized, taught and evaluated course work if not the parent named in item B.2.g below.
 - f. The following statement, or one substantially similar, shall appear above the parent signature line described in item below:
 - i. “I, the undersigned, do hereby solemnly attest that this student has completed a secondary school education in a home school setting on the date indicated, and under the laws governing the state and county in which the home schooling occurred.”
 - g. Name and address of parent or legal guardian with a space for their signature. The transcript is to be signed in the presence of the Notary Public (see item B.2.h below).
 - h. The transcript must be notarized, and include:
 - i. Notary Public signature
 - ii. Printed name
 - iii. Date
 - iv. State and county
 - v. Date commission expires
 - i. The transcript must be mailed by the preparer directly to the college Admissions and Records office.
 - j. If assistance is needed in creating a home high school transcript, the following website may be helpful: www.hslda.org.
3. Foreign Transcripts: Interpretation of Foreign Transcripts: Where translation of foreign transcripts is required, translation for the purposes of NJCAA eligibility is the responsibility of the student-athlete.
- a. Foreign transcripts of student-athletes who attended a foreign high school and whose high school credentials confirming graduation or completion of secondary education which is in a language other than English must be translated.
 - b. Foreign transcripts of student-athletes who previously attended a foreign college or university and participated in intercollegiate or club athletics must be translated.
 - c. Foreign transcripts of student-athletes who attended a college or university in Canada or any U.S. Territory or Possession are required and must be translated.
 - d. Foreign transcripts of student-athletes who previously attended a foreign college or university which was neither in Canada nor a U.S. Territory or Possession and who did not participate in intercollegiate, or club athletics need not be translated as they are not permitted to be used for NJCAA eligibility.

C. Enrollment Eligibility

1. Enrollment: Student-athletes must be enrolled full-time or part-time on the 18th calendar day (not to end on a weekend or Federal Holiday) of the beginning of the regular term as listed on the college academic calendar maintained.
2. Full-Time Requirement: Student-athletes must be enrolled in full-time status at the college prior to competition and certifying NJCAA eligibility using any combination of sessions (regular term, mini term, fast track term) within a term. Full-time enrollment is defined as 12 or more credit hours. A minimum of six (6) credit hours must begin before the end of the published regular season schedule of the student-athletes' chosen sport.
 - a. Late Enrollment: Student-athletes who are not enrolled full-time or part-time on the 18th calendar day (not to end on a weekend or Federal Holiday) of the regular term as published in the college course catalog shall be ineligible for the remainder of the term.
 - b. Enrollment Requirements for Two-Term Sports:
 - i. Student-athletes who are not enrolled full-time at the college of participation when the regular season schedule of the sport of participation begins shall remain ineligible throughout the season schedule, unless the student-athlete enrolls on the first possible enrollment date after one of the following:
 - a. Their release from Active Armed Services of the United States with a discharge other than dishonorable.
 - b. Their return from an official church sanctioned religious mission.
 - c. Their graduation from a high school or receipt of a state department of education approved equivalency diploma.
 - d. Their transfer from a college or university which has permanently ceased competition in that sport after the school year begins.
 - ii. Enrollment Exceptions for Two-Term Sports: Student-athletes who meet one of the four exceptions of (Article V, Section 2.C.2.b.i) shall become eligible at the first possible enrollment date following the approved exception.
 - c. Last Academic Term Full-Time Enrollment Exception: Student-athletes in their last academic term MAY participate while enrolled in the number of credit hours required to graduate. The institution must document that the student who has not graduated is carrying the courses necessary to complete the degree requirements, as determined by the institution. Once this one-time allowance is exhausted, the student-athlete must meet the full-time requirement of 12 or more credits.
 - i. Graduate Exception: A student-athlete who graduates with a degree from a NJCAA institution may participate in the term immediately following graduation and must be enrolled in a minimum of six (6) hours, provided enrollment is at the same institution from which they graduated. All six (6) hours must begin before the end of the published regular season schedule of the student-athletes sport. This is a one-time exception.
 - d. Enrollment Eligibility Exception: A student-athlete who is matriculated in a degree or certificate program that requires them to complete courses that are only offered at another institution, would be eligible to compete, provided the following are in place:
 - i. The student's home institution has an established MOU with the host institution (would need to be included in the audit file)
 - ii. The student is registered for a minimum of 12 credit hours between the home and host institution.
A request for an exception must be submitted to the NJCAA National Office and be approved prior to the student-athletes' participation.
 - e. Examination Enrollment: Student-athletes may utilize credits earned by examination in limited instances.
 - i. Student-athletes may utilize credit hours earned by institutional examination toward the full-time enrollment requirement, where the examination was administered by the college, without involvement of the College Level

- Examination Program (CLEP) during the enrollment term with credits to be recorded by the registrar during that term.
- ii. Student-athletes may not utilize examination credits for the entirety of the full-time enrollment requirement. Student-athletes attempting more than three credit hours per term by examination shall be evaluated on a case-by-case basis and notice of the student-athletes intent to utilize more than three credit hours by examination shall be submitted for approval to the NJCAA by the member college prior to the start of the term and prior to any athletic participation.
 - iii. Examination credit hours earned prior to the student-athlete's graduation from high school or equivalent, including but not limited to, Advance Placement (AP) Examination credits may not be used to fulfill the enrollment requirement.
 - iv. Examination hours earned through the College Level Examination Program (CLEP) may not be used to fulfill the enrollment requirement.
- f. Repetition of Passed Classes: A student-athlete who earns an A, B, C, D or equivalent passing grade in a class may not repeat that class and count that class toward NJCAA eligibility more than once.
- i. A repeated class is allowed to be counted towards current term enrollment.
 - ii. In cases where a student-athlete has earned a passing grade but has not met the college standard for successful completion of a pre-requisite, the student-athlete may retake the class as part of a full-time enrollment load in subsequent terms, but only one grade can be used to meet NJCAA accumulation bylaws.
- g. Remedial and Developmental Studies:
- i. Student-athletes may not take a remedial/developmental course which is lower than a course they have successfully completed and use that class toward NJCAA eligibility.
 - ii. Member colleges that assign grades that signify the student is making progress such as "IP" or "MP" or other symbol defined in the colleges grade scale, may calculate these grades as a "C" grade provided the course is enrolled in and continued in the subsequent term.
 - iii. Credit hours in remedial/developmental courses will count toward a student-athletes second season of eligibility only if successfully completed; only one attempt will be calculated.
- h. Intersession and Enrollment: Intersession hours may not be used toward Fall or Spring full-time enrollment eligibility.
3. Enrollment in Sport Beginning Between Terms: At member colleges where a sport begins between academic terms, the following regulations shall govern enrollment eligibility:
- a. Registration: The student-athlete must be registered in classes as a full-time student in the upcoming term.
 - b. Academics: The student-athlete must meet all applicable academic requirements.
4. Withdrawal Regulations: The following regulations govern the eligibility of a student-athlete who withdraws from one or more classes causing the student-athlete to be enrolled in less than a full-time basis (11 credits or less).
- a. A student-athlete who drops below full-time enrollment, after the 18th calendar day (not to end on a weekend or Federal holiday) of the term, becomes ineligible 48 hours from the time of dropping the class(es) and remains ineligible until full-time enrollment is regained within the term.
 - i. This section applies to any student-athlete who is administratively withdrawn, is dismissed or self withdraws from a class resulting in the student-athlete's enrollment being reduced to 11 credit hours or less.
 - ii. When a member of the college's athletic staff is aware of the student's non-full-time status, it is the member college's responsibility to withhold the student from participation in official games/contests.
 - b. Student-athletes who withdraw completely or to part-time status within 18 calendar days (not to end on a weekend or a Federal holiday) of the beginning of classes AND have not participated in any athletic competition shall not have that

term affect their future eligibility.

- c. Student-athletes who withdraw completely or to part-time status after 18 calendar days (not to end on a weekend or a Federal holiday) from the beginning of classes OR after they have participated in an athletic competition shall have that term count as a full-time term for all eligibility purposes.

5. **Break of Enrollment & Delay of Enrollment:** Student-athletes who take a break of enrollment or delay of enrollment as defined below must submit a statement to be kept in the eligibility audit file which details the student-athlete’s activities while he or she was not enrolled, his or her academic and/or work status at that time, and other relevant information.

Tiered Sanction – Level 1

- a. Break of Enrollment: This occurs when a student-athlete attends college full-time for at least one term and subsequently does not enroll for at least one term, then enrolls again as a full-time student.
- b. Delay of Enrollment: This occurs when a student-athlete does not enroll part-time or full-time in the term immediately following his/her high school graduation.

6. **Postseason Enrollment Verification:** Postseason Enrollment Verification: Student-athlete enrollment must be verified 24 hours prior to the start of each level of postseason competition (Region, District and National Championships), including Football Bowls. If a student-athlete has maintained the proper enrollment requirements of Article V, Section 2.C, they will remain eligible throughout that level of postseason competition, including Football Bowls.

D. **Academic Progress Eligibility** – The basis for NJCAA eligibility is directly related to the number of full-time terms a student-athlete has previously attempted.

Note: Best Hours can be utilized to meet previous term, accumulation credits, and GPA requirements

- 1. **Full-Time Term:** A student-athlete is charged with attempting a term of full-time enrollment when they remain enrolled in full-time status beyond the 18th calendar day of the term (not to end on a weekend or Federal Holiday) **OR** if they have participated in a contest prior to that date.
- 2. **First Season Academic Requirement:** A first season participant must meet accumulation requirements below in Figure 1 for semester institutions, Figure 2 for quarter institutions, or Figure 3 for trimester institutions OR earn 12 credits with a GPA of 2.00 or higher during their previous full-time term (the number of credits for full-time term at the trimester institution is based on the institution full-time requirement. These requirements must be met on or before the 18th calendar day of the term (not to end on a weekend or Federal holiday).

Figure 1 - Semester Academic Grid			
Number of Previous Full-Time Semesters	Accumulated Credits Required at min. 2.0 GPA	Overall GPA Required	Notes
0	0	X	Must meet all enrollment eligibility requirements.
1	6	2.00	GPA based on the accumulated credits utilized to meet requirement.
2	24	2.00	
3	33	2.00	
4	48	2.00	
5	57	2.00	
6	72	2.00	
7	81	2.00	
8	96	2.00	
9	105	2.00	
10+	120	2.00	

Figure 2 – Quarter Academic Grid			
Number of Previous Full-Time Quarters	Accumulated Credits Required at min. 2.0 GPA	Overall GPA Required	Notes
0	0	X	Must meet all enrollment eligibility requirements.
1	9	2.00	GPA based on the accumulated credits utilized to meet requirement.
2	21	2.00	
3	36	2.00	
4	46	2.00	
5	56	2.00	
6	72	2.00	
7	82	2.00	
8	92	2.00	
9	108	2.00	
10	118	2.00	
11	128	2.00	
12+	144	2.00	

Figure 3 – Trimester Academic Grid			
Number of Previous Full-Time Trimesters	Accumulated Credits Required at min. 2.0 GPA	Overall GPA Required	Notes
0	0	X	Must meet all enrollment eligibility requirements.
1	6	2.00	GPA based on the accumulated credits utilized to meet requirement.
2	16	2.00	
3	24	2.00	
4	32	2.00	
5	40	2.00	
6	48	2.00	
7	56	2.00	
8	64	2.00	
9	72	2.00	
10	80	2.00	
11	88	2.00	
12+	96	2.00	

3. Second Season Academic Requirements: A second season participant must meet accumulation requirements above in Figure 1 for semester institutions, Figure 2 for quarter institutions, or Figure 3 for trimester institutions OR earn 12 credits with a GPA of 2.00 or higher during their previous full-time term (the number of credits for full-time term at the trimester institution is based on the institution full-time requirement.. These requirements must be met on or before the 18th calendar day of the term (not to end on a weekend or Federal holiday).

AND

- a. Have accumulated 24 earned/passing semester/trimester hours with a GPA of 2.00 or higher, OR
 - b. Have accumulated 36 quarter hours with a GPA of 2.00 or higher.
4. General Academic Requirements:
- a. Official Grades: Only credits recorded on an official college transcript or copy of an official college transcript may be used.
 - b. Incomplete Grades: To be counted for academic eligibility, course hours must be graded and completed as reflected on the student-athlete's transcript; hours graded "Incomplete" are not passing grades.
 - c. Awarding of Credits: Only credits awarded or recognized by a degree awarding institution are permitted to be used for NJCAA academic requirements.
 - d. Conversion of Hours: In instances where a student-athlete has accumulated semester credits as well as quarter credits, the following formulas shall be used to convert the hours, so they can be combined to determine the student- athlete's

academic eligibility:

- i. Semester credits shall be converted to quarter credits by multiplying the semester credits by 3/2.
 - ii. Quarter credits shall be converted to semester credits by multiplying the quarter credits by 2/3.
- e. Credit hours passed/earned from part-time term enrollments can be calculated in accumulation totals.

5. Examination Credits for Accumulation:

- a. Maximum of eight (8) CLEP Hours per academic discipline. CLEP hours may not be used to meet enrollment requirements or previous term requirements. CLEP hours may only be used to meet accumulation bylaws.
- b. Advanced Placement (AP) credits may be used toward accumulation provided the credits are recorded and appear on a college's official transcript.

6. Intersession and Accumulation: Intersession hours may be used toward accumulation provided the hours are completed, passed and recorded on a college's official transcript by the 18th calendar day (not to end on a weekend or Federal holiday) of the term.

E. Academic Eligibility Exceptions:

1. Certified NJCAA Student-Athlete with Disabilities Exception: A NJCAA Student-Athlete with disabilities may be eligible for reduced enrollment and accumulation requirements provided that the student-athlete notifies the member college of his/her disability prior to the beginning of the academic term AND the following regulations in this section are followed:

- a. Enrollment: A student-athlete with disabilities may be considered full-time with enrollment in 6 to 11 credit hours per term, with the enrollment to be determined based on the institution's academic authority evaluation.
 - i. A student-athlete who registers or enrolls in 12 or more credit hours must meet the standard academic requirements prior to participation.
- b. Accumulation: A student-athlete with disabilities may substitute his/her required full-time hours as established by the academic authority evaluation for the factor of 12 in accumulation requirements which shall be multiplied by the number of modified full-time terms.
- c. Second Season Participant (relief from the 24 semester/36 quarter hours) The minimum requirement of credit hours would vary between 12-22 semester/18-33 quarter hours coupled with a 2.00 GPA for Certified student-athlete with disabilities prior to their second season of competition.
- d. Documentation Requirements: The following documents must be submitted, and an approval granted by the NJCAA National Office prior to any participation by the student-athlete with disabilities in an NJCAA certified sport who does not meet the standard NJCAA requirements:
 - i. A completed NJCAA Certified Learning student-athlete with disabilities request form.
 - ii. Written documentation from an appropriate institutional academic authority (Special Services Department Head, for example) at the student-athlete's institution of participation dictating that the student-athlete is registered with their office, and they have defined the student-athlete's full-time enrollment to be less than 12 credit hours to compensate for the student-athlete's disability.
 - iii. Student-athlete's class schedule for the term in which the sport of participation will occur.
 - iv. Up-to-date transcript(s) of all post-secondary work for the student-athlete to include all transfer transcripts.
- e. Proper Submission: All required information must be submitted to and approved by the NJCAA National Office prior to any participation by the student-athlete in an NJCAA certified sport; and waiver requests must be signed by any two of the following: Director of Athletics, College President (Chief Executive Officer), or NJCAA Designated Representative. **Tiered Sanction – Level 1**
- f. Second Opinion: The NJCAA reserves the right to request a second opinion or diagnosis, the cost of which shall be borne by the requesting member institution.

2. Eighteen (18) Months Non-Full-Time Attendance Exception:
 - a. A student-athlete who has not been enrolled in college in 12 or more credit hours for a period of 18 calendar months or more for the purpose of United States Armed Forces service, a church mission or participation within a recognized foreign aid service, shall be exempt from the first and second season academic requirements.
 - b. Previous seasons of participation will count, but all previous terms of enrollment prior to the 18-month break will be waived.
 - c. Eighteen (18) months of non-attendance shall be measured from the student-athlete's official date of withdrawal, or if the student-athlete did not officially withdraw, measured from the last date of the academic term on which the student- athlete was enrolled full-time as recorded in the office of the registrar or official college documentation.

Section 3. Compliance

- A. General Rules Compliance:
 1. Student-athletes participating on an intercollegiate level in any one of the certified sports of the NJCAA shall conform to the requirements of the NJCAA Rules of Eligibility, the rules and regulations of the conference/region with which the college is affiliated, and also the rules of the college at which the student-athletes are attending and participating.
 - a. Institutions/Regions/Conferences may implement rules more restrictive than the NJCAA regulations but may not implement conflicting rules.
 2. Student-athletes who falsify any academic and/or athletic participation record shall be ineligible for further competition at an NJCAA member college at any time.
 3. Ineligible student-athletes may not dress for or participate in any athletic contest. **Tiered Sanction - Level 1**
- B. Eligibility Roster: The Eligibility Roster is designed to list all student-athletes who have maintained amateur status and meet current NJCAA bylaws and who intend to participate in an NJCAA sponsored sport.
 1. Electronic Certification of the Eligibility Roster: **Tiered Sanction – Level 1**
 - a. Each NJCAA member college must electronically submit the eligibility roster within the online NJCAA Admin Portal for each of the NJCAA certified sports the college sponsors.
Special Note: Athletic Directors must have a FERPA release on file allowing the release of the student athletes academic information to the NJCAA.
 - b. Student-Athletes who have not been electronically submitted either on an original or supplemental eligibility submission form are not eligible for participation.
 2. Deadlines for Electronic Submission of Eligibility Rosters: **Tiered Sanction – Level 1**
 - a. Completed rosters must be electronically submitted prior to participation.
 - b. Recertification: If the regular season schedule of a sport extends beyond the last day of a term and continues beyond the 20th day following the end of the term, a second eligibility roster for that sport must be submitted prior to participation in the first contest outside of the 20 calendar days after the term.
 - i. Student-athletes who do not meet the academic provisions for eligibility at the completion of the term become ineligible at the end of the 20th calendar day following the end of the term. Student-athletes may resume participation once they gain eligibility and are submitted in the online eligibility system. NOTE: During the 20 day period, ineligible student-athletes must be dropped from participation if any student- athlete not previously submitted for the fall semester has been added to the eligibility roster. At no time may a student-athlete who lost their eligibility in the fall term and a student-athlete who gained their eligibility in the fall term participate together.
 - ii. Trimesters: Colleges which operate on a trimester calendar and whose winter session ends approximately on April 20, may permit student-athletes to finish the season, even those who do not satisfy the provisions of Article V, Section 2.D at the completion of the term.

- c. A college which does not conduct any scheduled events in a sport prior to a regional or national tournament must electronically submit completed eligibility rosters in advance of deadline dates established in Article V, Section 3.B.3

3. Addition of Participants on Eligibility Rosters: Eligibility status of student-athletes is determined at the beginning of each sport season. **Tiered Sanction - Level 1**

- a. Student-athletes looking to participate, who have been determined to meet the minimum NJCAA participation requirements and are not serving probation, must be electronically submitted in the NJCAA online eligibility system on or before the deadline dates listed below:

Cross Country (M&W DI,II,&III): October 8, 2025	Competitive Cheerleading: January 19, 2026
Half Marathon: October 13, 2025	Men's Volleyball: March 19, 2026
Soccer (M&W DIII): October 10, 2025	Tennis (Women's DI and II): April 3, 2026
Court Volleyball (DIII): October 13, 2025	Beach Volleyball: April 4, 2026
Soccer (M&W DI and DII): October 17, 2025	Golf (M&W DIII): May 11, 2026
Court Volleyball (DI & DII): October 20, 2025	Lacrosse: April 8, 2026
Football: November 3, 2025	Tennis (Men's DI and DII): April 10, 2026
Bowling: February 5, 2026	Golf (M&W DI): April 13, 2026
Indoor Track & Field: February 6, 2026	Outdoor Track & Field (M&W DIII): April 14, 2026
Men's & Women's Wrestling: February 6, 2026	Softball DI: April 30, 2026
Men's & Women's Wrestling: February 6, 2026	Softball DII and DIII: April 23, 2026
Swimming & Diving: February 11, 2026	Golf (Men's DII): April 20, 2026
Basketball (M&W DIII): February 12, 2026	Golf (Women's DII): April 13, 2026
Basketball (M&W DII): February 16, 2026	Outdoor Track & Field (M&W DI): April 21, 2026
Basketball (Men's DI): February 23, 2026	Flag Football: March 13 2026
Basketball (Women's DI): February 26, 2026	Baseball: April 23, 2026

- b. Student-athletes supplemented become eligible at the time of electronic submission of the eligibility roster for that student-athlete.
- c. Submissions of supplemental eligibility rosters following the deadline will not be accepted and the student-athlete(s) whose information is untimely submitted shall not be eligible that season.
- d. Verification through Signing Affirmation: By clicking Next on the signing Affirmation when submitting the eligibility roster the college representative is certifying that each listed student-athlete meets or exceeds all minimum eligibility requirements for participation.

4. Penalties for Participating Prior to Being Submitted on an Eligibility Roster: **Tiered Sanction – Level 1**

- a. First Offense by the Member College (within the current academic year)
 - i. Letter of reprimand to the college's Athletic Director and President (Chief Executive Officer).
 - ii. The member college will be charged a \$500 fine for a self-report, \$1000 for a non-self-report.
 - iii. Mandatory eligibility audit of the sport in violation.
- b. Second Offense by the Member College (within the current academic year)
 - i. Letter of reprimand to the college's Athletic Director and President (Chief Executive Officer).
 - ii. The member college will be charged a \$750 fine for a self-report, \$1500 for a non-self-report.
 - iii. Mandatory eligibility audit of all sports continuing through the following academic year.
- c. For any additional offense within the current academic year, the Member College will be charged a \$1000 fine for a self-report, \$2000 for a non-self-report and must go before the NJCAA BOR Appeal Committee, with sanctions up to a postseason ban.

5. Non-Participants: **Tiered Sanction – Level 3**

- a. Student-athletes who were submitted on an eligibility roster but did not participate during that season must be marked as non-participating.

b. Submission of non-participants is mandatory and must be completed online by July 1 of each academic year.

6. Eligibility Audits: Tiered Sanction – Level 1

a. Definitions:

- i. A cause audit is conducted when there are questions regarding a member college's compliance with adopted rules and can be initiated following a legitimate concern being brought to the attention of the NJCAA National Office by a Region Director, member college or individual in addition to the National Office; 100% of participants on the member college's team are reviewed.
- ii. A mandatory audit may be included as part of the sanctions for a bylaw violation; 100% of participants on the member college's team are reviewed.
- iii. A probation audit is conducted while a member college is on probation. The sport on probation, as well as three (3) additional sports, will be audited. In the case where the member college has less than four (4) sports, audits will be conducted for all sports; 100% of participants on the member college's team(s) are reviewed.
- iv. Random audits are conducted throughout the academic year by the NJCAA National Office. Up to five percent (5%) of the programs in each certified sport are randomly selected annually; 20% of the participants on the member college's team are randomly selected for review. If a student-athlete in the 20% is found to be ineligible, then 100% of the participants on the member college's team are reviewed.

b. Process:

- i. When a member college is selected, the NJCAA National Office will send an audit notification by email to the college's Athletic Director, President (Chief Executive Office) and Region Leadership and request Segment 1- Eligibility (Article V, Section 3.B.8), Segment 2- LOI/Scholarship (Article V, Section 3.B.9), or both.
- ii. The NJCAA National Office must receive the initial submission from the member college within three (3) business days of the audit notification.
 - a. If the initial submission is not received within three (3) business days of the audit notification, it shall be considered "late" and the member college will be subject to penalty (Article V, Section 3.B.10).
- iii. The initial submission should include all required documents as stated on the audit request notification form.
 - a. Documents must be sent via overnight certified mail or comparable tracking means, or electronically through a file sharing service (i.e., Dropbox, Google Drive, WeTransfer, etc.)
 - b. Documents must be organized by student-athlete.
- iv. Upon receipt of the initial submission, the NJCAA National Office will open an interactive review process with the member college. The member college has up to five (5) business days to provide all required documents, at which time the submission is considered "final" and the NJCAA National Office will determine the status of the audit:
 - a. Cleared
 - b. Failed to clear and the member college will be subject to penalty (Article V, Section 3.B.10).

7. The requested segment file must include all of the following general documents:

- a. The Submitted Copy of the online eligibility roster. Please note if the student-athlete is a 1st or 2nd season athlete, OR if the eligibility worksheet was used which has this information, please include a copy of the worksheet.
- b. Current copy of the sport schedule (it is a sport that the schedule is not submitted in Presto).
- c. Complete copy of team roster (it is a sport that the roster is not submitted in Presto).

8. Segment 1 - Eligibility: The hard copy eligibility file must include all of the following individual student-athlete documents and must be grouped by student-athlete.

- a. All official college transcripts/copy of official college transcripts (past, present and transfer) for all student-athletes listed on the eligibility roster. (Foreign transcripts must be translated to English by a professional translation service outside of the institution. The NJCAA will not accept Google Translate.) Datatel is not accepted.
- b. Transfer Waivers on all transfer student-athletes where applicable. (Article V, Section 3.C.3.a)

- c. Current class/student schedules that include the start and end dates for each class for each student- athlete listed on the eligibility roster.
 - d. Proof of high school graduation High school graduation is documented with a final/official high school transcript which identifies the school, student, date of graduation and has an administrative signature OR administrative stamp that the registrar interprets as official. Parchment and other digital transcript services are also considered official without a signature or administrative stamp. General Education Diploma or a State Department of Education approved high school equivalency test (Article V, Section 2.B.1). Home school students refer to Article V, Section
 - i. Foreign transcripts must be translated to English, interpreted, approved by the college's registrar and equivalent to a U.S. high school diploma.
 - If the transcripts were sent through a digital transcript service, please make sure you include the page that states the digital service used or include statement from your registrar stating what digital service was used and that the transcript is considered official.
 - If the international high school document does not meet the requirements under the NCAA International Academic Standards Guide, which the NJCAA uses as a reference for international transcripts, then Per Article V Section 2.B.1., a statement from the registrar is needed approving the high school transcripts for enrollment.
 - e. Delay statements for all student-athletes where applicable (the statements must be detailed timelines of the student-athletes time of non-attendance).
 - f. Break of enrollment statements for all student-athletes where applicable (the statements must be detailed timelines of the student-athletes time of non-attendance).
 - g. Approval Documentation from the NJCAA of Academic, Medical or Certified Learning Disability Hardship approval and/or 18 Calendar Month Non-College Attendance Rule where applicable.
 - h. Any other documentation certifying the student-athletes eligibility; or as requested by the NJCAA.
 - If utilizing the last academic term full-time enrollment exception, you will need a statement from the registrar stating that the student-athlete has completed all classes to graduate in that term or the student-athlete's degree audit.
 - If utilizing the graduate exception, you will need a statement from the registrar confirming that the student-athlete graduated from that institution in the previous term.
9. Segment 2 - Letter of Intent/Scholarship: The NJCAA National Office will view the NJCAA Letters of Intent (LOI) from the Admin Portal if a segment 2 audit is requested. **Tiered Sanction – Level 1**
- a. The NJCAA National Office will view the NJCAA Letters of Intent (LOI) and Releases from the Admin Portal.
 - b. Statement from the financial aid office listing all student-athletes receiving athletic aid for the sport being audited.
10. Audit Penalties:
- a. Failed to Clear:
 - i. Student-athlete(s) in violation will be declared immediately ineligible.
 - ii. Forfeiture of game(s) in which ineligible student-athlete(s) participated
 - a. Member college may file an appeal requesting further review.
 - b. Late:
 - i. First Offense by a member college (within the current academic year)
 - a. Letter of reprimand to college's Athletic Director and President (Chief Executive Officer)
 - b. Mandatory eligibility audit of the sport in violation.
 - c. Mandatory eligibility audit of all sports for the remainder of the current academic year.
 - d. The member college will be charged a \$1500 fine.

- ii. Second Offense by a member college (within the current academic year)
 - a. Letter of reprimand to college's Athletic Director and President (Chief Executive Officer).
 - b. Student-athletes on the member college's team under review will be declared immediately ineligible and will not be eligible for postseason awards.
 - c. Mandatory eligibility audit of the sport in violation.
 - i. Any student-athlete who clears the audit may have their eligibility re-instated.
 - d. Mandatory eligibility audit of all sports continuing through the following academic year
 - e. The member college will be charged a \$2000 fine.
 - f. Further sanctions as deemed appropriate by the NJCAA Board of Regents, up to being declared a member not in good standing.

C. Transfers

1. General Transfer Provisions

- a. Student-athletes who have been enrolled full-time and attended any college beyond the first 18 calendar days (not to end on a weekend or a federal holiday) of a term OR who have participated in an athletic contest and at a later date enroll/attend classes at another college are considered transfer student-athletes.
- b. Student-athletes may not participate in the same sport during the same academic year at two different colleges.
 - i. If the student-athlete's initial college of participation permanently ceases competition in that sport, the student-athlete is exempt from this rule.
 - a. Documentation of the prior college's cancellation of the sport must have been filed with the NJCAA National Office.
 - ii. Fall participation in the following NJCAA sports shall not prevent spring participation, provided the student-athlete satisfies all other transfer provisions: baseball, bowling, golf, lacrosse, softball, and tennis.
- c. Grade scale: A transfer student-athlete whose prior college graded with a plus/minus (+/-) scale and transfers to a member college who does not utilize such a system must calculate the student-athletes GPA including such pluses and minuses as were recorded on the previous college transcript.
- d. Transcripts: Official college transcripts or copies of official college transcripts from a transfer student-athletes prior college must be used. Unofficial transcripts and grade reports are not acceptable for NJCAA eligibility.
- e. Confirmation of Transfer Status: Following transfer all NJCAA member colleges must verify a student-athletes transfer status, including, but not limited to, the student-athlete's seasons of participation. The NJCAA highly recommends using the NJCAA Transfer Tracking Form for all transfer students.

2. Transfer Probation/Probation Term

- a. A student-athlete who transfers from an NJCAA, Four-Year or other Non-Member College must meet the academic requirements of Article V, Section 2.D to be considered for immediate eligibility following transfer.

3. Transfers from an NJCAA member college

- a. A student-athlete signed to an active NJCAA Letter of Intent, as of August 1 or later, must receive a fully executed transfer waiver to participate at another NJCAA member college in the same academic year.

D. Violations & Penalties

- 1. Violations discovered within a 24-month period following the end of a member college's sport season when the violation occurred will be subject to penalties and procedures outlined below in Sections D.2 and D.3. Violations discovered after 24 months following the end of a member college's sport season when the violation occurred will be subject to the penalties and procedures outlined in D.5 The end of a member college's sport season is defined by Article VII, Section 2.A.3.
- 2. In Season Violations:
 - a. An NJCAA member college which plays an ineligible student-athlete, knowingly or otherwise, shall forfeit all contests

in which an ineligible student-athlete participated. Final results of forfeited contests are only required to be adjusted when the sanctioned college was initially victorious.

- b. An NJCAA member college which plays an ineligible student-athlete or violates any other NJCAA bylaw or regulation shall additionally be subject to further penalty as the NJCAA National Office deems advisable under the circumstance.

3. Postseason Violations

- a. An NJCAA member college which plays an ineligible student-athlete during Regional, District, or National Championship/Football Bowl competition, knowingly or otherwise, shall forfeit all contests in which an ineligible student-athlete participated AND shall be placed on probation for the season following discovery of the ineligible player's participation.

- b. The following policies dictate procedure when a participant is discovered to be ineligible during or after regional competition:

- i. If a student-athlete participant is discovered to be ineligible during regional competition, or at a time thereafter, AND five or more calendar days prior to the National Championship/Football Bowl Competition, the team shall not be allowed to enter the National event as a team qualifier. Individuals who are eligible and have qualified on an individual basis remain qualified as individuals.
- ii. If a student-athlete participant is discovered to be ineligible less than five days prior to National Championship/Football Bowl Competition, or during such competition, the ineligible student-athlete shall immediately be disqualified but the team shall be allowed to complete postseason play. The team record shall be adjusted to reflect forfeited contests.
- iii. If a student-athlete is discovered to be ineligible during or within 24 months after the National Championship/Football Bowl Competition, standings and placings for other teams and participants at the event shall remain unaffected.
 - a. Offending member college shall surrender all placements / awards presented / garnered at the National Championship / Football Bowl Competition to the NJCAA. Any offending student-athlete shall surrender all placements / awards to the NJCAA.

- 4. Individual Awards: Ineligible student-athletes of a member college found to have been in violation of NJCAA bylaws shall surrender all individual national awards to the NJCAA.

- 5. Violations discovered after 24 months following the end of a member college's sport season when the violation occurred may be penalized inclusive of, but not limited to, the sanctions listed below in lieu of contest forfeitures. All outcomes and results of contests/events will remain unaltered. The end of a member college's sport season is defined by Article VII, Section 2.A.3.

- a. Offending member college surrenders all national awards from the National Championship/Football Bowl Competition.
- b. Ineligible student-athletes of the offending member college surrenders all individual national awards to the NJCAA.
- c. Offending member college's sport program placed on probation for two consecutive seasons.
- d. Financial penalty to the offending member college not to exceed \$1,000 determined by the NJCAA Board of Regents
- e. Reduction of Letters of Intent for two consecutive seasons for the sport program of the offending member college.
- f. Reduction of competition dates for two consecutive seasons for the sport program of the offending member college.

- 6. An NJCAA member college that certified, and/or allowed to participate, a student-athlete in violation of NJCAA amateur regulations shall be prohibited from participation in the current year's postseason tournament. If the violation is determined after the sport season has ended as defined by Article VII, Section 2.A.3, the offending member college will be prohibited from postseason participation in the next academic year.

- a. If a violation is discovered after 24 months following the end of a member college's sport season when the violation occurred, the offending member college and any ineligible student-athletes will face penalties outlined in D.5.
7. Forfeitures: The following policies shall govern games which are forfeited due to the participation of an ineligible student-athlete.
- a. Notification: A member college who must forfeit games must notify all opponents against whom a game must be forfeited.
 - i. Member and non-member opponents must be notified.
 - ii. Forfeiture letters must be written on college letterhead and contain the athletic director's signature, verifying the forfeited game(s).
 - iii. Forfeiture letters should contain all information the forfeiting college deems pertinent; Letters must contain the sport and date of game being forfeited.
 - iv. A copy of the forfeiture letter must be forwarded to the NJCAA National Office and the appropriate Regional Director, and may be done via e-mail.
 - v. Victories: Where team games are being forfeited, only victories are to be forfeited.
 - b. Double Forfeitures: Should both teams participating in a game later be required to forfeit, both teams shall record the contest as a forfeit and there shall be no victor.
 - c. Statistics: Game and individual statistics from forfeited games will be handled in accordance with specific sport rules.
 - d. Individual Sport Forfeitures: A student-athlete participating in an individual sport (bowling, cross country, etc.) shall forfeit all place and rank in any event in which he/she participated as an ineligible student-athlete and shall be recorded as though he/she did not participate.
 - i. In instances where the individual sport was also part of team participation, the team's place, rank, and scores shall also be forfeited.
8. Suspensions:
- a. Personnel and athletes suspended under these NJCAA rules shall not be allowed in the facility/gym/field/complex at any time after the officials have arrived before or during the contest and may not coach or participate beginning two hours before the scheduled game time, during play, or at half-time. Coaches may not return to the facility until after the officials have left and the game is official.
 - b. Suspended coaches may travel with the team but cannot participate in pre-game or in-game activities.
 - c. Suspended athletes may not travel with the team while serving a suspension. However, In those instances where the team is travelling to play more games than the number of games for which the student-athlete is suspended, the student-athlete can travel with the team.
9. Reporting Member College Violations:
- a. Member colleges may report violations they feel are being committed by other member colleges.
 - i. NJCAA member colleges and members of NJCAA leadership can report/challenge/question a violation of other NJCAA member colleges.
 - ii. Challenges to or questions regarding other member colleges related to NJCAA bylaws, rules and or regulations shall be made in writing to the NJCAA National Office or Regional Director and must contain the following:
 - a. Must be submitted no later than seven (7) calendar days after the deadline dates in Article V, Section 3.B.3.a for that sport. The NJCAA National Office will not review submission received after the seven (7) day period until after the completion of the postseason.
 - b. Name and address of member college presenting challenge/question, AND
 - c. Name and address of member college being challenged/questioned, AND
 - d. Any background facts involved in the challenge/question, AND

- e. The material factual basis (proof) involved in the challenge/question, AND
- f. Citation of bylaws, rules and regulations involved in the challenge, AND
- g. Any other matter or documentation deemed appropriate.
- h. The report must be signed by the member college's Athletic Director and President.
- i. Decision Procedures: The NJCAA National Office shall provide a written decision concerning any challenge/question to the member college which was challenged/ questioned and their Regional Director.

Section 4. Amateur Status of NJCAA Student-Athletes

A. General Principles:

1. Amateur athletes engage in sports for the physical, mental, and/or social benefits they derive from participation and to whom athletics is an avocation and not a source for personal financial remuneration
2. Only amateur athletes are permitted to participate in the certified sports of the NJCAA.
3. An athlete must always maintain amateur status once they reach their 20th birthday or initially enroll as a full-time student in college, whichever comes first. They must maintain their amateur status until their NJCAA eligibility in a sport is exhausted.
4. The NJCAA allows NJCAA student-athletes to participate in **individual sports** in a professional event, provided the NJCAA student-athlete competes under amateur declaration and does not accept any award/winning which exceeds the allowance of the NJCAA.
5. Whenever the amateur status of a student-athlete is questionable and before competition begins in an NJCAA certified sport, it is the responsibility of the member college where the student-athlete is enrolled to clear the status of the student-athlete in question and to maintain documents confirming the student- athlete meets all requirements for participation in the NJCAA as an amateur.
6. Student-athletes are permitted to accept scholarships and educational grants-in-aid from their institution in accordance with the provisions of Article VI of the bylaws of the NJCAA and maintain amateur status.
7. These amateurism rules apply to NJCAA member institutions only.

B. Definitions:

1. Professional Athlete – A professional athlete is one who receives any kind of payment, directly or indirectly, for athletics participation except as permitted by the governing legislation of the NJCAA.
 - a. A student who becomes a professional in a particular sport recognized by the NJCAA is considered a professional in that sport only (sport- specific examples listed below) and therefore is ineligible for intercollegiate competition in that sport, except as permitted by the governing legislation of the NJCAA.
 - i. A student who becomes a professional in cross country, half marathon, marathon, indoor track and field, or outdoor track and field is considered a professional in all five sports.
 - ii. A student who becomes a professional in indoor or arena football is considered a professional in the sport of football.
 - iii. A student who becomes a professional in indoor soccer is considered a professional in the sport of soccer.
 - iv. A student who becomes a professional in beach volleyball is considered a professional in the sports of beach volleyball and court volleyball.
 - v. Other sports determined by the NJCAA may be included
2. Professional Athletics Team – A professional athletics team is any organized team that:
 - a. Provides any of its players more than actual and necessary expenses for participation on the team, the value of which is commensurate with the fair market value in the locality of the player(s) and is not excessive in nature, or
 - b. Declares itself to be professional.
3. Pay – Pay is the receipt of funds, awards, or benefits not permitted by the governing legislation of the NJCAA for participation in athletics.
4. Actual and Necessary Expenses include items such as:

- a. Meals directly tied to competition and practice held in preparation for such competition;
 - b. Lodging directly tied to competition and practice held in preparation for such competition;
 - c. Apparel, equipment and supplies tied to competition and/or practice;
 - d. Coaching and instruction;
 - e. Transportation
 - f. Medical treatment and physical therapy;
 - g. Facility usage;
 - h. Entry fees; and
 - i. Other reasonable expenses
5. Professional Service Provider - A professional service provider is an individual who provides third party services to an individual regarding their name, image and likeness. A professional service provider includes, but shall not be limited to, an agent, tax advisor, marketing consultant, attorney or anyone who is employed or associated with such persons.
 6. Agent - An agent is any individual who, directly or indirectly, recruits or solicits a student-athlete to enter into an agency contract for current or future representation where a student-athlete authorizes the individual to negotiate or solicit on behalf of the student-athlete a professional sports services contract or endorsement contract.
 7. Individual Sports - The NJCAA recognizes the following as individual sports: bowling, cross country, golf, half marathon, tennis, track & field, swimming & diving, and wrestling.

C. Loss of Amateur Status:

1. An athlete will lose amateur status and shall be deemed permanently ineligible for participation in a NJCAA certified sport if any of the following criteria applies once the athlete reaches their 20th birthday or once they enroll in college as a full-time student, whichever comes first):
 - a. Uses athletics skill (directly or indirectly) for pay in any form in that sport, with the following exception:
 - i. After reaching their 20th birthday or initial full-time college enrollment, whichever comes first, a student-athlete in an individual sport may receive an award for winning and/or participating in an event while not representing his/her institution, subject to the NJCAA award limitation of \$300 plus actual and necessary expenses for an established tournament/event and provided the award is permissible under the rules of the amateur governing body of the event
 - ii. Receives remuneration in any form as approved by the NCAA for participation in any sport from any organization deemed a collegiate governing body or entity by the NJCAA
 - b. Receives (directly or indirectly) expense reimbursement beyond actual and necessary expenses. Expenses must be properly documented.
 - c. Signs a contract or commitment of any kind to participate in professional athletics, regardless of its legal enforceability or any consideration received, with the following exception:
 - i. An individual may enter into a contract or commitment to participate on a professional athletics team provided the contract or commitment does not guarantee or promise pay (at any time) in excess of actual and necessary expenses.
 - d. Participates on a professional athletics team and receives more than actual and necessary expenses
 - e. Tries out with a professional athletics team or organization and receives more than actual and necessary expenses related to the tryout.
 - i. The tryout may not exceed 48 hours, beginning at the time the student-athlete arrives at the tryout location.
 - ii. During a tryout, an individual may not take part in any outside competition (games or scrimmages) as a representative of a professional athletics team.

D. Compensation and Employment:

1. Criteria Governing Compensation to Student-Athletes

- a. Compensation for any work performed may be paid to a student-athlete:
 - i. Only for work actually performed;
 - ii. At a rate commensurate with the going rate in that locality for similar services; and
 - iii. In instances where the student-athlete does not have a contract or agreement (oral or written) for name, image and likeness activities, an employer shall not use the athletics reputation of a student-athlete employee to promote the sale of the employer's product or services.

2. Camps and Clinics:

- a. Student-athletes must not be employed to teach any class or in any coaching capacity for their institution during the academic year in which he/she is a participant.
 - i. Camps/Clinics - A student-athlete may be employed by the student-athlete's institution, by another institution, or by a private organization to work in a camp or clinic, on or off campus, in any capacity.
Note: Being employed in a camp or clinic shall not be considered as athletic contact.

3. Name, Image & Likeness:

- a. A member institution may allow a student-athlete to receive compensation for name, image and likeness, provided it is following local, state and federal law.
 - i. There must be an exchange of goods/services (Quid Pro Quo).
- b. Student-athletes are permitted to have a **professional service provider** for NIL purposes only.
- c. The following acts remain prohibited with regards to Name, Image & Likeness:
 - i. Representatives of a Member College cannot directly pay student-athletes.
 - ii. Cannot be contingent upon enrollment at a Member College.
 - iii. Cannot be based on athletic performance.

E. Professional Organizations – Agents – Advisors:

- 1. Limited negotiations with a professional organization, agent or advisor shall not cause a student-athlete to be deemed ineligible, subject to the following:
 - a. Written Agreement: If a student-athlete or a representative of the student-athlete reach a written agreement of any type with a professional sports organization or with an agent or advisor to represent the student-athlete, their eligibility at an NJCAA member college will be immediately forfeited.
 - b. Gifts & Services: A student-athlete will be ineligible if they or a representative of the student-athlete accept transportation, meals, lodging, entertainment or gifts from any professional sports organization, agent or advisor.
- 2. Advisor: It is permissible for a student-athlete to have an unpaid advisor, without jeopardizing his/her eligibility. Advisor may be utilized for advice, including advice regarding a proposed contract. Such advisor must not solicit contracts or tryouts, make direct contact with a professional sports organization or enter a financial agreement with the student-athlete of any kind. Additionally, the advisor must not have a contract with a professional sports organization.
- 3. Professional Sports Organization: These regulations dictate the relationships of student-athletes and their parents or guardians with professional organizations.
 - a. Negotiation: A student-athlete or a representative for the student-athlete may negotiate directly with a professional sports organization provided no agent is involved, and no contract is agreed upon, either orally or in writing.
 - b. Gifts and Services: A student-athlete who receives items of value, including but not limited to, meals, transportation, lodging, or entertainment expenses for the student athlete or his representatives from the professional sports organization will jeopardize their NJCAA eligibility

F. Participation in All-Star and Open Competition and Camps

- 1. Open Competition: Any open competition in any NJCAA certified sport, in which a student-athlete or student-athletes participate as representatives of a member college must be listed on the published sport schedule of the college, AND the student-athlete(s) must satisfy all NJCAA rules of eligibility and be submitted on the member college's eligibility form.

- a. Unattached Student-Athlete: A student-athlete who is not representing an NJCAA member college may participate unattached in “open” or “exhibition” competition.. **Tiered Sanction – Level 2**
 - 1. A college may not furnish any assistance, including actual and necessary expenses (See Article V, Section 4.B.4 for actual and necessary expenses) for students who participate in such events.
 - 2. Use of Member College Name: A student-athlete who participates as an unattached student-athlete may not identify him/herself with the member college name.
 - 3. Athletic staff members may not actively participate in their unattached student-athletes competition.

- 2. All-Star Game: A student-athlete may participate in one all-star event sponsored by the Region or Conference in addition to the one allowable NJCAA Coaches Association event per academic year. This allowable participation does not count against the student-athlete’s allowable number of contests. The member institution may provide allowable support and benefits for this participation. **Tiered Sanction – Level 1**

- 3. Olympic or World Championship Competition: A student-athlete may participate in official tryouts or trials involving national teams sponsored by the appropriate national governing body of the Olympic Committee or equivalent without jeopardizing future eligibility. **Tiered Sanction – Level 1**

- a. NJCAA Member institutions may provide actual and necessary expenses for up to two events, per year, per student-athlete which may include qualifying events:
 - 1. Meals directly tied to competition and practice held in preparation for such competition;
 - 2. Lodging directly tied to competition and practice held in preparation for such competition;
 - 3. Competition and practice apparel, equipment and supplies;
 - 4. Transportation;
 - 5. Entry fees

If an institution is providing any portion of actual and necessary expenses for a student-athlete, participation must be approved by the national office staff by submitting a formal letter of request to sportsgovernance@njcaa.org.

- 4. Athletic Staff members may attend Olympic, Paralympic, Pan American, Parapan American, World Championships, World Cup, World University Games (Universiade) or World University Championships competition or the junior level equivalent competition (e.g., Youth Olympic Games, Junior World Championships, U19 World University Games) and qualifying competitions (US Nationals, US Open, U20 and U23) and coach their rostered student-athletes during practice sessions, qualification rounds, and competition rounds. Events not listed must be approved by the national office staff and sports governance committee.

- a. NJCAA Member institutions may provide actual and necessary expenses for up to two events, per year, per athletic staff member which may include qualifying events:
 - 1) Meals directly tied to competition and practice held in preparation for such competition;
 - 2) Lodging directly tied to competition and practice held in preparation for such competition;
 - 3) Competition and practice apparel, equipment and supplies;
 - 4) Coaching and instruction;
 - 5) Transportation;
 - 6) Facility usage;
 - 7) Entry fees

(Added February 2024)

G. Participation in Region or Conference Sponsored Sport Showcase Tiered Sanction – Level 3

- 1. An NJCAA Region or Conference may sponsor a sport showcase for players from their member schools for a specific sport. The event will be used to promote active student-athletes for recruitment to senior colleges or professional sport teams.
- 2. Parameters:
 - a. Event

1. A sport showcase must be scheduled and conducted outside of the sports regular season. The regular season in this case includes region and national championship play.
2. The sport showcase must be listed on the college official sport schedule but does not count against their allowable games/dates.
3. Member colleges may furnish assistance (equipment, transportation, lodging and meals) to the student-athletes to participate in such events. A member college must document the assistance provided to participants and provide the information at the request of the NJCAA National Office.

b. Student-Athlete

1. All student-athletes participating must be sponsored by an NJCAA member institution where they are currently enrolled.
2. All student-athletes participating in the Region or Conference sponsored sport showcase must have a valid physical on file. The physical, in order to be valid, must indicate the student is cleared for athletic participation and not be more than 13 months old.
3. Student-athletes participating solely in a Region or Conference sponsored sports showcase will not be charged with a season of NJCAA participation.
4. NJCAA eligibility is not required to be submitted for participation in a Region or Conference sponsored sport showcase.

H. Penalties for Violations of this Section:

1. Student-athletes who violate this section may be subject to disciplinary action imposed by the NJCAA National Office and may include termination of eligibility in NJCAA sponsored activities.
2. Member colleges who violate this section may be placed on probation for a period of one year. (Article I Section 3.A.1.a)

Section 5. Seasons of Eligibility

A. Student-Athlete Seasons of Participation: Student-athletes may participate in a maximum of two seasons at any intercollegiate level (varsity, JV or club). Participation beyond two seasons is prohibited. Maximum is based on seasons of athletic participation without regard to student-athlete's length of college attendance.

1. Participation in any fraction of any official contest during the academic year shall constitute one (1) season of participation in that sport.
 - a. In the NJCAA, a scrimmage shall not qualify as an official contest and participation in a scrimmage or scrimmages alone shall not constitute one year of NJCAA participation. **Tiered Sanction – Level 1**
 - b. In the NJCAA, a student-athlete who dresses for an event, but does not enter the event, has not participated. **Tiered Sanction – Level 1**
 - c. In the NJCAA, it is not permissible for an ineligible student-athlete to be in uniform and/or participate in pre-game activities or an official contest. **Tiered Sanction – Level 2**
 - d. When determining NJCAA eligibility, participation in a sport at a varsity, junior varsity or club level shall count against a student-athlete's maximum seasons of participation. **Tiered Sanction – Level 1**
2. Non-Participant/ Red Shirts: A student-athlete may "red shirt" without being charged a season of participation, provided that he/ she complies with these regulations: **Tiered Sanction – Level 1**
 - a. Definition: As defined by the NJCAA, a red shirt student-athlete is a student-athlete who is eligible to and may practice, but who has not been submitted on the eligibility roster, and who must not participate in any official competition.
 - b. Open Competition: A red shirt student-athlete may not utilize college funds, equipment, etc. in open competition.
 - c. Partial Season Red Shirt: The NJCAA does not utilize a partial season red shirt under any circumstance; any student-athlete who participates in any portion of a season shall be charged a season of eligibility.
3. Multi-Season Sports: In sports with separate record, split seasons that do not carry over from fall to spring during the

academic year, the seasons of participation shall be counted separately for each by sport season. **Tiered Sanction – Level 1**

4. Foreign College Participation: A student-athlete who participates in a season or portion of a season in intercollegiate athletics at a foreign college has used one season of eligibility in that sport, including but not limited to, the following sports: **Tiered Sanction – Level 1**
 - A. Any sport participation at a Canadian College
NOTE: Transcripts from colleges/universities in Canada or from US Territories for any transfers regardless of previous participation/non-participation are required in the NJCAA eligibility process.
 5. Club Sport Participation: Participation in any fraction of an extramural club sport season shall constitute one (1) season of participation for that sport.
 6. Prep Schools/Post Grad/Academy:
 - a. A student-athlete may participate in organized competition at a prep school/post grad institution/academy during a one-year period after the student-athletes high school graduation date or the graduation date of the student-athletes class, whichever occurs earlier, and prior to full-time enrollment in college, without the prep school/post grad institution/academy participation counting against the student-athletes NJCAA seasons of eligibility.
 - b. The student-athlete shall be charged with a season of intercollegiate eligibility for any participation that occurs at a prep school/postgrad institution/academy for each calendar year after the one-year period following high school graduation.
- B. Hardships**: A Hardship Waiver is available to a student-athlete, who is unable to complete a season of competition or did not satisfy one of the eligibility rules as a result of circumstances beyond his/her control.
1. Medical Hardships (#1): A medical hardship is available for a student-athlete who suffers an injury or illness which results in the student-athlete's inability to complete a season and/or did not satisfy one of the eligibility rules.
 - a. The injury or illness must be season ending in nature with accompanying letter from the medical doctor on the doctor's letterhead which supports this conclusion including the following information provided in a statement provided and signed by the student-athlete's doctor: and documented by a signed letter from a signed letter from a Medical Doctor (M.D.) or Doctor of Osteopathic Medicine (D.O.)* which supports the season-ending nature of the injury or illness, and includes the following information:
 - i. Name of the patient, AND
 - ii. Date(s) the patient was seen by the doctor, AND
 - iii. Detailed diagnosis of the injury, AND
 - iv. Plan of treatment for the injury, AND
 - v. Projected recovery time.

*Documentation completed by any other health care provider must be signed by their supervising M.D./D.O.
 2. Non-Medical Hardships (#2): A second hardship exception is available for student-athletes who were unavailable to satisfy eligibility or participation requirements due to non-medical circumstances beyond the student-athlete's control. Where applicable, the circumstances supporting the request must be documented by a licensed professional who is familiar with the student-athlete's hardship.
All non-medical hardship requests are subject to the discretionary approval of the NJCAA National Office.
 3. Limitations:
 - a. Regular Season Percentage: Hardship applicant must not have participated in more than 30% of the allowable sport schedule as peer the NJCAA Sport Procedures chart (Appendix B)
 - i. The NJCAA Sport Procedures Chart identifies those sports which count dates of competition vs. games.
 - ii. Allowable Sport schedule (games or dates) is to be multiplied by 0.3 and rounded up to the next complete game

or date (for example 30% of a 56-game schedule is 16.8 or 17 games).

- iii. Postseason (regional, district or national tournament) games may not be counted as part of the regular season schedule for the purpose of acquiring a hardship.
 - b. Hardship applicants must not have participated beyond the mid-point of the allowable sport schedule nor in the postseason. The injury/illness or situation must be season-ending in nature.
 4. Member college shall apply for hardship immediately following the completion of the season for which hardship is requested.
 - a. Under no circumstance may a student-athlete begin a third season of participation until a hardship is formally approved.
 5. Hardship Application: The hardship applications must contain the following information:
 - a. Appropriate NJCAA Hardship Request form, AND
 - b. A letter from the Athletic Director explaining the situation, circumstances and amount of participation, AND All of the student-athletes post-secondary/college transcripts, AND
 - c. Documented proof of the hardship, AND
 - i. Documentation must be that from a physician or medical records where applicable, or letters of verification from other individuals familiar with the student-athlete's hardship and without an athletic interest.
 - d. Printed sport season schedule of completed contests with the student-athlete's participation in each contest indicated on the schedule.
 6. The NJCAA may not grant a hardship on the basis of an injury or other situation which did not occur while the student-athlete was a participant at or attending an NJCAA member college.
 7. Force Majeure: In the event that an NJCAA member institution is unable to complete their season in any sport because of any Act of God, pandemic (e.g. COVID-19), strike, fire, flood, governmental acts, orders or restrictions, or any other reason where failure to participate is beyond the reasonable control and not caused by the negligence of the NJCAA member institution (a "Force Majeure Event"), the NJCAA member institution may file an appeal, subject to the requirements set forth in Article VIII of the NJCAA Bylaws, seeking to not count the season as a season of participation for student-athletes. In the event of denial, the appeal fee will be collected from the member institution.
- C. Participation at a college offering Four-Year Programs: Student-athletes enrolled at a member college which offers certain four-year academic programs directly, and not through a satellite program or separate college, may participate in NJCAA sports despite being a Junior or Senior academically.
1. Seasons: Eligibility shall be determined by seasons of participation, (Article V, Section 5).

Note: Hardship Cases are reviewed on a case by case and first come first serve basis. Requests should be submitted to the NJCAA National Office in as timely as possible manner.

Section 6. Postseason

A. Substitutions for National Championships

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

B. Postseason Competition Tiered Sanction – Level 1

1. Once a college team begins postseason competition leading up to a National Championship, the team shall not participate in postseason competition with another organization. A team may participate in a scrimmage, between post-season levels

if the school still has a date remaining. If a college chooses to not participate in NJCAA postseason competition, the team may participate in postseason competition with another organization, if advance notice is given to the Regional Director and the NJCAA National Office. Penalty for violation of this section by an NJCAA member college shall result in the offending college being placed on probation for a period of one year. The member college may not participate in any competition sponsored by the NJCAA during the probationary period.

2. Postseason competition is that period after a team's last regular season date of competition where play advances a team to an NJCAA National Championship Event/Tournament.
3. All regional postseason events will be at the direction of the Regional Director.
 - a. Inclusive of all sports, if the playoff (regional or district) involves two or more regions, the hosting college must have a playing surface and equipment which complies with the NCAA rules of that sport. If the host college cannot meet those rules, an alternate site must be found. In addition, the date, location, game management and officials assigned to the playoffs must be agreed upon and that written agreement signed by each of the Regional Directors involved.
4. No contestant shall be permitted to enter an NJCAA Championship Tournament or Meet unless accompanied by (1) a coach or faculty member of the sending institution or (2) a designated supervisory coach or faculty member from an NJCAA member college. Designation of a supervisory person in (2) above must be in writing and sent via email to championships@njcaa.org All contestants must remain under the supervision of their coach or the designated supervisory person throughout the competition and until departure from the site.
5. If a participating college has a written institution policy against Sunday competition, the tournament shall be adjusted to accommodate that college and such adjustment shall not require its team to play sooner than when it was originally scheduled. Notice of such written policy must be filed with the NJCAA National Office prior to September 1st, each academic year.

Section 7. Health

- A. Physical Examination: All student-athletes participating in any of The NJCAA certified sports must have passed a physical examination administered by a qualified health care professional licensed to administer physical examinations.
Tiered Sanction – Level 1
 1. A physical must be administered and filed with the athletic department at the college of participation prior to the first practice of each calendar year in which the student-athlete participates.
 2. A cardiovascular screening is recommended as part of the physical exam.
 3. A physical is valid for 13 months from the date of its administration.
 4. A student-athlete must always have a valid physical on file in order to practice or participate in NJCAA certified sports.
 - a. A student-athlete who does not pass his/her physical is ineligible and may not practice, dress or participate in any contest.
 - b. The physical examination requirement applies to all in season and off-season practices, workouts and contests.
- B. Penalty: A student-athlete who has not passed a valid physical exam is an ineligible student-athlete, and a member college who plays such athlete is subject to all penalties for playing an ineligible student-athlete including forfeiture of games. Further penalties will be applied if such ineligible participation was known by the member college. **Tiered Sanction – Level 1**
- C. A member institution may provide preseason physicals to student-athletes. Reimbursement directly to the student-athlete for preseason physicals is not permissible. **Tiered Sanction – Level 1**
- D. Minor Illnesses: A member institution may provide access to medical care for minor illnesses. A minor illness is defined as any condition that does not prevent a person from carrying out their normal functions for more than a short period of time; such as colds, sore throats and flu, not to include dental or vision. **Tiered Sanction – Level 1**
 1. There is a \$100 cap on expenses per illness.
 2. Reimbursement directly to the student-athlete for medical care is not permissible.
- E. Flu Shots: Member institutions may provide flu shots to student-athletes. **Tiered Sanction – Level 1**

1. Reimbursement directly to the student-athlete for the flu shot is not permissible

Article VI GRANTS-IN-AID AND RECRUITMENT

For purposes of this section the term athletic staff is defined as any individual employed and or associated at a member college's athletic administrative staff, the coaching staff, a volunteer or any individual who, upon request by a member institution, represents the athletic interests of the member institution.

Section 1. Scholarships & Grants-in-Aid

A. General Requirements and Definitions for Scholarships & Grants-in-Aid: Tiered Sanction – Level 1

1. Athletic Scholarship Definition: An athletic scholarship is defined as any institutional athletic aid given to any student, from any source, on the basis of his / her athletic capabilities or athletic association.
2. Governing Documents: Grants-in-aid are subject to these bylaws, the rules of the member institution, and the terms of the scholarship agreement, the written agreement conveying the grants-in-aid.
 - a. The scholarship agreement must take the form of the NJCAA Letter of Intent.
 - b. Filing: The NJCAA Letter of Intent must be electronically submitted in the NJCAA online Letter of Intent system for all athletic scholarship recipients. Said NJCAA Letter of Intent must be submitted prior to any expenditure of funds or conveyance of benefits takes place.
3. Admittance: A student-athlete who receives an athletic grant-in-aid and does not meet the admittance requirements which are applicable for the entire general student population may have their LOI/athletic grant in aid withdrawn by the college. Documentation must be on hand to document the student's failure to meet the admission standards.
4. Administration: Grants-in-aid must be administered by the member institution through the office or department which administers financial aid to all enrolled students.
 - a. Regardless of source of scholarship funds (college, booster club, foundation, civic group, private citizen, etc.) the scholarship must be administered and disbursed through the college's office of financial aid or business office.
5. Deadlines: Written notice of the terms of the original Grant-in-Aid for that academic year shall be given to the student-athlete via the NJCAA Online Letter of Intent system prior to any benefit being provided.
6. Terms & Renewals of Grants-in-Aid:
 - a. Term: Written agreement conveying the grant-in-aid shall be in effect for one full academic year (August 1 to July 31).
 - b. Renewal: Renewal of the grant-in-aid must be given in writing, in the form of an appropriate year NJCAA Letter of Intent on or before June 15th.
 - i. Scholarship renewal, if awarded, must be awarded no later than June 15th. In the case where the student-athlete is not resigned to a second-year scholarship on or before June 15th, the student- athlete automatically becomes recruit able by other NJCAA member colleges on June 16th.
7. Vacated Grants-in-Aid: Vacated grants-in-aid may be awarded to a different student-athlete at the beginning of the subsequent full term.
 - a. This includes scholarship recipients whose grant-in-aid is terminated for failure to maintain eligibility.
8. Ineligible Student-Athletes: A member college may terminate a student-athlete's aid for failure to maintain academic eligibility but is not compelled to do so.
9. Manager Scholarships: Scholarships provided to managers are permissible and are not regulated by the NJCAA Letter of Intent bylaws, however athletic participation in any regularly scheduled event shall cause a manager on scholarship to be treated as a scholarship student-athlete, subject to all NJCAA Letter of Intent regulations, and retroactive as a countable scholarship in the maximum permissible for the sport.

B. Permissible Aid: Tiered Sanction – Level 1

1. Athletic Scholarship and Grants-in-Aid Guidelines by Division: Divisional play is designated by sport, not by school or athletic department.
 - a. Division Allowances:
 - i. Division I programs may provide a maximum grant-in-aid consisting of:
 - a. Tuition and course fees,
 - b. Room and board,
 - c. Course related books,
 - d. Up to \$250 in course required supplies per academic year, provided such course supplies are required by all students in the course and specified in the institutions catalog or course syllabus,
 - e. Transportation costs one time per academic year to and from the college by direct route.
 - ii. Division II programs may provide a maximum grant-in-aid consisting of:
 - a. Tuition and course-related fees,
 - b. Course related books,
 - c. Up to \$250 in course required supplies per academic year, provided such course supplies are required by all students in the course and specified in the institutions catalog or course syllabus.
 - iii. Division III programs may not provide any athletic scholarship/aid of any kind.
 - b. Multi-Sport Student-Athletes at Multi-Division Member Colleges: A multi-sport athlete whose sports of participation are in different divisions may receive at most the maximum scholarship aid allowable at the lowest division in the sports in which the student-athlete participates.
 - c. Summer School: If athletic aid is to be utilized for summer school, such aid must be included on the NJCAA Letter of Intent or scholarship agreement.
 - i. For the purpose of scholarships, summer sessions shall be considered part of the academic year ending on July 31.
2. Non-Athletic Scholarships and Grants-in Aid: Institutional aid may be awarded to any student-athlete reported on an NJCAA Eligibility roster under the following guidelines and not be a counter under NJCAA Sports Procedures Chart.
 - a. Aid must be available to the entire student population, AND
 - b. Aid must not be awarded based on athletic capabilities, performance or participation, AND
 - c. Aid must be officially recorded in and administered by the college's office of financial aid and business, AND
 - d. Aid must be awarded either on the basis of need, as verified by the college's office of financial aid OR for outstanding academic achievement, published in the college catalog, office of financial aid, and/or foundation scholarship materials.
3. "Adopt a Player – Host Family" Programs: Programs may be instituted by a member college under the following conditions:
 - a. Program is approved by the college administration,
 - b. Program is open to ALL students,
 - c. Program is administered by the institution with no direct affiliation to the athletic department,
 - d. Athletic department staff play no part in the arrangement of host families,
 - e. Athletic department personnel may not serve as host family or adoptive parent,
 - f. No financial, fiduciary, or monetary transactions may transpire between "parent/host" and "adopted" student-athlete,
 - i. Includes, but is not limited to: loans, co-signing of loans or leases, long distance telephone calls and provision of tickets.
 - g. "Adoptive parent" must not take student-athlete on trips involving excessive mileage and/or expense.
 - h. "Adoptive parent" may not provide tickets or gifts of any kind.

4. Additional Benefits: The following benefits may be provided to all student-athletes:
 - a. Awards: Individual and team achievement awards not exceeding a cumulative annual reasonable market value of \$500 per student athlete may be awarded.
 - b. Insurance: General health-related medical coverage may be provided to all student-athletes by the college, regardless of the division of participation.
 - c. Allowable Meals/Snacks:
 - i. Non-Gameday Related Meals
 - a. Member Colleges or Athletic Interests may provide up to 16 non-game day related meals from July 1st - June 30th. The cost per student-athlete must not exceed the standard meal allowance provided to a college employee on official business.
 - ii. Nutritional Fuel/Snacks (NJCAA)
 - a. An institution may provide snacks and nutritional support to student-athletes
 - iii. Member colleges may provide one meal per day to all student-athletes participating in a home athletic contest on game day.
 - iv. Member colleges may provide all student-athletes meals/reimbursement which do not count against B.4.c.i, when they are required to attend organized team practice sessions and competitions, per the following guidelines:
 - a. Outside of the academic calendar as posted in the college catalog.
 - b. Inside of the academic calendar:
 1. Only when the college is closed per the academic calendar, not to include Saturday and Sunday.
 2. May be used one time not to exceed seven (7) consecutive days in the fall term and may be used one time not to exceed seven (7) consecutive days in the spring term.
 - v. Meal reimbursement is not permissible during the off-season.
 - d. Meal reimbursement may not exceed \$15 or the cost of campus dining normal meal charge.
 - e. Campus Housing: Member colleges may permit all student-athletes to return to their on-campus residences when they are required to attend organized team practice sessions or competitions that are outside of the academic calendar as posted in the college catalog.
 - f. Entertainment: When traveling for intercollegiate competition, while in season, a member college may expend money for reasonable entertainment as approved through the regular financial approval procedures and processes of the college as authorized or approved by the College President.
 - g. Complimentary Admissions: An institution may provide four (4) complimentary admissions or digital passes (in any combination of a total of four) per home intercollegiate athletics event to each student-athlete in the sport in which the individual participates (either practices or competes), regardless of whether a student-athlete competes in the contest.
 - h. Allowable transportation and support of student-athletes not related to competition.
 - i. A student athlete may be transported by a member of the athletic staff to and from the airport up to 4 times per academic year following college policy for such transportation
 - ii. During times of significant injury, illness or death of a family member or fellow student-athlete, the college may provide reasonable tokens of support to include transportation to insure the student-athlete may return home or attend services.

C. Impermissible Aid: Tiered Sanction – Level 1

1. Student-athletes may not receive assistance in cash or kind, which is not administered by the member institution or which exceeds the permissible limits listed in Article VI, Section 1.B.1.a.
 - a. This section does not prohibit assistance to a student-athlete by anyone on whom the student-athlete is naturally or legally dependent.

- b. Loans: No college personnel, nonrepresentative of a member college's athletic interest may provide or co-sign a loan for a student-athlete or student-athlete's family.
 - c. Legal Counsel & Bail: No college personnel, nor representative of a member college's athletic interest may post bail or provide legal counsel for a student-athlete.
2. Aid to Family: Student-athlete's family may not receive assistance in cash or kind related to the student-athlete's athletic potential, performance or participation.
3. Employment:
- a. Illegitimate Employment: Student-athlete may not be engaged in employment for which they receive greater compensation than market value, or in which they are not required to work as hard as others in similar employment, or which is otherwise not legitimate employment.
 - b. Employment Arrangements: No member college nor any representative of its athletic interests may arrange employment for any student-athlete or recruit.
4. Housing Allowances:
- a. Allowable action by athletic staff members:
 - i. May provide off campus housing contact information in the local vicinity to current and prospective student-athletes.
 - ii. May contact housing agencies to check availability.
 - iii. May assist with roommate matching.
 - iv. Negotiating the cost of rent for a student-athletes benefit. (Division I only)
 - b. Actions not allowable by an athletics staff member, or anyone associated with an athletics staff member, including boosters and family members:
 - i. Owning a property and renting to current student-athletes.
 - ii. To house student-athletes in personal residence.
 - iii. Negotiating the cost of rent for a student-athletes benefit. (Division II/III only)
 - iv. Collecting rent for student-athletes and/or making payments on their behalf.
- D. Cancellation and Modification of Grants-in-Aid: **Tiered Sanction – Level 1**
1. Permissible Cancellation of Aid: Aid may be cancelled under the following circumstances:
- a. The student-athlete becomes academically ineligible based upon academic progress requirements of Article V Section 2.d; OR
 - b. The student-athlete is determined by member institution's general disciplinary authority, following standard college procedures, to have committed serious misconduct unrelated to athletic ability which warrants permanent suspension or dismissal from athletic program; OR
 - c. The student-athlete chooses not to participate in their respective sport at any point during the academic year OR
 - d. The student-athlete graduates.
 - e. The student-athlete signs a Letter of Intent with a non-member college or university.
2. Impermissible Cancellation and Reduction of Aid: Aid may NOT be cancelled or reduced during the term of the grant-in-aid for the following reasons:
- a. The student-athlete is injured; OR
 - b. On the basis of athletic performance; OR
 - c. Violations of team policy or conflict with the coaching staff or athletic department not procedurally administered by the general college disciplinary authority unless covered in an addendum to the NJCAA Letter of Intent which was signed along with the NJCAA Letter of Intent.
3. Modification of the Grant-in-Aid: A student-athletes grant-in-aid can be modified (increased or decreased) at any time.

Modification to the grant-in-aid must be recorded through the online Letter of Intent program and signed by the athletic director and student-athlete.

Section 2. Letters of Intent

An NJCAA Letter of Intent serves to document the commitment between a member college and a student-athlete.

A. General Information & Definitions: Tiered Sanction – Level 1

1. Maximums: Limits on the total number of Letters of Intent and scholarships allowed for each NJCAA sport are listed on the NJCAA Sports Procedures Chart.
2. Signing Dates: The earliest dates for signing a recruit to a Letter of Intent are established by sport and listed on the NJCAA Sports Procedures Chart
 - a. Under no circumstance may the member college enter into a scholarship agreement or contract of any type prior to the official Letter of Intent signing date for the sport.
3. Term: The Letter of Intent is an institutional agreement awarded for a maximum of one (1) academic year (August 1 to July 31).
4. Addenda: A member college may attach an addendum or addenda to the NJCAA Letter of Intent, which shall be considered valid, provided such addenda are attached to the properly executed NJCAA Letter of Intent and concurrently signed by the student-athlete with the NJCAA Letter of Intent.
5. Precedence: The NJCAA Letter of Intent shall take precedence over all regional or conference Letters of Intent, however regions and/or conferences may impose more stringent regulations than current NJCAA regulations.
6. Expenditure of Funds: A member college may not expend any funds on a student-athlete prior to signing and proper submission of the Letter of Intent.
 - a. Funds expended on the student-athlete's official recruiting visit as detailed in Article VI, Section 3.B.1 are excepted.
7. Club Teams: Club sport programs may not utilize the NJCAA Letter of Intent.
NOTE: This does not apply to student-athletes previously signed to a Letter of Intent prior to a member college declaring club status after the start of a varsity season.
8. Should a student-athlete who is signed to an NJCAA Letter of Intent make an unofficial visit to an alternate member college, the Athletic Director and any other representative of the member college's athletic interests must not meet or contact the signed student-athlete.
9. Multiple Signed NJCAA Letters of Intent: If more than one NJCAA Letter of Intent is signed with separate NJCAA institutions, prior to the execution of a Release Agreement, the student-athlete will immediately become ineligible to compete for one academic year.

B. Proper Filing: The NJCAA Letter of Intent must be filed in electronic form according to the below procedures:

1. Signature Requirements: The Letter of Intent becomes valid upon the student-athlete's signature, and parent's/legal guardian's signature if the student-athlete is under the age of 18, subject to the following requirements: Tiered Sanction – Level 1
 - a. The member college's Director of Athletics and College President (or designee) must sign and date the Letter of Intent prior to presentation to the student-athlete for signature.
 - b. The student-athlete (and parent/legal guardian of student-athlete under the age of 18) must sign the Letter of Intent within twenty-one (21) calendar days of the Letter of Intent creation date.
2. Letters of Intent with No Aid Given: Should a college and student-athlete choose to utilize the NJCAA Letter of Intent despite no aid being provided to the student-athlete, the Athletic Scholarship portion must be completed and the box indicating "No Athletic Aid" shall be utilized. Tiered Sanction – Level 2

C. Release Agreements: Tiered Sanction – Level 1

1. A student-athlete who has signed an NJCAA Letter of Intent may be released from his/her commitment under the following

conditions:

- a. The release agreement must be signed by the student-athlete, (and parent, when the student-athlete is under the age of 18) the athletic director and the president of the member institution, if:
 - i. The student-athlete transfers to another NJCAA institution;
 - ii. The member college checks the "Other" box on the Release Agreement. If this box is checked, a detailed explanation by the member college must be included, detailing the reason for the release.
 - b. The student-athlete's signature is NOT required under the following conditions:
 - i. The student-athlete fails to enroll at the member college, OR
 - ii. The student-athlete loses academic eligibility, OR
 - iii. The student-athlete graduates from the member college, OR
 - iv. The student-athlete withdraws from the member college, OR
 - v. The student-athlete chooses not to participate in their respective sport at any point during the academic year, OR
 - vi. The student-athlete signs a Letter of Intent with a non-member college or university.
 - vii. The student-athlete is disciplined by the campus authority responsible for campus discipline and not related to athletic performance or team violations.
2. The NJCAA Release Agreement must be electronically submitted to the NJCAA Letter of Intent system for a student-athlete to become immediately recruitable. The student-athlete may continue to receive their aid once released if an agreement is made between the student-athlete and the NJCAA member college.
- a. If the student-athlete will no longer receive aid after the release this must be indicated on the NJCAA Release agreement form. Those expenses would be pro-rated from the date of the release forward, based on the cost of attending the NJCAA college as reflected in the college catalog. An NJCAA college cannot require reimbursement for any aid already expended.
 - b. If the Student-athlete is released but continues to receive athletic aid, this must be indicated on the NJCAA release agreement Form. The LOI/Scholarship may not be replaced by another student-athlete.
3. Unconditional: The member college may not add conditions or stipulations to the release agreement, including, but not limited to, limitation upon the student-athlete's subsequent college of attendance.

D. Publicity

1. Prior to Signing an NJCAA Letter-of-Intent (with status of "Signed-Active in the Admin Portal")
 - a. Permissible Activities
 - i. A member college may publicly confirm its recruitment of the prospective student athlete.
 - ii. A member college may provide one headgear item and/or one apparel item (excluding footwear) for a prospective student-athlete's official signing of an NJCAA Letter-of-Intent.
 - b. Impermissible Activities
 - i. A coach or representative of the member college's athletic interest cannot be present when a prospective student-athlete signs an NJCAA Letter-of-Intent off campus.
 - ii. A coach or representative of the member college's athletic interest cannot deliver the National Letter-of-Intent to the prospective student-athlete off-campus.
 - iii. A coach or representative of the member college's athletic interest cannot make any statement implying that a prospective student-athlete has signed an NJCAA Letter of-Intent or gives the appearance that a prospective student-athlete is signing an NJCAA Letter-of-Intent, including but not limited to pictures and/or articles appearing in print and/or digital and/or social media.
2. After Signing an NJCAA Letter-of-Intent (with status of "Signed-Active in the Admin Portal")
 - a. There are no restrictions on publicity after the prospective student-athlete has signed an NJCAA Letter-of-Intent.

Section 3. Recruitment

A. General Information & Definitions – Tiered Sanction – Level 1

1. Recruiting is defined as any solicitation of a prospect or a prospect's relatives (or legal guardians) by an institutional staff member or by a representative of the institution's athletic interests for the purpose of securing the prospect's enrollment and ultimate participation in the institution's intercollegiate athletic program.
2. Impermissible Inducement: No member institution shall permit a prospective student-athlete to be solicited or recruited to attend such institution by the promise of gift or any aid or inducement other than that of a grant-in-aid as permitted by these bylaws.
3. Recruiting by Outside Organizations or Individuals: A member college must not cause or permit any outside organization, agency or group of individuals to utilize, administer or expend funds for any recruit or prospective student-athlete unless permissible under state statute per NIL Legislation. (For information on how Name, Image & Likeness works in conjunction with this bylaw, see Article V, Sect. 4.B.3)
4. Expenses: All funds utilized for recruitment purposes must be authorized by a college official and compliant with college financial policies and procedures.

B. Recruitable Athletes:

1. High School Student-Athletes: May receive an official recruiting visit to an NJCAA member college starting on June 1 prior to their junior year in high school. **Tiered Sanction – Level 1**

C. On Campus Recruiting – Tiered Sanction – Level 1

1. Official Visits: A visit is classified as "Official", if any benefit is provided or funds are expended by the institution or its representatives to facilitate the visit of the prospective student-athlete plus two guests.
 - a. A member institution may pay for one official visit per recruiting year.
 - i. Duration: The official visit may not exceed 48 hours from arrival.
 - ii. Eligible Recruit: Recruit becomes eligible for an official visit on June 1 prior to their junior year in high school.
 - iii. Scope: Official visit must be limited to the campus and the local community where the member college is located.
 - iv. Member institutions may pay a recruit's actual costs for permissible expenses incurred on the official visit, as further detailed below.
 - b. Permissible Expenses/ Benefits:
 - i. Transportation:
 - a. A member institution may provide roundtrip, direct route transportation as part of the official visit per institutional policy.
 - ii. Meals: College officials may provide meals during the official visit per institutional policy.
 - iii. Housing: College officials may provide lodging per institutional policy.
 - iv. Entertainment:
 - a. A member institution may entertain a recruit at a scale comparable to institutional policy. That of normal student life, restricted to campus or the immediate local community.
 - b. A member institution may not provide the recruit with admission in a manner other than normal general public admission, to the institution's games, during the official visit.
 - c. A member institution may neither arrange nor permit admission to professional, external collegiate sports contests or external entertainment type events.
 - c. Greens/Court fees: Under no circumstances may a member college pay greens/court fees for a recruit.
2. Unofficial Visit/Tryout: A visit is classified as "Unofficial" provided the following are met:
 - a. No expense or benefit is provided for the recruit.
 - b. Student-athletes may take up to two unofficial visits with athletic participation with team or current student-athletes. There is no limit to number of unofficial visits with athletic contact without athletic participation.

D. Off Campus Recruiting:

1. Locations: Athletic department staff may visit a prospect at any location for recruiting purposes.
2. Expenditure of Funds: Staff member may only expend funds necessary for his/her own expenses and may not expend funds or provide benefits to the recruit or the recruit's representatives.

E. Impermissible Contact:

1. Member Colleges and Staff: Members of the athletic staff or any representative of the institution's athletic interests must not make contact for any reason with:
 - a. Any NJCAA student-athlete that is in season at an NJCAA member college, OR
 - b. Any student-athlete who has signed an NJCAA Letter of Intent.
2. Student-Athletes: Student-athletes or any representative of the student-athlete's athletic interests must not make contact with another NJCAA member school or its representatives for any reason while:
 - a. The student-athlete is in season regardless of being signed to a Letter of Intent or not, OR
 - b. The student-athlete is signed to an NJCAA Letter of Intent.
3. Penalties: A member college who actively recruits an unrecruitable student-athlete may be subject to the following penalties:
 - a. Any Letter of Intent between the student-athlete in question and the recruiting college will be immediately cancelled.
 - b. The student-athlete may not sign any Letter of Intent at the recruiting college in any sport for a period of one (1) calendar year from the date of the ruling.
 - c. The student-athlete may not participate, practice, or be involved with any athletic team at the recruiting college for a period of one (1) calendar year from the date of the ruling.
 - d. Recruiting college will have future available Letters of Intent reduced.
 - e. Coach(s) may be suspended.

Section 4. Showcase/ID Camp/Open Evaluation

A. General Information & Definitions: Tiered Sanction – Level 2

1. An open evaluation is any organized recruiting event for recruitable student-athletes that is open to the general public held in an effort to fill roster spots on one or more of a member college's athletic teams. An open evaluation is not related to an official or unofficial visit. Current student athletes may help to facilitate the camp but may not be a participant in the drills.
 - a. Camp: Purpose of a camp is for skill development. Open to all age groups.
2. Physical Examination: A prospective student-athlete participating in an audition must provide verification that he/she has received a physical examination administered by a qualified health care professional within 13 months prior to the tryout/audition.
3. Location: A member college must conduct auditions of prospective student-athletes only on its campus or at a site at which the member college has been approved to conduct its practices or competition as their "Home Venue".
4. Participation of current student-athletes: Current student-athletes or student-athletes who are signed to an NJCAA Letter of Intent may not participate in auditions.

B. Duration & Maximums: Tiered Sanction – Level 2

1. Auditions may not exceed two (2) hours per individual.
2. A college may conduct a maximum of two (2) auditions per sport per academic year.
3. A college may conduct a maximum of one (1) audition per prospective student-athlete per year.

C. Expenditure of Funds: Tiered Sanction – Level 2

1. A member college may not expend funds on prospective student-athletes prior to, during, or after the tryout/audition.
 - a. including but not limited to the provision of transportation, souvenirs, and gifted clothing or equipment.

2. A member college may provide equipment and/or clothing to prospective student-athletes while participating in an audition on an issuance and retrieval basis.

D. Eligible Prospective Student-Athletes: Tiered Sanction – Level 2

1. A prospective student-athlete must have completed his/her junior year in high school or home school equivalent to participate in an audition.
2. A member college must determine if auditions are allowed by the prospective student-athlete's State High School Activities Association/School District before allowing the prospective student-athlete to participate in the audition.

Section 5. Booster

- A. Group or individual which assists a college athletic program in any way, including, but not limited to equipment purchases, awards, in-kind gifts, recruitment expenses and grants in aid. **Tiered Sanction – Level 1**
- B. Records: The financial records of boosters and similar organizations which assist athletic programs must be open, available and accounted for by college officials. **Tiered Sanction – Level 1**
- C. Institutional Approval: All transactions of a booster organization or individual which assists a college athletic program in any way, including but not limited to, equipment purchases, awards, in-kind gifts, recruitment expenses and grants-in-aid, must be approved through the standard financial approval procedures (purchasing, gift acceptance, financial aid, etc.) of the college as authorized or approved by the president. **Tiered Sanction – Level 1**
- D. Grants-in-Aid: All booster funds used for grants-in-aid must be administered by the college through the office, department, or division which administers financial funds for enrolled students. The Booster may not give money directly to a student-athlete and may not provide assistance in excess of the terms of a Letter of Intent in compliance with Article VI, Section 1.B.1.a. **Tiered Sanction – Level 1**

Section 6. Violations & Enforcement

- A. A member college which violates any portion of Article VI shall be subject to such penalty as the NJCAA National Office deems advisable under the circumstances.
 1. Maximum Penalty: The maximum penalty shall be a period of probation for a period of one year.
 2. Acts by Outside Individuals and Organizations: Responsibility for the observance of these bylaws shall be upon the member college, including acts of outside individuals or organizations when performed with the knowledge of any member of the administrative or athletic staff.

Article VII MEMBER COLLEGE SPORT POLICIES AND GUIDELINES

Section 1. Sports Procedures

- A. Termination of a Sport or Season: If circumstances cause an NJCAA member college to terminate its participation in a sport or season or declare club status, the member college must notify the NJCAA National Office to ensure eligibility, website and organization records are accurate before the following dates to avoid sanctions:

July 1st: Fall/Winter Sports

November 1: Spring Sports

The Notification must include the sport, gender, division, when the termination will take effect and if it is a permanent termination or one year/season termination. Email this notification to membership@njcaa.org.

Termination of Seasons in 5-year window to be determined per sport:

- 1st Offense: Approved Action Plan submitted to NJCAA National Office and Region Leadership.

- 2nd Offense: \$3000 Fine to be paid to NJCAA National Office to continue participation in that sport.
- 3rd Offense: 3-year ban from participation in that sport as NJCAA member.

B. Multi-Sport Participants: A student-athlete who receives institutional athletic aid shall count against the total number of scholarships allowed in each sport in which the student-athlete participates.

1. Exemption: Cross Country, Half Marathon, Indoor and Outdoor Track & Field shall be exempt from the above as outlined in the NJCAA Sports Procedures Chart counting requirement.

C. Limits and Dates Established in Sports Procedure Chart: The Sports Procedures Chart contains the following limits and dates as applicable for each individual sport: (APPENDIX B)

1. Starting date for practice, **Tiered Sanction – Level 2**
2. Starting date for games, **Tiered Sanction – Level 2**
3. Ending date for practice and/or games, **Tiered Sanction – Level 2**
4. Number of contests allowed per season, **Tiered Sanction – Level 2**
5. Number of Letters of Intent allowed per academic year, **Tiered Sanction - Level 1**
6. Letter of Intent signing date for each sport. **Tiered Sanction – Level 1**

D. Additional Sport Specific Procedures: The following limitations shall apply in addition to those listed in The NJCAA Sports Procedures Chart:

1. Tennis: Men's and women's tennis shall be allowed a maximum of three (3) full-scholarships, and six (6) partial scholarships, limited to tuition, fee, course related books and up to \$250 in course required supplies. **Tiered Sanction – Level 1**
2. Outdoor Track and Field: Meets conducted following the NJCAA Indoor Track and Field National Championship Meet shall be considered outdoor track and field events, for all records and statistics, even if conducted indoors due to weather.

Section 2. Practices and Scrimmages

A. Practice: **Tiered Sanction – Level 1**

1. General Information and Definitions:

- a. Practice Definition: Practice is any meeting, activity, or instruction involving sports related information and having an athletics purpose, held for one or more student-athletes at the direction of, or supervised by, any member(s) of an institution's coaching staff.
- b. Enrollment: Practice participants must be enrolled/registered in the current term at the college.
- c. Physical examination: Practice participants must have a valid physical on file.
- d. Coach Definition: Any individual who represents the college on behalf of the athletic department, including but not limited to, instructing individual/team sport skills, provide strategy and coach against competition on game day, provide video, statistics, scout opponents, recruit, provide fitness training for a sport team or an individual athlete.
 - i. All coaches, regardless of classification (head, assistant, part-time, volunteer) are subject to all NJCAA regulations and limitations.
 - ii. Outgoing Coach: A coach whose contract is expiring, or has expired, shall be subject to all NJCAA regulations and limitations.
 - iii. Incoming Coach: A coach where an agreement (either verbal or written), has been made, but whose contract has not yet begun, shall be subject to all NJCAA regulations and limitations.
- e. When a team chooses to travel out of their area for longer than 72 hours, the following restrictions are in place:
 - i. Travel needs to be tied to some form of competition
 - a. A game or scrimmage with an outside opponent must be scheduled for every 72 hours they are away from campus.

- b. Competition must be listed on college website schedule and Presto website prior to competition
- 2. In-Season Practice: In-Season practice begins the first day practice is allowed for that sport as defined in the NJCAA Sports Procedures Chart and concludes when the team or individual is eliminated from advancement to the national championship either by elimination or their own choice.
 - a. Limits: The NJCAA recommends that all member colleges limit in-season practices and contests to a combined twenty (20) hours per week, based on the philosophical ideal of the student-athlete.
 - b. In-Season Activities: Participation by one or more coaches and/or one or more student-athletes in the following activities is confined to the time period defined as in-season and are subject to in-season regulations.
 - i. Field, floor, course, track, pool or on-court activity, OR
 - ii. Activities conducted as a physical education class which is open exclusively to members of an intercollegiate team, OR
 - iii. Leadership activities if they are conducted at a site on or off an institution's campus for no more than 48 hours contact time. Leadership activities with a measurable outcome such as a ropes courses and/or other related leadership development activities are permitted once per athletic team per academic year. Expenses may be paid for leadership development activities.
- 3. Off-Season Practice: Off-Season practice begins when the team or individual is eliminated from advancement to the national championship either by elimination or their own choice.
 - a. Voluntary: All off-season activities must be voluntary.
 - b. Location: All off-season activities must be limited to on campus, or at the designated home facility.
 - c. Eligible Participants: A participant in off-season activities must be enrolled/registered in the current term at the college and have a valid physical on file.
 - d. Funds: No college funds or benefits outside of non-gameday related meal allowance may be used or provided for any current or prospective student-athlete during the off season
 - e. Equipment: No college equipment may be used off campus for any current or prospective student-athlete.
 - f. Coaching Contact: Members of the college coaching staff, may have limited off-season contact with student-athletes under the following restrictions:
 - i. Off-Campus Contact: No member of the college coaching staff may have off-campus athletic contact with any current student-athlete or one who has signed a valid NJCAA Letter of Intent with his/her institution with the following exceptions:
 - a. Staff member may:
 - 1. Observe without participation,
 - 2. Coach against the student-athlete,
 - 3. Participate against the student-athlete.
 - b. Staff member may not:
 - 1. Coach, practice or participate with any current student-athlete or one who has signed a valid NJCAA Letter of Intent with his/her institution.
 - ii. On-Campus Contact: Individual and team off-season activities (practice or conditioning, inclusive of weight training) shall be limited to a maximum of 20 hours per week (effective June 1, 2024) in direct contact with a member of the college coaching staff, with the following activities exempted:
 - a. Meetings: Meetings or discussions between one or more student-athlete(s) and one or more coaching staff member(s) regarding academic support service, drug education, training room procedures, team discipline, care and maintenance of equipment, general meeting schedules, information about housing and meals, or information about off- season conditioning activities.
 - g. Funds and Services: The college may not provide or recompense funds, or transportation services for a student-

athlete's participation in off season competitions or camps, including but not limited to, services listed below:

- i. Camp fees: Individual or team camp fees must not be paid for by a member college.
 - ii. Vehicles: A student-athlete may not be provided rides in a college vehicle or coach's vehicle.
 - iii. Room and Board: A member college may not provide or recompense a student-athlete for room or board.
 - iv. Equipment: A student-athlete may not utilize college equipment, including but not limited to, uniforms or practice gear,
 - v. Fundraising: A member college or its representatives may not be involved in raising alternate funds for participation in off season activities.
- h. Physical Education/Fitness Activity Courses: Participation by student-athletes in regular physical education, fitness and activity classes/programs that are conducted by a member of the coaching staff will not be considered practice of any kind and not subject to practice regulations provided:
- i. The course is listed in the institutions catalog;
 - ii. The course is open to all students at the institution;
 - iii. The course appears on a current class schedule;
 - iv. Class hours and programs have been publicized in an appropriate publication detailing class descriptions of the institution.
- i. Off Season Tryouts for Current Student-Athletes: Off season tryouts are permissible, subject to all regulations of off season practice.
- i. Off season practice, including off season tryouts, must not be mandatory for current student-athletes or student-athletes signed to a Letter of Intent, and is subject to current term enrollment, valid physical examination on file and hours per week maximum contact in Article VII, Section 2.A.3.f.ii.
4. Off-Season Practice and Competition in NJCAA basketball programs.
- a. Both men and women, will be permitted off-season practice and competition dates to adapt to newly adopted NCAA summer recruiting rules. These events will occur every year during the final two Friday (noon) through Sunday (6 p.m.) periods in June. NJCAA members will be permitted to have student-athletes on campus (may house and feed them) for 14 calendar days during these events. Any practice held during the allowable summertime period is regulated by the institutional policy of each member. Students must have been enrolled full time in the previous spring semester, currently enrolled in the summer semester, enrolled full time in the upcoming fall semester, and/or have a current letter of intent for the upcoming academic year and have an active physical on file. Individual and/or team participation is allowable ONLY at NCAA/NJCAA certified events as listed on the NCAA/NJCAA websites. Land transportation may be provided by member institutions to NCAA/NJCAA certified events only.
 - b. NJCAA Men's & Women's Basketball programs may attend and participate in a single day event hosted by an NJCAA institution in April (dates listed below). The scrimmages will be scheduled throughout the one-day event. Teams will only participate/scrimmage against another NJCAA opponent. The only student-athletes that can participate are current men's and women's players -- freshman and unsigned sophomores. Must follow NJCAA Scrimmage Bylaws. Teams can participate in 1-3 scrimmages on that date. By the NCAA definition, this scrimmage is for NJCAA two-year scholastic institutions. Approved and permissible scrimmage dates from the governing body, the NJCAA. A multi-team scrimmage date will be posted on the NJCAA two-year college website. (For example, each NJCAA institution has to list all of their fall scrimmages. Institutions would have to do the same for spring scrimmage date.) Institutions would only be able to travel via ground transportation to attend these events. This is a regular scheduled scrimmage date for the NJCAA two-year institutions. No NCAA coach requested this scrimmage date for NJCAA two-year institutions. (*Adopted June 2023*) NCAA Recruiting Calendar: NCAA Recruiting Period - April 1-2026; Dead Period - April 2-9, 2026; NCAA Recruiting Period - April 10-30, 2026
5. Open Gyms: Are defined by the NJCAA as an institutional opportunity for all students to have the ability to experience. Open

gyms must meet the following criteria:

- a. Playing sites/venues must be open to all students currently enrolled at the college.
 - b. Open gym activity must be publicized through all normal communication channels within the campus.
 - c. Open gym activity must be for a designated time period.
 - d. Coach(es) may be present but may not have athletic contact with students.
- B. **Scrimmage:** A scrimmage is a contest or athletic contact with individuals from outside the institution which is conducted to prepare a team for regular and or postseason competition; an eligibility roster is not required if the scrimmage rules listed below are followed:
1. **Scheduling:** All scrimmages must be included on the official schedule as published by the athletic department and designated as a scrimmage on such schedule. The official schedule is defined as the schedule listed on the school website as well as the schedule listed on the NJCAA website.
 - a. **Scrimmage Timing:** The first scrimmage date shall fall on or after the “start date” listed in the sport procedures for that sport. The final scrimmage shall take place no later than the final date allowable for in season practice.
 2. **Awards and Championships:** No awards of any kind may be given to the participants and no championship play of any kind may be carried on.
 3. **Participating Student-Athletes:** Participating student-athletes must be enrolled/registered in the current term at the college he/she is representing and must have a valid physical on file.
 4. **Classification:**
 - a. **Reciprocity:** Both colleges must agree to, and classify the competition in the same manner, either scrimmage or regular season.
 - b. **Permanence:** Once the contest is classified and completed either as a scrimmage or an official game, it may not be changed.
 5. **Combined Practices:** Any member college which engages in a combined practice with any outside individual or organized team, including a non-member college, must treat said practice as a scrimmage and follow all scrimmage regulations.

Section 3. Junior Varsity

- A. **Student-Athletes:** Student-athletes who participate in an NJCAA Junior Varsity program must adhere to all generally applicable rules governing student-athletes and such participation shall count toward maximum seasons of participation. JV teams are not eligible for the post-season. **Tiered Sanction – Level 1**
- B. **Administration:** If a member college elects to field a Junior Varsity program in one or more sports, the following procedures must be followed:
1. **Eligibility Roster:** Eligibility rosters must be filed for all student-athletes.
 2. **Maximum Games:** A student-athlete’s total combined Junior Varsity and Varsity games of participation must not exceed the number of total allowed games established for their chosen sport in the NJCAA Sports Procedures Chart.
 3. **Record Keeping:** The member college shall keep records of all Junior Varsity participation.
 4. **Schedules:** The member college must publish a schedule for the Junior Varsity program.
 5. **Audits:** When a program is selected for an eligibility audit, Junior Varsity eligibility information is combined and must be submitted with the respective varsity sport.

Section 4. Club Teams: A team sponsored by a member college that competes in extramural competition (competition against individuals and teams external to the college community)

- A. **Club Teams and the NJCAA Club Declaration Form:** Any one of the NJCAA certified sports may be declared a club sport by properly submitting the NJCAA Club Declaration form to the NJCAA National Office and the appropriate Regional Director prior to the beginning of the sport’s season schedule. **Tiered Sanction – Level 1**
1. **Mid-Season Club Declaration:** In limited instances where a member college sport program suffers hardship, the NJCAA

may allow a member college to declare a sport a club sport during the season, however the member college must first request to make such declaration in writing to the NJCAA National Office and receive approval of such request.

B. Club and Varsity Participation: A member college may not sponsor a club team and varsity team in the same sport during the same academic year (A team may not participate as a club team in the fall, and varsity in the spring, for example). **Tiered Sanctions – Level 1**

1. Teams in emerging sport status per the NJCAA Policies Manual, Section 2, may have a club team and varsity team in the same sport during the same academic year. In These instances, club team participation will not count as a season of eligibility as defined in Article V, Section 5.A.5 of the NJCAA Bylaws.

C. Student-Athlete Participation: **Tiered Sanction – Level 1**

1. Seasons of Participation: Participation in a club sport (includes four-year and/or two-year colleges) shall count as one (1) season of participation in that sport; student-athletes participating in club sports shall be subject to the two-year limit on participation.

2. Participation in Regional, District, or National Competition: Student-athletes who participate in a club sport may not participate in NJCAA postseason competition.

3. Student-athletes who participate in a club sport do not qualify for hardship consideration, individual postseason honors and are not recognized in national statistics. Teams who participate as a club sport do not qualify for team postseason honors and are not recognized in the national statistics.

Article VIII PROCEDURES FOR APPEAL

Section 1. General Information

A. Methods of Challenge: Procedures set forth in this Article are the sole methods for challenging the decisions of the NJCAA National Office.

1. Consent: As a condition of membership in the NJCAA, member colleges consent to be bound by the provisions of this and all other articles of these bylaws.

2. Litigation:

a. Prohibition: Member colleges and student-athletes may not institute a suit at law or in equity, nor seek injunction or restraining order concerning any dispute or controversy involving the NJCAA enforcement or interpretation of bylaws, rules, regulations, or sanctions.

b. Penalties: Member colleges which institute legal action against the NJCAA may be subject to payment of attorney fees and court costs, expulsion, sanctions, penalties, fines, probation, or other penalties as determined by the Board of Regents of the NJCAA.

B. Standing: Only member colleges may challenge the interpretation and enforcement of the bylaws, rules and regulations of the NJCAA. No coach, student-athlete, booster club, or other entity affiliated directly or indirectly with the member college shall have any standing.

Section 2. First Interpretation of NJCAA National Office

A. First Interpretation: The NJCAA National Office shall make all decisions in the first instance concerning challenges and/or questions of interpretation and enforcement of the bylaws, rules, and regulations of the NJCAA in accordance with the procedures listed below.

B. Effective Date and Enforcement: The written decision of the first interpretation of the NJCAA National Office shall be effective and enforced immediately, However, member colleges may delay enforcement of any sanction or penalty during the pendency of any appeal of the initial decision made by the National Office initiated within the provisions of this Article. Member colleges may not delay sanctions unless and until the NJCAA National Office confirms receipt of the appeal file referenced in Article VIII,

Section 3.E and payment of the appeal fee found in Article VIII, Section 3.G. The delay in enforcement applies only to appeals made to the NJCAA Appeals Committee.

Section 3. Submit to Appeals Committee

- A. Standing: Only a member college affected by a decision of the NJCAA National Office may appeal that decision to the Board of Regents Appeal Committee of the NJCAA.
- B. Composition and Terms: Members of the Appeal Committee shall serve renewable one-year terms with no term limits.
- C. Sanctioning: The Appeal Committee may establish an alternate sanction in accordance with Article I, Section 4.A.2. of the NJCAA Bylaws. The sanction may be decreased, increased or affirmed. Review by the Committee does not automatically require an alternative sanction.
- D. Voting and Decision: The voting and decision processes for all appeals is outlined below.
 - 1. A majority vote is required to overturn the decision of the National Office.
 - 2. A vote not meeting the majority will be denied.
 - 3. Majority shall mean the majority of all the members on the virtual session of the Appeal Committee.
 - 4. When determining the process to vote on any given appeal including, but not limited to, the timing of the vote, the Presiding Officer may consider extenuating circumstances such as the date, time, and location of the next scheduled contest.
 - 5. The Chair of the Appeal Committee/Presiding Officer shall only vote if necessary to break a tie.
 - 6. The final decision of the Board of Regents Appeal Committee shall be due to the appealing member college within twelve (12) calendar days from the date the appealing college's appeal is reviewed by the Board of Regents Appeal Committee.
 - 7. The decision of the Appeal Committee is the final ruling of the Board of Regents.
- E. Appeal Request: To properly request an appeal, the member college's request must conform to the following requirements:
 - 1. Request must be in writing and signed by the member College President,
 - 2. Request must be sent to the NJCAA Compliance Department, compliance@njcaa.org, with a copy sent to the Regional Director and Board of Regents member for the region of the appealing college.
 - 3. NJCAA Compliance must receive the appeal request within twelve (12) calendar days from the date of the written decision issued by the NJCAA National Office, and
 - 4. Member college's appeal file must contain a detailed description of the college's basis for appeal, to include:
 - a. Name and address of member college presenting challenge/questions,
 - b. Name and address of any other member college involved or directly affected by the challenge/question,
 - c. Any background facts involved in the challenge/question,
 - d. The material factual basis involved in the challenge/question,
 - e. The jurisdictional basis involved in the challenge/question,
 - f. Citation of bylaws, policies, rules, and regulations involved in the challenge,
 - g. Any other relevant documentation supporting the challenge/question, and
 - h. Description must list specific reason(s) the member college contends support reversal of the ruling of the NJCAA National Office.
 - 5. NJCAA National Office Duties Upon Appeal: The NJCAA National Office shall forward the appealing college's written presentation along with their own written information and case file to each of the members of the Board of Regents Appeal Committee as soon as practicable. The NJCAA National Office case file shall include:
 - a. The decision of the NJCAA National Office,
 - b. The jurisdictional basis for the decision,
 - c. Citations of any and all NJCAA bylaws, policies, rules, and regulations involved in the decision, and

- d. Any other matter or documentation deemed material by the NJCAA National Office.
6. The NJCAA National Office shall provide the appealing college a complete copy of all materials submitted to the Board of Regents Appeal Committee, including the college's written presentation and all written information and the case file provided by the NJCAA National Office. Materials shall be sent to the member college president and athletic director electronically by email contemporaneously with materials distributed to members of the Board of Regents Appeal Committee.
- F. Appeal Process: The appeal process is as follows.
- 1. Virtual Session: The Appeal Committee shall meet via a virtual session on Thursday's at 3 p.m. ET, unless the National Office is otherwise closed for Federal holidays, force majeure acts, or the National Convention.
 - a. The NJCAA National Office will automatically schedule appeals based upon the day and time of the submission of the appeal fee and appeal file. For purposes of this bylaw the NJCAA National Office defines the start of the week as Monday and the end of the week as Sunday.
 - b. The Appeal Committee shall review any appeal received prior to Tuesday 11:59 PM ET of the then current week on Thursday of the current week.
 - 2. Virtual Session Process: The virtual session shall be conducted as follows:
 - a. Presiding Officer: The Board of Regents Board Chair or their designee shall act as presiding officer at the appeal.
 - b. Appealing College Chooses Not to Participate In the Virtual Session: The appealing college is not required to participate in the virtual session.
 - i. If the appealing college chooses not to participate, the Appeal Committee will continue with the virtual session, review all materials submitted, and vote utilizing a process determined by the Presiding Officer (per Article VIII, Section 3.D.4.)
 - c. Appealing College Chooses to Participate In the Virtual Session If the appealing college does participate, they must adhere to the process outlined below.
 - i. Representation: During the virtual session, the member college may only be represented by an employee of the college, and any student-athletes involved may only be represented by an employee of the college.
 - ii. Legal counsel may be present and may advise the college representative but may not present information directly to the Board of Regents Appeal Committee during the virtual session.
 - d. Presentation of Evidence: Both the appealing college and the NJCAA National Office may present evidence subject to the following procedure:
 - i. First, the appealing college has the right to present all evidence, including witness statement and other documents.
 - ii. Next, the NJCAA National Office has the right to present all evidence, including witness statements and other documents.
 - iii. Upon conclusion of the presentation of evidence, all members of the Appeal Committee may question the representatives from the appealing college and the NJCAA National Office, respectively.
 - iv. The appealing college cannot question the NJCAA National Office, and vice versa.
 - v. The appeal Committee shall excuse the respective representatives once they have concluded questioning the representatives.
 - e. Recording of Proceedings: All proceedings occurring during the virtual session shall be audio and/or video recorded.
- G. Costs: Member colleges that wish to appeal an official ruling made by the NJCAA National Office must submit a non-refundable payment of \$1,000.00. The appeal will not be processed and the timeline to submit an appeal will not toll if the fee is not submitted. Please email accountspayable@njcaa.org to pay the appeal fee.

- H. Conflict of Interest: To avoid an actual, potential or the appearance of a conflict, NJCAA Board of Regents members shall absent themselves during any substantive discussion and recuse themselves from any appeal vote involving:
1. A college at which they are currently employed.
 2. A member college within their respective region.
 3. A member college at which the committee member has been employed within the past five (5) years

Section 4. Arbitration

A. General Information:

1. Standing: Any member college affected by a decision of the NJCAA Board of Regents Appeal Committee may appeal that decision, the sole method of which shall be arbitration.
2. Arbitration shall be administered by the American Arbitration Association (AAA) or such other arbitration service as selected by the NJCAA National Office.
3. Sole Method of Challenge: No suit at law or in equity, or for an injunction or restraining order shall be instituted by a member college to overturn, set aside, or stay a decision by the NJCAA Board of Regents Appeal Committee or NJCAA National Office.
4. Costs: The costs of arbitration shall be borne as follows:
 - a. All costs of arbitration shall be borne fully by the member college filing for arbitration. Including but not limited to:
 - i. NJCAA attorney fees,
 - ii. The arbitration service,
 - iii. The individual arbitrator,
 - iv. A certified court reporter to record the proceedings.
 - b. The appealing college shall bear all costs of representation and witnesses, including but not limited to, costs of transportation, food and lodging.
5. Decision: The arbitrator's decision shall be final and binding upon the parties, subject to the following conditions and with the following procedure.
 - a. In Writing: The arbitrator's decision shall be made in writing, a copy of which shall be delivered to each of the parties no later than 30 calendar days after the arbitration meeting is completed.
 - b. Basis of Decision: The decision of the arbitrator shall be made in accordance with the Articles of Incorporation, constitution, bylaws, policies, rules and regulations of the NJCAA.
 - i. Authority of Arbitrator: The authority of the arbitrator is solely the interpretation of these NJCAA regulations; the arbitrator shall have no authority to amend, modify, or add to any provisions of the Articles of Incorporation, bylaws, policies, or rules and regulations of the NJCAA, nor shall he/she have any authority to amend or change a restriction or sanction imposed by the NJCAA on the appealing college.
 - c. Fraud: The decision shall be presumptively invalid if the arbitrator's decision was procured by corruption or fraud.
 - d. Acts in Excess of Authority: The decision shall be presumptively invalid if the arbitrator's decision was based on invalid information.

ARTICLE IX TEAM SPORT DISTRICT QUALIFICATION FOR NATIONAL TOURNAMENTS

Section 1. District Qualification

In all sports where regions are split into two or more districts, it shall be the option of the regions to determine the playoff system for national qualification.

NOTE: In the sports of men's and women's soccer, men's and women's basketball, baseball, softball and court volleyball.

- A. When a team is the only participant in their region in that sport division, they must participate in another Region's event. There are no requirements for overall record or scheduling. When that Region tournament is also a district, the team must have played 60% of their competition against NJCAA/NWAC/CCCAA member schools and must have at least a .500 record (eliminating ties) against those teams. That record should be determined seven days prior to the start of district play. The contract should include the seeding structure.

Note: In cases where a team must play in another Region's tournament, seeding should be determined in advance. (Example if Region A's tournament is an 8-team event and the lone team from Region B has not met the seeding requirements, then it should be pre-determined what seed they will be. Traditionally, all efforts have been made to protect the top seed. Often, if they have a winning record, they have been seeded 3rd, and 6th if they have a losing record. The lone region participant would not be awarded the Region A championship trophy if they were to win. That should go to the highest finishing team from such Region. If the event is a Region/District, the District plaque would go to the winner and the Region plaque to the highest finishing team from the Region. Both plaques could go to the same team. *(Revised June 2023)*

- B. The rotation of district playoff sites should occur in proportion to the number of teams participating in each region involved. (Example: Region A has twice as many teams as Region B - the district playoff between these two regions will be held two times in Region A for every one time it is held in Region B).
- C. In a district comprised of multiple regions and any one of those regions has a single participating school, that/those school(s) must participate in a regional tournament consisting of multiple schools. The winner of the overall district playoff will be declared the District Champion. The highest finishing team of each region will be declared that regions champion.
- D. Inclusive of all sports, if the playoff (regional or district) involves two or more regions, the hosting college must have a playing surface and equipment which complies with the NCAA playing rules of that sport. If the host college cannot meet those rules, an alternate site must be found. In addition, the date, location, game management and officials assigned to the playoff must be agreed upon and that written agreement signed by each of the Regional Directors involved.
- E. If a unanimous decision cannot be made by the regions in a district when determining the terms of the district contract, the decision will be made by the NJCAA National Office. The National Office's decision will be final and binding without opportunity for appeal.

Section 2.

All regional and district playoff tournaments must be completed by the date established by each respective sport committee. Consideration may be given to allow contests to be played beyond the established district date only in cases where extraordinary circumstances (i.e. – Federal or State emergency, catastrophic event) exist. Requests for consideration may be appealed to the NJCAA.

Section 3.

Any extenuating circumstances regarding Article IX, Section 1 or 2, which might suggest an exemption from a rule, may be appealed to the NJCAA Board of Regents Appeal Committee. Appeals must be received by the NJCAA National Office, in accordance with Article VIII of the NJCAA bylaws (with the exception of the seven (7) calendar day deadline established in Article VIII, Section 3.E.3) at least seven (7) days prior to the start of district play OR seven (7) days prior to official bowl invitation date established by the Football Committee.

ARTICLE X FINANCIALS

Section 1. Fiscal Year

The fiscal year of the Association shall be from August 1 to July 31 of each year.

Section 2. Financial Review

An audit or a financial review of the NJCAA shall be made at the end of each fiscal year by a certified public accountant.

ARTICLE XI STANDING COMMITTEES

Section 1. Board of Regents shall:

- A. Review and propose updates to the association’s mission and purpose as needed.
- B. Meet to discuss and provide direction for the association.
- C. Work to enhance the association’s public image.
- D. Assist the National Office in communicating new or existing programs to the membership.
- E. Select the association’s President/CEO
- F. Rule on all appeals submitted in accordance with Article VIII of the bylaws through the Board of Regents Appeals Committee.

Section 2. Sport Committees

The following shall be standing sport committees of the NJCAA:

Women	Joint	Men
Basketball	Track and Field	Baseball
Golf	Eligibility	Basketball
Flag Football	Bowling	Football
Soccer	Championship Events Committee	Golf
Softball	Sports Governance Committee	Lacrosse
Beach Volleyball	Cross Country/Half Marathon	Soccer
Court Volleyball	Swimming and Diving	Volleyball
	Competitive Cheer	
	DIII MW Golf, Tennis, Wrestling	

Section 3. Changes to the NJCAA National Tournament

Changes in any of the following NJCAA National Tournament categories must be circulated to the NJCAA Board of Regents (electronic circulation is acceptable) via the Sport Committee Chair at least thirty (30) calendar days prior to an NJCAA Board of Regents meeting.

- 1. Qualification changes (team and/or individual) for national championship play (allowable every four (4) years and submitted via a process determined by the National Office and final approval by the Board of Regents).
- 2. National championship playing format changes.
- 3. At-large selection process.
- 4. Seeding process.
- 5. Playing rules and procedures (including, but not limited to, selection of event officials, expenses and entry fees).
- 6. Championship entry fee changes.
- 7. Host Sites

Section 4. Duties and Responsibilities of the Committee Chairperson and Vice-Chairperson

The duties and responsibilities of the Committee Chairperson and Vice-Chairperson shall be determined by the Board Chair, or their designee.

Section 5. Standing Committees Functions

A. GENERAL FUNCTIONS OF STANDING COMMITTEES

The specific functions of the Standing Committees change from year to year as the organization grows and progresses, but their general functions remain constant. Each of the Standing Committees, through research and study, recommends to the Board of Regents policies, procedures and administrative responsibilities for the specific areas in which they are concerned. The Board of Regents approves, modifies or rejects the proposal by a majority vote. The general purposes of each committee are listed for your convenience as follows:

B. COMMITTEES ON BASEBALL - DIVISION I/II/III

- a. To recommend policies for conducting the respective Division I/II/III NJCAA Baseball Tournaments.
- b. To coordinate the selection of the representatives from the approved districts to participate in their respective National Tournaments.
- c. To supervise the technical aspects of the tournaments.
- d. To select the respective Division, I/II/III All-American Baseball Teams.

C. COMMITTEES ON BASKETBALL - DIVISION I/II/III (MEN & WOMEN)

- a. To recommend policies for conducting the respective Division I/II/III NJCAA Basketball Tournaments.
- b. To recommend methods for improvement of the respective Division I/II/III NJCAA Basketball Tournaments.
- c. To coordinate the conducting of the District Tournaments with the NJCAA National Office.
- d. To establish procedures for qualifying teams for the respective Division I/II/III NJCAA Tournaments.
- e. To select the respective Division, I/II/III Men's and Women's All-American Basketball Teams.
- f. To coordinate the selection and seeding of the representatives from the approved districts and at-large selections (when applicable) to participate in their respective National Tournaments.

D. COMMITTEES ON BOWLING (MEN & WOMEN)

- a. To recommend policies for conducting the NJCAA Bowling Tournament.
- b. To recognize the All-American Bowling Teams.

E. COMMITTEE ON COMPETITIVE CHEER

- a. To recommend policies for conducting the NJCAA Competitive Cheer Championship.
- b. To work with existing national organizations to create a National Championship team/format.
- c. Supervise technical aspects of the tournament.
- d. To select the All-American Competitive Cheer Team

F. COMMITTEES ON CROSS COUNTRY (MEN & WOMEN)

- a. To recommend policies for conducting the NJCAA Cross Country Meet.
- b. To recognize the All-American Cross-Country Teams based upon national championship results.

G. COMMITTEE ON FOOTBALL

- a. To recommend policies and procedures for the national ranking of football teams.
- b. To select the All-American Football Team.

H. COMMITTEE ON WOMEN'S FLAG FOOTBALL

- a. To recommend policies and procedures for conduct the NJCAA Women's Flag Football Championship.
- b. To coordinate the selection and seeding of representatives from the approved districts and at-large selections (when applicable to participate in their respective National Tournaments.
- c. To supervise technical aspects of the tournament.
- d. To select the All-American Flag Football Team

I. COMMITTEES ON GOLF – MEN (DIVISION I/II/III) & WOMEN (DIVISION I/II/III)

- a. To recommend policies for conducting the respective Women's and Division I/II/III Men's NJCAA Golf Championships.

- b. To recognize the Women's and Division I/II/III Men's All-American Golf Teams based upon national championship results.
 - c. To coordinate the selection and seeding of the representatives from the approved districts and at-large selections (when applicable) to participate in their respective National Tournaments.
- J. COMMITTEES ON HALF MARATHON (MEN & WOMEN)
 - a. To recommend policies for conducting the NJCAA Half Marathon Championships.
 - b. To recognize the All-American Half Marathon Teams based upon national championship results.
- K. COMMITTEES ON LACROSSE (MEN)
 - a. To recommend policies for conducting the NJCAA Lacrosse Championships.
 - b. To select the All-American Lacrosse Teams.
 - c. To coordinate the selection and seeding of the representatives from the approved districts and at-large selections (when applicable) to participate in the National Tournament.
- L. COMMITTEES ON SOCCER - DIVISION I/II/III (MEN & WOMEN)
 - a. To recommend policies for conducting the respective Division I/III Men's and Women's NJCAA National Soccer Championships.
 - b. To select the respective Division, I/III Men's and Women's All-American Soccer Teams.
 - c. To coordinate the selection and seeding of the representatives from the approved districts and at-large selections (when applicable) to participate in their respective National Tournaments.
- M. COMMITTEES ON SOFTBALL - DIVISION I/II/III
 - a. To recommend policies for conducting the respective Division I/II/III NJCAA Softball Championships.
 - b. To select the respective Division, I/II/III All-American Softball Teams.
 - c. To coordinate the selection and seeding of the representatives from the approved districts and at-large selections (when applicable) to participate in their respective National Tournaments.
- N. COMMITTEES ON SWIMMING AND DIVING (MEN & WOMEN)
 - a. To recommend policies for conducting the NJCAA Swimming and Diving Meets.
 - b. To name the All-American Swimming and Diving Teams.
- O. COMMITTEES ON TENNIS – DIVISION I/III (MEN & WOMEN)
 - a. To recommend policies for conducting the respective Division I/III Men's and Women's NJCAA Tennis Championships.
 - b. To recognize the respective Division, I/III Men's and Women's All-American Tennis Teams based upon national championship results.
- P. COMMITTEES ON TRACK AND FIELD – INDOOR/OUTDOOR DIVISION I/III (MEN & WOMEN)
 - a. To recommend policies for conducting the Men's and Women's NJCAA Indoor and Division I/III Outdoor Track and Field Meets.
 - b. To recognize new records if conditions under which they were set are satisfactory and verified.
 - c. To adjust national qualifying standards annually.
 - d. To recognize the Men's and Women's Indoor and Division I/III Outdoor All-American Track and Field Teams based upon national championship results.
- Q. COMMITTEES ON COURT VOLLEYBALL – (WOMEN) DIVISION I/II/III & (MEN)
 - a. To recommend policies for conducting the respective Division I/II/III NJCAA Court Volleyball Championships.
 - b. To select the respective Division, I/II/III All-American Volleyball Teams.
 - c. To coordinate the selection and seeding of the representatives from the approved districts and at-large selections (when applicable) to participate in their respective National Tournaments.
- R. COMMITTEE ON BEACH VOLLEYBALL

- a. To recommend policies for conducting the NJCAA Beach Volleyball Championship.
 - b. To select the All-American Volleyball Team.
- S. COMMITTEES ON WRESTLING (MEN & WOMEN)
- a. To recommend policies for conducting the NJCAA Wrestling Championships.
 - b. To recognize the All-American Wrestling Team based upon national championship results.
 - c. To coordinate seeding of all weight classes into the appropriate brackets.
- T. ALIGNMENT AND CHAMPIONSHIPS COMMITTEE
- a. To review the overall structure of NJCAA Region and District alignment, championship pathways, and Men's, Women's, and Coed championship site selections, including football bowl games. All recommendations from this committee will be provided to the NJCAA Office and approved by the NJCAA Board of Regents.
- U. SPORTS GOVERNANCE COMMITTEE
- a. To recommend to the Board of Regents the policies for conducting all NJCAA Men's and Women's sports. Specific to Sport Procedures, Sport Codes., and Policies and Procedures of the organization.
- V. COMMITTEE ON ELIGIBILITY
- a. Purpose:
 - i. To receive and evaluate requests in concert with NJCAA legal counsel, for eligibility changes from member colleges and present to the Board of Regents for action.
 - ii. To recommend policies for administration of eligibility regulations.
 - iii. To advise on interpretations made by the NJCAA staff. These include, but are not limited to, cases which clarify rules or even specific rulings, should such ruling be contested.
 - iv. To approve all procedural changes to applications, forms and official documents required by the NJCAA. Policy decisions shall remain with the assembly, but those items, which implement these policies, fall under the role of the committee.
 - v. The role of the committee shall become proactive in nature. In this role it shall be the responsibility of the committee to set the tone and provide the leadership for presenting proposals which are in the best interest of the NJCAA organization, NJCAA sports, member schools and most importantly, the student-athlete.
 - vi. The responsibilities of the Eligibility Committee would include, but would not be limited to:
 - Developing philosophical statements prior to the mailing for the call for rule changes by the membership. Such statements would "set the tone" for those items which would be in concert with the Eligibility Committee's interpretation of the need for organizational action, interaction with the Board of Regents as well as related actions by similar (NCAA) or complementing (AACC) organizations and by CEO's and Boards of Control of the membership schools. All these would be factored into the philosophical statement and would serve notice as to the intended direction which the eligibility committee would respond to submission for changes.
 - The committee would write its own platform and recommended rule changes to ensure consideration of support of the philosophical position. Thus, as the NJCAA staff provides suggestions for improved office operation, the Eligibility Committee will shape rule changes to achieve appropriate eligibility standards.
 - The committee would have the authority and be charged with the responsibility to condense, consolidate or summarize the requests of the membership for rule changes such as to clearly delineate the issues.
 - b. NJCAA Officers will fill Eligibility Committee vacancies using criteria below:
 - i. May serve two consecutive three-year terms.
 - ii. Following two consecutive terms (six years), individual committee members will be removed from the Eligibility Committee for a minimum of one academic year.
 - iii. When a group rotates off after three or six years, one member is asked to remain as non-voting ex-officio for continuity/expertise for one year.

- iv. No more than two committee members should rotate off per year.
- v. No more than four committee members can also serve on the Board of Regents
- vi. Selection of the committee will take into consideration the NJCAA statement regarding equity and inclusion.
- c. Eligibility Committee Officers: Considerations for NJCAA officers who are selecting committee.
 - i. Chairperson may be a Board of Regent's member for continuity of communication, but other members may be a member of the Board of Regents, a Region Director, or an Assistant Region Director.
 - ii. If Chairperson is not a member of the Board of Regents, he/she will be invited to attend Board of Regent's meetings as non-voting member.
 - iii. Chairperson may not serve on any other committee or in any other Board of Regent's capacity, such as Treasurer, Secretary or Administrator.
 - iv. Committee Chair – only votes in case of tie
 - v. There will be 10 voting members plus the Chairperson, the NJCAA Office Staff, and ex-officio member rotating off.
 - vi. Vice Chair will be chosen by Officers (1 vote)
 - vii. Men & Women's Administrators (2 votes) – Both members of Board of Regents
 - viii. Division I Representatives (2 votes) - Two members will serve on the committee from Division I Schools
 - ix. Division II Representatives (2 votes) - Two members will serve on the committee from Division II Schools
 - x. Division III Representatives (2 votes) - Two members will serve on the committee from Division III Schools
 - xi. Presidents' Commission (1 vote) – Selected by the Presidents' Commission
 - xii. NJCAA Office Eligibility Staff Member non-voting ex-officio
 - xiii. NJCAA Officers will choose (based on performance on the committee) - One non-voting, ex-officio Eligibility Committee Member rotating off from previous term.

Section 6. Standing Committees

The following shall be standing councils/ committees of the NJCAA:

Presidents' Commission	Empowerment Council	Student-Athlete Welfare & Safety Council
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- A. PRESIDENTS COMMISSION
 - a. Representatives
 - i. One president from each of the 24 NJCAA Regions.
- B. EMPOWERMENT COUNCIL
 - a. To recommend practices and programs to support diversity and inclusion efforts throughout the NJCAA.
- C. STUDENT-ATHLETE WELFARE & SAFETY COUNCIL
 - a. To provide information and insight to promote the welfare and well-being of all student-athletes.

Section 7. Selection for Standing and Sport Committees

- a. Eligible Participations for Standing Committees and Sport Committees
 - i. Regional Directors
 - ii. Assistant Regional Directors
 - iii. Board Members (not to include Men's and Women's Sr. Admin as Sport Committee Chairperson)
 - iv. Presidents' Commission Members (Standing committees)
 - v. At-Large Nominations – up to 3 additional per region
- b. Selection of Process for Committee Assignments
 - i. The Men's and Women's Senior Administrator shall work with the national office to call for all requests for committee assignments to the eligible group of leaders.

- ii. The Men's and Women's Senior Administrator's, along with the Board President and Vice-President, shall review the requests and assign all committees with approval from the board chair, and confirmed by the Board of Regents. Additional committee chairs may be brought in to assist as needed.
- iii. The following applications should apply to committee assignment:
 - a. No region can have more than one individual serving on a single committee.
 - b. Individuals who also serve as head coaches of a sport should not be chair in the division they coach.
 - c. Selection Process for Additional Committee Eligible Members Per Region
 - i. Regions may nominate up to 3 additional professional staff members to serve as committee members.
 - ii. These individuals can serve up to (2) consecutive three-year terms or be replaced by the region at any point beforehand.
 - iii. These nominations are due by June 1st annually

Article XII BYLAW CHANGES

Section 1. Changes to the NJCAA Bylaws

Changes to the NJCAA Bylaws shall be made in accordance with the following procedure:

- A. Bylaw changes may be presented at any monthly Board of Regents meeting, subject to Article XII, Section 1.D.
- B. Proposed changes may be submitted by Board of Regents member, Eligibility Committee, National Office, Regional Directors, duly elected Presidents' Commission representative and or sports committees.
- C. Member Institution Proposals: Member colleges may not submit proposals directly but may submit proposals to their region for approval. Once they have their region's support, by majority vote in the region, the proposal may be submitted to the Board of Regents via their region's Board representative.
- D. Proposals which are submitted and deal with student-athlete eligibility, sports governance or championships & alignment, will be directed to their respective committee prior to being presented to the Board of Regents.
 - a. The Board of Regents may only vote to change eligibility or compliance bylaws during the April and October meetings of the Board of Regents unless an emergency (as determined by the Board Chair or President/CEO) requires voting at any other meeting of the Board of Regents.
- E. Proposals submitted to the Board of Regents for consideration may be:
 - a. Discussed, or
 - b. Voted on (subject to Article XII, Section 1.D.a)
 - c. If voted on and approved, may be enacted immediately or with a delayed implementation.
- F. Bylaws require a majority vote to pass.
- G. Bylaws can be voted on (subject to Article XII, Section 1.D.a) or tabled until the next meeting of the Board of Regents.