



# POLICIES

NJCAA HANDBOOK

**2025-26**

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## 2025 - 2026 NJCAA POLICIES MANUAL

### NEW MEMBER PROCEDURE

- A. Contact [membership@njcaa.org](mailto:membership@njcaa.org) with a written request to begin the new member procedures. New members must meet the following guidelines:
1. Members eligible to join the NJCAA shall consist of colleges who grant two-year college degrees, offer two-year college athletic programming, and are accredited by one of the six regional accrediting agencies. As members, they shall be entitled to all the privileges and obligations of the constitution, bylaws and executive regulations of the National Junior College Athletic Association.
  2. Online colleges are not eligible for membership. The NJCAA defines an online college as any 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 includes but is 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 \$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.
- B. A virtual session between interested new member and NJCAA Membership Staff will be scheduled to discuss processes and answer questions.
- C. An official NJCAA membership application will be made available to an interested new member. In addition to the completed application, a check made payable to the National Junior College Athletic Association, in the amount of \$10,000, which is nonrefundable, should be sent to:

National Junior College Athletic Association  
Attn: Membership  
8801 J.M. Keynes Drive  
Suite 450  
Charlotte, NC 28262

1. New member application deadline is October 1<sup>st</sup> of the year prior to when the interested new member wishes to begin Year Zero (see definition of Year Zero below) within the NJCAA.
- D. Upon reception of the NJCAA membership application and the \$10,000 application fee, the Membership Staff will contact the interested new member to begin the institutional review process which includes the following:
1. Membership Committee Campus Visit
    - a. In order to meet the NJCAA Board of Regents new member acceptance process, all campus visits must take place no later than February 1<sup>st</sup> within the calendar year the interested new member wishes to begin Year Zero.
    - b. The Membership Committee will consist of NJCAA Office Staff and Membership Region Leaders made up of NJCAA Athletic Directors, Conference Commissioners, and/or Presidents.
    - c. The Membership Committee will evaluate the interested new member based on the criteria in the New Member Rubric. This document will be made available prior to the Membership Committee Campus Visit.

2. Virtual Evaluation: Membership Committee Campus Visit Review and NJCAA Rules Session.
  - a. In order to meet the NJCAA Board of Regents new member acceptance process, all Virtual Evaluations must take place no later than March 1<sup>st</sup> within the calendar year the interested new member wishes to begin Year Zero.
  - b. The Virtual Evaluation will consist of a review of the Membership Committee Campus Visit and information sessions from National Office Staff including Compliance and Governance bylaws, processes, and procedures.
3. Board of Regents Interested New Member Review and Vote
  - a. At the annual April Board of Regents meeting, all interested new members who have successfully completed the interested new member process, will be reviewed by the NJCAA Board of Regents and voted upon for membership during that meeting.
  - b. Notification of the voting result will be made to the interested new member by the NJCAA Membership Staff following the April Board of Regents Meeting no later than May 1.

New Member Application Deadline	Membership Committee Campus Visit Deadline	Virtual Evaluation Deadline	Board of Regents Interested New Member Review and Vote	Notification of Board Vote Outcome Deadline
October 1	February 1	March 1	April Board of Regents Meeting	May 1

Following the April Board of Regents Meeting, the following timelines for an approved interested new member and for an interested new member who did not receive board support are listed below:

### **Approved New Member**

\*If interested new member is approved by the NJCAA Board of Regents, the following timeline lays out the next three years of NJCAA participation.

#### **Year Zero:**

- a. Official acceptance letter from the NJCAA National Office will be received no later than May 1<sup>st</sup>.
- b. Beginning in the month of June, following acceptance, new member will be required to participate in several educational sessions revolving around new membership, admin portal, compliance, sports governance, resource guide and athletic department best practices, etc.
- c. Mentorship assignments for athletic director and President/executive leadership team member.
- d. Virtual session with region's elected leadership if leadership is not part of membership committee campus visit.
- e. Each member college shall pay membership dues and be received by the NJCAA National Office on or before October 31<sup>st</sup>. The NJCAA annual membership dues for each member college shall be determined by the NJCAA Board of Regents.
- f. New member will be permitted to sign student athletes to National Letters of Intent beginning November 1<sup>st</sup> for the following academic year.
- g. New member will be required to attend NJCAA Convention.
- h. New members will be required to go through the NJCAA new athletic directors training program.
- i. Throughout Year Zero regular virtual check-ins will be conducted as needs are determined by the Membership Committee and new member.

### Year 1:

- a. Each member college shall pay membership dues and be received by the NJCAA National Office on or before October 31st. The NJCAA annual membership dues for each member college shall be determined by the NJCAA Board of Regents.
- b. Institution is eligible to offer LOIs and field teams and compete in the NJCAA regular season. Institution is not eligible to compete in the NJCAA postseason (region, district and national championships).
- c. Audits will be conducted on 50% of active athletic programs.
- d. Mandatory convention attendance which will include a presentation on department development and progress to select NJCAA leaders.
- e. Continued participation in several educational sessions revolving around new membership, admin portal, compliance, sports governance, resource guide and athletic department best practices.
- f. Mentorship assignments for athletic director and President/executive leadership team member continues.
- g. Throughout Year 1 regular virtual check-ins will be conducted as needs are determined by the Membership Committee and new member.
- h. Region leadership site visit will be conducted.

### Year 2:

- a. Each member college shall pay membership dues and be received by the NJCAA National Office on or before October 31st. The NJCAA annual membership dues for each member college shall be determined by the NJCAA Board of Regents.
- b. Institution is eligible to compete in the NJCAA postseason (region, district and national championships).
- c. Audits will be conducted on 50% of active athletic programs if new member fails the audit process during Year 1.
- d. Mandatory convention attendance.

### **Membership Application Not Approved**

\*If interested new member is not approved by the NJCAA Board of Regents, a virtual meeting will be set up by the NJCAA Membership Staff with the interested new member to review the Board of Regents decision. An appropriate plan will be put in place for the interested new member to be re-evaluated by the Board of Regents at a future meeting.

## REQUEST FOR REINSTATEMENT FROM PENALTIES/SANCTIONS

1. Request must be made in writing to the Office of Eligibility and the Board of Regents (BOR).
2. The BOR shall determine by majority vote if the member college shall be reinstated.
3. Should the BOR deny reinstatement, the member college shall be subject to an additional year of probation, after which the member college shall be reinstated automatically.

## DEFINITION OF MEMBER IN GOOD STANDING

1. 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.
  - a. Member colleges not in good standing are restricted from all postseason participation.
  - b. Compliance and Eligibility Canvas Course: Good standing is contingent upon, but not limited to, the successful completion of the online NJCAA Compliance & Eligibility Canvas Course by the Athletic Director and Eligibility Officer by August 1 of each academic year.
    - i) For non-compliance of completing the NJCAA Compliance & Eligibility Canvas Course by the August 1 due date, member colleges will be assessed six (6) points under Tiered Sanctions. Per the existing point totals, that will automatically result in a letter to the President.

## Definition

It is the responsibility of each member institution to monitor and control its athletic programs. This includes providing education, training, and resources necessary to ensure compliance with rules established by the National Junior College Athletic Association (NJCAA) and the assigned region. It is the responsibility of each member to report all rule violations to the NJCAA in a timely manner and cooperate fully with enforcement efforts.

The NJCAA National Office defines good standing as a member college that, at a minimum, maintains institutional control as described above and complies with each of the items in the list below. This list is not an exhaustive list of all requirements to maintain good standing.

- **Adherence to NJCAA Bylaws and Policies** – Members colleges are expected to create a culture of compliance in all facets of their athletics department and to retain institutional control of their operation. Repeated instances of bylaw violations and audits resulting in ineligible student-athletes is not acceptable.
- **Response to Allegations of Misconduct, Mistreatment, Violations of Title IX, etc.** – The National Office routinely receives allegations of wrongdoing from students, parents, concerned citizens, and fellow members of the NJCAA. When the National Office shares these allegations with member institutions, the expectation is the member college will comply with the request from the National Office in a timely manner. The National Office will not review the adequacy and sufficiency of the member college's efforts. Rather, the National Office must ensure steps are taken to protect the interests of the national association and the members that comprise the NJCAA.
- **Student Welfare and Safety** – Welfare and safety of student-athletes is a priority for the NJCAA. When the NJCAA makes recommendations regarding welfare and safety, the expectation is that members adhere to those recommendations or adopt an approach that provides the same level of care. The National Office will identify partners to assist members in adherence to these recommendations.
- **Website** – Member colleges should have up-to-date information on their institution's website. This information should include contact information including a staff directory with phone numbers and email addresses as well as current rosters and schedules. Rosters should include all pertinent information (e.g., the number, name, position, year in school, and high school or hometown.) Schedules should include date, time, location, and site. Scrimmages/Exhibitions should also be noted. This information should be updated prior to the first contest. All NJCAA website requirements for roster, schedule, and statistics must also be followed.
- **Submission of Statistics and Scores** – Member colleges are required to timely submit all statistics and scores as required by the NJCAA. Failure to do so will result in sanctions. More importantly, timely submission supports the integrity and credibility of NJCAA competition. Timely submission also allows members and the NJCAA to promote student-athlete/team success.
- **Uniforms and Equipment** – Member colleges are required to follow all NJCAA sport guidelines for uniform design and equipment requirements. This includes, but is not limited to, items such as contrasting colors, size and location of numbers, and sport specific rules. All equipment should be in working order and meet the specifications of the NJCAA guidelines for the particular sport.
- **Game and Site Sportsmanship and Behavior** – Member colleges are expected to follow all guidelines located in the NJCAA Sportsmanship Code and sports rules for proper sportsmanship. It is the responsibility of each member to conduct its athletic program in a manner that promotes the integrity of intercollegiate athletics. All individuals associated with the programs and events should adhere to the fundamental values of respect, fairness, civility, honesty, responsibility, academic integrity, ethical conduct, and rules of their respective sports and regions. Sportsmanship includes conduct towards opposing student-athletes, coaches, fans, staff, and officials. These expectations apply at the site of the contest (before, during, and after competition), travel to and from the contest, and when dining or lodging. Frequent violations during any portion of the season and violations at postseason competitions may result in more stringent penalties.

- **Facilities and Game-Day Operations** – Member colleges should play all contests at facilities that meet or exceed all NJCAA specifications and that are free of dangerous conditions. Additionally, all contests should include appropriate game-day operations staff and equipment including, but not limited to, working game equipment for the specific sport, trained scorekeepers, announcers, statisticians, certified officials, ball shaggers, starters, linesman, etc. Failure to adhere to these expectations may result in an inability to compete.
- **Dues and Fees** – Member colleges must meet the deadlines for payment of NJCAA membership renewal dues, NJCAA coaches association dues (if they opt in), region dues, and applicable championship event participation fees within required timeframes. Failure to do so may result in additional fees, penalties, and an inability to compete. The annual dues for NJCAA membership are determined by the NJCAA Board of Regents. The current dues are \$5,000 annually effective for the 2024-25, 2025-26, and 2026-27 academic years unless determined otherwise by the Board of Regents. Please see Article 1, Section 1 on the NJCAA Bylaws for further information on the membership requirements for dues payment.
- **Diversity, Equity, and Inclusion** – The NJCAA believes in and is committed to the core values of diversity, equity, and inclusion in intercollegiate athletics and through its structure, programs, legislation, and policies will promote these values among member institutions. Member colleges should seek to establish and maintain an inclusive culture that fosters equitable participation for student-athletes and career opportunities for coaches and administrators from diverse backgrounds without being subjected to discrimination.
- **Standing With Academic Accrediting Body** – Member colleges must maintain good standing with their accrediting body. Failure to do so may result in suspension or removal from the NJCAA. Failure to maintain accreditation, with an accrediting body recognized by the United States Department of Education, will result in termination of membership.

This definition does not supersede, eliminate, or replace any requirement(s) located throughout the NJCAA bylaws, policies, sports codes, NCAA sport rules, or any other form of NJCAA legislation. The National Office may take other factors into consideration on a case-by-case basis when evaluating a member's standing within the NJCAA. Failure to maintain good standing will result in sanctions against the member college, up to and including suspension or expulsion from the NJCAA.

If the National Office determines a member is not in good standing, it may make a recommendation to the NJCAA Board of Regents (BOR) to suspend or expel a member college. With a majority vote, the BOR may approve or deny the recommendation. Only the BOR has the authority to suspend or expel a member college.

## TIERED SANCTIONS

The Board of Regents have assigned bylaws in Articles 5, 6, and 7 a Tier level (Tier I being the most egregious violation and Tier III being the least; obviously Tier II is somewhere in the middle). In the future, Tier levels may progress outside of Articles 5, 6, and 7. As shown below, Tiered Sanctions gives more credit for a member institution self-reporting a violation. Please click on the link for a list of NJCAA Bylaws and associated Tiered Sanction Level – Tiered Sanctions

### **Tier I**

Non-Self-Report: 5 points

Self-Report: 2 points

### **Tier II**

Non-Self-Report: 4 points

Self-Report: 1 points

### **Tier III**

Non-Self-Report: 3 points

Self-Report: 0 point

### Point Totals

**40 points:** Member Not in Good Standing and NJCAA Convention attendance required.

**25 points:** Approved Action Plan.

**20 points:** Mandatory audits.

**12 points:** Mandatory virtual session with the National Office; AD, College President, Coach, Compliance Officer and a Member of Region Leadership must attend

**6 points:** Letter to College President.

**1 point:** Letter to AD.

### **Major Non-Collegial up to 5 points.**

#### Repeat Non-Collegial (institution specific)

- 2nd non collegial that academic year is 1 point
- 3rd non collegial that academic year is 2 points
- 4th non collegial that academic year is 3 points

After an NJCAA member school accumulates 12 or more points, three (3) points will be subtracted from a school's total point if they have a clean term (semester, quarter, trimester) (Ex. Eligibility in on time, audits with n issues, etc.).

### Clock

A three (3) year clock will start with the first violation by a member institution. Each violation has a three-year clock. The point total will accumulate during this three-year period. If a school has more violations, the clock will continue, but the initial violation (and each subsequent violation) will be removed after three years.

## SUSPENSION OF NJCAA MEMBERSHIP

1. In the event the NJCAA Board of Regents (BOR) votes to suspend the membership of an NJCAA member, all suspensions take effect immediately and the Suspension Period shall be no less than 12 months. The BOR, in its sole discretion, may choose to suspend a member institution for a longer period of time.
  - a. During the Suspension Period, the institution is not eligible to receive point reductions for a "clean term", as defined by the NJCAA Policies Manual. However, point reductions that occur as a result of the three-year clock shall apply.
  - b. For the duration of the Suspension Period, suspended institutions must honor all active Letters of Intent (LOI) issued prior to the suspension but active during the Suspension Period.
2. Upon suspension, members must continue to pay dues, but immediately lose all rights and privileges associated with NJCAA membership. Those rights and privileges include, but are not limited to, the following benefits:
  - a. **Access to regular season** – Regular season competition will not count towards NJCAA stats or records, and opponents must treat the contest as though it was played against a non-NJCAA organization. The NJCAA cannot prevent an institution from competing in games, but the NJCAA will not recognize any competition as meaningful or legitimate. However, students that participate in any contests will use an NJCAA season of competition.
  - b. **Access to postseason competition** – All teams in all sports in existence at the time of the suspension or added during the period of suspension are banned from postseason competition. This means no team or individual can compete in regional, district, or national postseason competition in the NJCAA or any other association, conference, league, etc.
  - c. **National awards and recognition** – No coach, student-athlete, or team is eligible for any national awards or recognition. This includes, but is not limited to, recognition for athletic accomplishments and academic achievements.
  - d. **Service in national and regional roles** – No coach, administrator, student-athlete, or representative/employee of a suspended institution may serve on any national or regional boards or

- committees or in any leadership roles (e.g., region director roles of any type). If a position is held at the time of suspension, the individual holding the position must immediately resign.
- e. **NJCAA stat solution and streaming program** – None of the institution’s current or historical statistical information will appear on the NJCAA website, and they are not eligible to appear in games on the NJCAA Network or via any NJCAA broadcast.
  - f. **NJCAA Letter of Intent** – Suspended institutions lose access to the NJCAA Admin Portal and the ability to utilize the NJCAA Letter of Intent (LOI). Additionally, all student-athletes signed to an active LOI shall be immediately released should they (the student) choose to do so, and become immediately recruitable and signable without use of a transfer waiver.
  - g. **Use of NJCAA logo and wordmark** – The NJCAA shall revoke any previous approval to use NJCAA trademark protected content and shall deny all new requests for use during the period of suspension.
3. The BOR shall notify suspended institutions of their suspension via a Notice of Suspension of NJCAA Membership. At the time of suspension, the BOR shall determine the criteria for reinstatement and notify the suspended institution of the applicable criteria in the Notice of Suspension. The BOR shall determine the criteria for reinstatement on a case-by-case basis. Additionally, the BOR may, at its sole discretion, add additional sanctions, penalties, and requirements it deems necessary. This includes, but is not limited to, the following:
- a. Training requirements for staff to ensure compliance with all requirements set forth throughout the NJCAA bylaws, policies, sports codes, NCAA sport rules, or any other form of NJCAA legislation.
  - b. Additional measures deemed necessary and appropriate to remedy safety concerns.
  - c. Additional measures deemed necessary and appropriate to address athletic department operations issues that engender a lack of compliance with NJCAA bylaws, policies, sports codes, NCAA sport rules, or any other form of NJCAA legislation.
4. Reinstatement of NJCAA membership following the Suspension Period is at the discretion of the NJCAA BOR or their designee. The reinstatement process shall be as follows:
- a. All suspended institutions are subject to a reinstatement fee equal to the then-current New Membership Procedure fee of the NJCAA. The suspended institution must pay the fee prior to requesting reinstatement, and the fee is neither waivable nor refundable.
    - i. This fee is required each time a suspended institution requests reinstatement. In the event a request for reinstatement is denied, the member institution must again pay a reinstatement fee equal to the then-current New Membership Procedure fee of the NJCAA upon their next request for reinstatement. This fee is neither waivable nor refundable.
      1. For example, if a suspended institution’s first two requests for reinstatement are denied, but their request is approved upon their third request, they will have paid the reinstatement fee three times.
  - b. Suspended institutions may request reinstatement at any point during the Suspension Period. At a minimum, the suspended institution must submit to the Chairperson of the NJCAA BOR, or their designee, a Request for Reinstatement in writing, signed by the President of the institution, as well as proof of payment of the New Membership Procedure fee.
    - i. Suspended institutions must include with their Request for Reinstatement proof of compliance with or completion of all requirements and expectations set forth by the BOR in the Notice of Suspension of NJCAA Membership. Additionally, the suspended institution should include any additional information they believe illustrates their commitment to NJCAA membership, student-athletes, and athletic operations.
    - ii. This step is necessary each time a request for reinstatement is submitted regardless of the number of times previous requests have been denied.
  - c. The BOR or its designee shall review the Request for Reinstatement. The BOR or its designee shall schedule, as soon as practicable, a Reinstatement Meeting to review the Request for Reinstatement.
    - i. This Reinstatement Meeting may occur virtually or in person.
    - ii. The suspended institution must participate in the Reinstatement Meeting. They do have the right to present their Request for Reinstatement, should they choose to do so.
      1. During the Reinstatement Meeting, the suspended institution may only be represented by an employee of the college.
      2. Legal counsel may be present and may advise the suspended institution representative but may not present information directly to the BOR or their designee during the Reinstatement Meeting.

- iii. The BOR or its designee has the right to ask questions of the suspended institution regardless of the suspended institution's decision to present information or not.
- iv. All proceedings occurring during the Reinstatement Meeting may be audio and/or video recorded. If so, the recordings are not available to the suspended institution. Rather, they are made available to the BOR or their designee as they evaluate the Request for Reinstatement.
- d. The BOR or their designee shall make a reinstatement determination within 30 calendar days of the completion of the Reinstatement Meeting.
  - i. If reinstatement is approved prior to the end of the Suspension Period:
    1. The dates of the Suspension Period do not change. No group or individual has the authority to shorten the Suspension Period.
    2. The approval is tentative upon completion of the Suspension Period. Further violations of NJCAA bylaws, policies, sports codes, NCAA sport rules, or any other form of NJCAA legislation or falling out of compliance with the requirements set forth in the Notice of Suspension of NJCAA Membership may, at the sole discretion of the BOR or their designee, result in revocation of the tentative approval. If this occurs, the suspended institution must again apply for reinstatement following the process contained herein.
  - ii. If reinstatement is denied, the suspended institution must again seek reinstatement via the process contained herein.
- e. Upon reinstatement, all rights and privileges of NJCAA membership shall be immediately restored.

#### **National Office Responsibilities**

- Draft and distribute a letter/email to all impacted student athletes. The communication should include, at a minimum, the following:
  - Notice to the student athletes that the institution's NJCAA membership has been suspended.
  - Student Athlete Rights
    - They have the right to immediate release from their LOI, should they choose to do so.
    - They can immediately transfer, no transfer waiver required.
    - If competition has started, they will not be charged a season of competition.
      - In these instances, it is likely they are not eligible to participate at another NJCAA member institution.
    - If competition has not started and if the student meets all other NJCAA requirements, they are eligible to participate.
- Preparation to process student athlete releases on the back end so no member is required to do so.
  - This is necessary to ensure the LOI search results are reliable.

## **DIVISION DECLARATION SUBSECTION (Revised Jan. 2024)**

The Director of Sports Governance and NJCAA staff will review the final divisional commitments, and in conjunction with the respective sport committees, create either a three-year or four-year district playoff plan for each commitment cycle. This plan will be reviewed by the Sports Governance Committee and moved forward to the Board of Regents for approval. Once set, no changes shall be permitted within the division structure for the cycle without a formal appeal from the Region or District requesting the change along with subsequent review by the impacted Sport Committee and the Sports Governance Committee. Depending on the timing of the request, if approved, the committees and staff will decide the timeline for implementation.

## **REQUEST TO CHANGE DIVISIONAL COMMITMENT OUTSIDE OF A DECLARATION PERIOD**

For individual schools who want to make a change to their divisional status, the following protocol must be followed:

The request should be received no later than November 1 for Fall sports, March 1 for Winter Sports, and April 1 for Spring. in the year prior to the academic year of the requested change. If a change is requested outside the

guidelines above, the NJCAA must have approval from the Region supporting such a change. The request shall be sent to [membership@njcaa.org](mailto:membership@njcaa.org). The appeal must include:

- a. Letter or email of request from the President and Athletic Director (can be the same letter) indicating the sport, gender, current and future divisions, implementation year, and an explanation for the change during the commitment period.
- b. Letter from the respective Region supporting the change.
- c. \$300 (non-refundable) administrative fees.

Note: If School is requesting a change from either DI to DII/DIII or DII to DIII, the National Office will review the existing LOIs. If the roster includes student-athletes signed to allowable money who intend to return, there will be a one-year wait for the divisional change to occur, unless the requesting school provides a letter to each athlete, informing them the college will be changing divisions, and their scholarship will not be renewed at the same amount for the following year. Each student-athlete must sign that acknowledgement and be allowed to pursue another school if desired.

Once everything above has been received and confirmed, the National Office will provide a ruling.

## FORFEIT AND NO CONTEST POLICY

The NJCAA adheres to the following policy in regard to 'forfeits' and 'no contests':

- a. A forfeit can only be declared when all participating teams are present, and the referee or other appropriate contest official has assumed jurisdiction in accordance with the applicable playing rules. A contest that has been completed can be declared a forfeit at a later date, by appropriate governing bylaws and policies (national, regional, conference). However, when a team does not appear or cancels (e.g., due to weather conditions, accidents, breakdown of vehicles, illness, or catastrophic causes) or cannot fulfill its schedule, a forfeit is not recorded (unless the rules of the sport provide for otherwise).
- b. In cases where a team is the beneficiary of a forfeit victory as defined by NJCAA before a game is played, that team is rewarded with a win on their schedule and is allowed to make up the game against another opponent and be allowed to go above the maximum number of games.
- c. An institution shall not, for statistical purposes, declare a forfeit for nonfulfillment of a contest. Such instances shall be considered as "no contest" and should be marked as such in the Presto Sports NJCAA Stat System. In circumstances involving institutions from the same region, region leadership has the option to declare a forfeit win and loss for region standings purposes only, but this does not change an institution's overall won-lost record. Regarding what score and stats are entered in the Presto Sports NJCAA Stat System in the case of a forfeit, please refer to the guidelines below:
  - Baseball: 7-0 for 7 inning games and 9-0 for 9 innings.
  - Soccer: 1-0
  - Basketball: 2-0
  - Softball: 7-0
  - Swimming and Diving: Dual 11-0
  - Lacrosse: 1-0
  - Wrestling: 60-0
  - Volleyball: 3-0
  - Golf and Tennis are listed as withdrawal.

Point of conclusion for a forfeited contest to count towards statistics:

- Baseball: 5 innings
- Lacrosse: 3 quarters
- Basketball: 30 minutes
- Soccer: 70 minutes

- Football: 3 quarters
- Softball: 5 innings
- Volleyball: All completed sets/games in a match shall count, as well as a partial set/game if a team has at least 10 points in the match.
- The reasonable point of conclusion for the sports of golf, swimming & diving, tennis, and wrestling will be determined on a case-by-case basis.

## STATISTICAL REPORTING

Final scores in head-to-head sports are due by 11:59 p.m. local time on the day of the event. Upon completion of the event, it is recommended that the home team enter the final score into the Presto Sports Stat System. For neutral-site events, the designated home team should assume this responsibility.

Statistic information in head-to-head sports shall be filed no later than 2:00 P.M. (EST) of each Monday following athletic events from the “previous week”. For these purposes, the “previous week” is defined as the previous Monday through the Sunday immediately preceding such reporting deadline; provided, however, that if any Monday is a Federal Holiday the information shall be due by 2:00 P.M. (EST) on the next Business Day. All statistical information shall be complete and accurate to ensure proper analysis for weekly polls and All -American consideration.

### Enforcement Policy:

**Failure to report and/or comply, The following penalties will be assessed for:**

1. Late or non-submission of rosters or schedules in the NJCAA Stat System prior to your teams first regular season contest.
2. This includes all NJCAA non-head-to-head sports as well (bowling, cross country, golf, half marathon, swimming and diving, tennis, track and field, and wrestling).
3. Non-head-to-head sports are not required to enter statistics throughout the year, only rosters and team schedules.

**First Offense** - Letter of warning to athletic director

**Second Offense** - Letter of reprimand to athletic director

**Third Offense** - Suspension of Head Coach (1 game)

**Fourth Offense** - Suspension of Head Coach (3 games)

**Fifth Offense** - Head coach banned from postseason starting with region tournament

## MULTI-CAMPUS FACILITIES

1. A student-athlete attending an approved multi-campus college may, if the student-athlete’s sport of participation is not offered at his/her campus of enrollment, participate in that sport at any campus within the system that offers said sport.
2. Requirements for Multi-Campus designation:
  - a. The various campuses must have a common title,
  - b. The various campuses must have a common CEO,
  - c. The various campuses are not individually accredited,
  - d. The various campuses do not duplicate any sports,
  - e. The various campuses designate one individual per system as the NJCAA contact, AND
  - f. The Multi-Campus designation must be approved by the NJCAA National Office.

## REQUEST FOR A MEMBER INSTITUTION TO CHANGE REGIONS

For a school to change regions the following must take place:

1. The school must have a letter of approval from the current region releasing them from their current region.
2. The school must have a letter of support from the new region accepting them as a member.
3. Both letters must be signed by both region directors (M & W) as well as the BOR member.
4. The letters should be sent to the NJCAA National Office along with a formal request to change regions. The formal request must be signed by the member college President and Athletics Director.
5. If the college does not jump over another current region member. Regions do not overlap.
6. If the college meets all requirements, without opposition, the request will be presented to the BOR for consideration.

## COUNCIL MEMBERSHIP RULES

### SECTION 1 – COMPOSITION

To be eligible to serve on any NJCAA Council, individuals must be employees of an NJCAA member institution. Councils shall include no more than 15 and no fewer than 5 members.

Each council shall have a Council Chair. The Chair shall serve terms of two years and can be reelected up to 3 consecutive times and shall be exempt from the term limits as outlined below while serving as the Chair.

### SECTION 2 – NOMINATION

Any interested party shall be nominated by a process determined by the NJCAA National Office in conjunction with the council chairs. If there are fewer nominations than vacant seats, the President/CEO can nominate additional qualified candidates.

### SECTION 3 – SELECTION

Council members shall be selected by the council chair in conjunction with NJCAA President & CEO from the pool of nominees, or through a process determined by the President/CEO.

### SECTION 4 – TERMS

Council members shall serve terms of three years not to exceed two consecutive terms. Terms shall be staggered to ensure consistency and experience within the council.

### SECTION 5 – AUTHORITY

Councils are advisory in nature and do not have the authority to amend bylaws, the Constitution, the Articles of Incorporation, or to make day-to-day operations decisions for the National Office. Councils may provide recommendations and proposed changes to the board as they feel necessary.

### SECTION 6 – STUDENT PARTICIPATION

Students may be selected to participate through a process determined by the NJCAA President & CEO.

## REQUIREMENTS TO SERVE IN NJCAA LEADERSHIP POSITIONS

Requirements include the following:

- A. A member of professional staff of a member college or hired Commissioner or employee of a regional office.
- B. Must annually fill out a conflict-of-interest statement.
- C. Must agree and acknowledge terms set forth in the NJCAA Leadership affidavit.
- D. Must complete the Safe Sport Training once every three years.
- E. Must complete diversity training once every three years.

## PROCESS TO FILL VACANCY OF A BOARD OF REGENTS CHAIR, VICE CHAIR, SECRETARY & TREASURER POSITION

### **Board Chair**

The Board Chair shall be elected every third year from the makeup of the Board of Regents (2023, 2026, 2029, etc.) and the terms in office shall be limited to two (2) consecutive terms. (takes affect 2023)

**In any case where the Board chair must resign or cannot fulfill his or her duties, the Vice Chair will fill in for the remainder of that year with an election to be held to name a chair for the remainder of that particular 3 - year term.**

### **Vice Chair**

The Vice Chair shall be elected every third year from the makeup of the Board of Regents (2023, 2026, 2029, etc.) and there are no term limits.

**In any case where the vice chair must resign or cannot fulfill his or her duties, the board will elect a replacement for the remainder of that year with an election to be held to name a vice chair for the remainder of that particular 3-year term.**

### **Treasurer**

The Treasurer shall be elected every third year from the makeup of the Board of Regents (2023, 2026, 2029, etc.) and there are not term limits.

**In any case where the treasurer must resign or cannot fulfill his or her duties, the board will elect a replacement for the remainder of that year with an election to be held to name a treasurer for the remainder of that particular 3 - year term.**

### **Secretary**

The Secretary shall be elected every third year from the makeup of the Board of Regents (2023, 2026, 2029, etc.) and there are not term limits.

**In any case where the secretary must resign or cannot fulfill his or her duties, the board will elect a replacement for the remainder of that year with an election to be held to name a secretary for the remainder of that particular 3 - year term.**

## AT-LARGE BOARD OF REGENTS MEMBERS

### A. Qualifications:

1. A maximum of six (6) at-large members may be appointed by the Board of Regents to ensure representation of:
  - a) Gender
  - b) Ethnic Minority
  - c) Competition Division (I, II, III)
  - d) Under-Represented Men's/Women's Divisions
2. The focus of the At Large Board of Regents members should be of a broad base focus and what is in the best interest of the entire association, not a particular region.

### B. Selection of At Large Members:

1. A call for nominations will be made in August annually by the Board of Regents. Nominations must be approved by Region Leadership.
2. The Board Chair, Senior Men's Administrator and Senior Women's Administrator will review the composition of the Board of Regents to determine what diversity is needed based on criteria listed, or if any at large members are needed.

3. Once the diversity needs of the Board of Regents is determined, the Board Chair, Senior Men's Administrator and Senior Women's Administrator will send out a ballot of the at-large nominees matching the criteria needed by August 15th with adoption by the next held Board of Regents meeting.
4. At Large Board of Regents members may not be from the same region.

C. Term of Service:

1. The At Large Board of Regents members shall serve up to three (3) years.

## REGION DIRECTORS AND ASSISTANT DIRECTORS AND THEIR DUTIES

A. Regional Director:

1. Included are the minimum roles and responsibilities assigned by the NJCAA to elected Directors of NJCAA Regions. Individual regions may require additional roles and responsibilities of their directors if not in conflict with the NJCAA Policy or the roles and responsibilities included below.
2. Member colleges in the regions, at the annual regional meeting, may adopt policies and regulations for their region if said policies and regulations are not in conflict with this constitution, Articles of Incorporation, or the bylaws of this corporation.

A. Administrative Duties:

- a. Two (2) Regional Directors shall be elected by the representatives of the member colleges within that region in accordance with the procedures set forth in the Association bylaws.
- b. One Regional Director is responsible for women's sports within the region, and one is responsible for men's sports within the region.
- c. Candidates for Regional Director must have on file with the region written support of their college president.
- d. If, for any reason, an elected Regional Director is unable to complete the full term, the Assistant Regional Director will accede to the position and will serve as the Acting Regional Director until the region elects a Region Director.
- e. If a region fails to elect a Regional Director, or fails to fill a vacancy, the NJCAA Board of Regents may appoint an Acting Regional Director until such time the region fills the position.

B. Responsibilities:

a. Region Organization:

1. Schedules and calls regular and special region membership meetings
2. Sets and distributes meeting agendas for regular and special membership meetings
3. Notifies all member and non-member two-year colleges in the region of all regular and special region meetings. This notification must be in writing at least two weeks in advance of the date of the meeting.
4. Presides at regular and special region membership meetings.
5. 5. Region shall hold a minimum of two (2) meetings per year (one of which one must be in person).
  - a. One regional meeting must be held annually to fulfill all requirements of incorporation
6. Ensures only colleges holding current NJCAA membership vote on issues presented in regional meetings.
7. Conducts elections
  - a. Conducts elections of regional officers as necessary.
  - b. Appoints committee members to all committees within the region.
  - c. Appoints ad-hoc and advisory committees as needed.
  - d. Serve as ex-officio, non-voting member of all committees within the region.
  - e. Delegates responsibility for handling all duties not set forth in the region constitution and by-laws.
8. Coordinates the legislative process within the region to amend region rules, constitution or bylaws.

9. Is available to region members at times outside normal business hours.
- b. NJCAA Administrative
  1. Serves as official communication between the region and the Association.
  2. Serves as a liaison between the region and the National Office.
  3. Informs member colleges of national rules and policy changes and other national issues impacting the region.
  4. Completes required NJCAA reports by prescribed deadlines.
  5. Verifies and assists the NJCAA in ensuring submission of eligibility documents required for competition by member colleges.
  6. Verifies and assists the NJCAA in ensuring compliance with member college eligibility seminar requirements.
  7. Verifies and assists the NJCAA in ensuring national dues and fees are paid by member colleges.
  8. Manages administrative duties required/related to NJCAA student-athlete sportsmanship and conduct policies including:
    9. Collection and entry of ejection forms.
      - a. Submission of ejection forms to District and National Tournaments and the National Office when required by NJCAA rules.
  10. Monitors member college compliance with national statistics reporting requirements and process.
  11. Monitors and voices region interests related to national sport polls.
  12. Is a resource to non-member colleges within the region.
  13. Secures and educates potential new member colleges.
  14. Represents the NJCAA at events and tournaments upon request by the Association
- c. Compliance:
  1. Adjudicates disagreements within the region.
  2. Serves as a resource to interpret NJCAA bylaws and rules.
  3. Investigates, and reports to the region, violations of region rules and regulations including eligibility.
  4. Sanctions member colleges within the region for violation of region rules and regulations including eligibility.
  5. Investigates and reports to the NJCAA matters pertaining to possible violations of the rules and regulations of the NJCAA and matters pertaining to the conduct of member colleges or individuals associated with member colleges within their region or other regions.
  6. In cooperation with the NJCAA manages issues concerning the region.
- d. Award Management:
  1. Coordinates purchase of region trophies.
  2. Oversees postseason region and national award nominations and voting.
  3. Provides region certificates & other region awards.
  4. Ensures submission of All-Region Team information on the NJCAA website by prescribed deadlines.
  5. Ensures submission of All-American nomination information on the NJCAA website by prescribed deadlines.
- e. Regional & District Tournament Management:
  1. Conducts necessary tournaments for playoffs to determine regional/district representatives to national tournaments or meets.
  2. Coordinates the collection and distribution of pictures and rosters for regional and district events.
  3. Provide National Tournament and Meet Directors with information from the region/district in order to properly publicize National Tournaments and Meets.
  4. Assigns a region administrator to all region and district tournaments.
  5. Reports results of all region and district tournaments to the NJCAA National Office and NJCAA Sport.

6. Committee Chair immediately following completion of competition.
  - f. Financial:
    1. Ensures appropriate public stewardship of region monies and resources.
    2. Ensures member institutions are invoiced for region dues.
    3. Oversees the collection of membership dues for the region.
    4. Negotiates contracts in the name of the region.
- C. Expectations
- Regional Directors will at all times:
1. Provide excellence in membership services.
  2. Act in a fiducially responsible manner.
  3. Respond to all inquiries in a professional, timely and consistent manner.
  4. Act, and treat others, in a professional and respectful manner.
  5. Be treated with the respect due that of an industry professional.
  6. Provide knowledge-based advice, support and assistance to all association constituencies.
  7. Maintain personal and professional standards of integrity and ethics.
  8. Support diversity, equity and inclusion.
- D. If a region fails to elect a Regional Director, or to fill a vacancy, in the absence of an Assistant Regional Director should one occur, according to procedures set forth in the bylaws, it shall be the duty of the President, with the consent of the Executive Committee, to appoint a director of the region to serve the normal term or for the remainder of the unexpired term of the previous office holder.
- E. Member colleges in the regions, at the annual regional meeting, may adopt policies and regulations for their regions if said policies and regulations are not in conflict with this constitution, Articles of Incorporation, or the bylaws of this corporation.
- B. Assistant Regional Directors Shall:
1. Scope:
    - a. Two (2) Assistant Regional Directors shall be elected by the representatives of the member colleges within that region in accordance with the procedures set forth in the Association bylaws.
    - b. One Assistant Regional Director is responsible for women's sports within the region and one is responsible for men's sports within the region.
    - c. The Assistant Regional Director will serve staggered terms electing one assistant director annually.
    - d. Assistant Regional Directors shall be elected to serve two (2) year terms.
    - e. Assistant Regional Directors shall have experience in athletics as either a coach or administrator and shall be a member of the professional staff of a college which is a member of the Association, or a person who has been hired or elected by the member colleges within a region to represent their interests.
    - f. Candidates for Assistant Regional Director must have on file with the region written support of their college president.
    - g. If, for any reason, an elected Regional Director is unable to complete the full term, the Assistant Regional Director will accede to the position and will serve as the Acting Regional Director until the region elects a Regional Director.
    - h. Assistant Regional Directors are responsible for duties as assigned by the Regional Director.
    - i. Assistant Regional Directors may serve in the role of Regional Director in the absence of the Regional Director.
    - j. Assistant Regional Directors may serve as Acting Regional Director in the event of a Regional Director vacancy until such time the region elects a Regional Director.
  2. Expectations: Assistant Region Directors will at all times:
    - a. Provide excellence in membership services
    - b. Act in a fiducially responsible manner.
    - c. Respond to all inquiries in a professional, timely and consistent manner.
    - d. Act, and treat others, in a professional and respectful manner.
    - e. Be treated with the respect due that of an industry professional.

- f. Provide knowledge-based advice, support and assistance to all association constituencies.
- g. Maintain personal and professional standards of integrity, and ethics.
- h. Support diversity, equity and inclusion.

## ROLE OF NATIONAL OFFICE (STAFF)

- A. Included are the minimum roles and responsibilities assigned to the NJCAA National Office. These roles and responsibilities may be amended by the NJCAA Board of Regents in compliance with the approved NJCAA legislative process.
- B. Scope: The National Office of the NJCAA is responsible for executing the mission of the Association by servicing the needs of its diverse membership, providing leadership and expertise in all matters related to the association and acting as a resource for all constituencies and stakeholders in two-year college athletics. The National Office of the NJCAA will conduct business in a manner consistent with the core values of the NJCAA in support of the strategic directions and goals agreed upon by the Association.
- C. Staff:
  - 1. The staff of the National Office shall be hired, supervised and evaluated by the NJCAA CEO.
  - 2. The National Office staff shall be subject to annual performance evaluations by the CEO based on clearly defined and communicated responsibilities, expectations and performance standards set by the CEO.
- D. Responsibilities:
  - 1. Service:
    - a. Provides excellence in membership services.
    - b. Provides excellence in service to all constituencies in pursuit of the NJCAA strategic goals.
    - c. Ensures enforcement of the NJCAA's constitution, bylaws and sport rules and regulations.
    - d. Ensures the accomplishment of the NJCAA strategic goals.
    - e. Develops and implements programs in support of the NJCAA strategic goals.
- E. Operations:
  - 1. Provides collaboration, input, leadership, expertise and support in all areas of association business, including but not limited to:
    - a. Student-athlete eligibility and benefits, compliance and appeals.
    - b. Membership education and leadership development.
    - c. Championship and association bids/events/meetings.
    - d. Sport specific rules and regulations.
    - e. Association honors and awards.
    - f. Association publications.
    - g. Media relations and sports information.
    - h. Marketing, branding and communication.
    - i. Information Technology.
    - j. Membership services.
  - 2. Collaborates with the Board of Regents to create, for Board action, short- and long-term financial plans including, but not limited to, the solicitation and utilization of non -dues revenue.
  - 3. Executes financial plans set by the association.
  - 4. Processes the association's annual membership.
  - 5. Other duties as assigned by the CEO.
- F. Expectations:
  - 1. The staff of the NJCAA National Office will at all times:
    - a. Provide excellence in membership services.
    - b. Act in a fiducially responsible manner.
    - c. Respond to all inquiries in a professional, timely and consistent manner.
    - d. Act and treat others in a professional and respectful manner.
    - e. Be treated with the respect due that of an industry professional.
    - f. Provide knowledge-based advice, support and assistance to all association constituencies.
    - g. Maintain personal and professional standards of integrity and ethics.

## ROLE OF THE NJCAA PRESIDENTS' COMMISSION

1. Communicating directly with the NJCAA Board of Regents, CEO and Legislative and Sport Committees concerning issues facing the changing landscape of higher education.
2. Consulting with the Board of Regents.
3. Providing input regarding legislation and policy to the Board of Regents.
4. Developing, in collaboration with the NJCAA National Office, a communication plan that ensures full, open and transparent communication between the association and its member college presidents.
5. Participating fully in setting the strategic directions for the national agenda of the association.
6. In collaboration with the Board of Regents and Treasurer, reviewing and recommending, to the Board of Regents for approval, proposed changes in association dues and fees.
7. Vetting issues which may have a significant financial impact on the association or member colleges.
8. Representing the association by communicating with presidential groups of the National Collegiate Athletic Association (NCAA), National Association of Intercollegiate Athletics (NAIA), California Community College Athletic Association (CCCAA) and the Northwest Athletic Conference (NWAC).
9. Representing the association to national bodies related to higher education such as the American Association of Community Colleges (AACCC) and Association of Community College Trustees (ACCT).
10. Providing consultation to other presidents, within the membership they serve, to improve the overall experience for student-athletes.
11. In collaboration with the NJCAA National Office, proposing an Association value statement on the importance of intercollegiate athletics to colleges to be approved by the Board of Regents.
12. Selecting six (6) presidential representatives to the Board of Regents.
13. Consulting with the NJCAA officers on appointments of college presidents to committee memberships.
14. In collaboration with the NJCAA CEO, recommendations for Board approval, standard roles and responsibilities of NJCAA member college presidents.
  - A. The NJCAA Presidents' Commission is comprised of twenty-four (24) to twenty-seven (27) members:
    1. One (1) elected by and from each region.
  - B. A maximum of three (3) at-large members may be selected and submitted by the Presidential Advisory Council and approved by the Board of Regents to ensure representation of:
    1. male, female and ethnic minority diversity,
    2. scholarship divisions,
    3. diversity of presidential experience,
    4. participants from underrepresented regions.
  - C. Members must be current NJCAA member college presidents.
  - D. Region presidents will determine the length of their Presidents' Commission member's service.
  - E. The following timetable will be utilized in the election process:
    - February 1** – Nominations go to the Presidents' Commission
    - March 1** - Board of Regents votes on nominees presented by Presidents' Commission Chair.

## DUTIES AND RESPONSIBILITIES OF COMMITTEE CHAIRS AND VICE-CHAIRS

- A. Committee Chairperson
  1. Ensure meetings are held in accordance with the organization's bylaws.
  2. In consultation with the NJCAA National Office, Vice-Chair and/or committee members, establish and confirm a committee agenda for all meetings.
  3. Ensure the meeting agenda and relevant documents are circulated as per NJCAA regulations.
  4. Officiate and conduct committee meetings.
  5. Provide leadership and ensure committee members are aware of their obligations and responsibilities.

6. Ensure that discussion on agenda items is on topic, productive and professional.
  7. Ensure that meeting minutes, as well as respective handbook changes, are complete and accurate.
  8. Remain current on applicable sport rule changes and communicate all relevant changes to the NJCAA National Office in a timely manner (Sport Committee Chairs).
  9. Act as the NJCAA Representative at your respective sport national championship (Sport Committee Chairs).
- B. Committee Vice-Chairperson
1. Assumes the duties of the Committee Chairperson in the absence of the assigned chair.
  2. Assists Committee Chairperson with items to be placed on the committee agenda for all meetings.
  3. Assists with committee meeting minutes.
  4. Assists with the proofreading of the meeting minutes and all necessary handbook changes to ensure accuracy.
- C. Voting Protocol
1. Committee Chairperson votes as a member of the committee only to break a tie.
  2. Vice-Chairperson will remain a voting member of the committee unless called upon to act as the Committee Chairperson.

## ELIGIBILITY & SELECTION PROCESS FOR STANDING AND SPORT COMMITTEES

### Section 1. Eligible Professional Staff Members for Standing and Sport Committees include:

1. Regional Directors
2. Assistant Regional Directors
3. Board Members (not to include Men's and Women's Sr. Admin, Chair or Vice Chair)
4. Presidents' Commission Members (Standing committees)
5. Current Athletic Administrators
  - a. Coaches are eligible to serve on Divisional Sport Committees only if they also hold additional administrative assignment at their respective member college. Individuals who serve as head coaches should not be appointed as chair of the relevant division.

### Section 2. Selection Process for Committee Assignments

1. The Senior Men's and Women's Administrator shall work with the national office to call for all requests for committee assignments to the eligible group of leaders.
2. The Senior Men's and Women's Administrator shall review the requests and assign all committees with final approval from the board chair.
3. 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 relevant division.
4. In event there is a mid-year change to a committee the Senior Men's and Women's Administrator shall work with the national office to appoint a replacement.

### Section 3. Selection Process for Additional Committee Eligible Members Per Region

1. Each Region's Board of Regent representative, with input from region leadership (RD's/ARD's), must submit one NJCAA Regional Composite Committee Request Form to include a member college professional staff nominee for each sport and division offered within the Region.
2. These nominations are due by May 15th annually.

## MAKEUP AND SELECTION PROCESS OF DIVISIONAL COMMITTEE

### Section 1. Make-up of Committee Members

1. Each Committee should consist of eight members so that every Region is represented on one committee.

- a. Division 1 – 8 Members
- b. Division 2 – 8 Members
- c. Division 3 – 8 Members

#### Section 2. Selecting Committee Members

1. Board of Regents Chair, Men's Senior Administrator, and Women's Senior Administrator should select a chair for each Division.
2. The Board of Regents Chair, Men's Senior Administrator, and Women's Senior Administrator will work with the national office to put a call for nominations to serve on the Committee.
3. All individuals must be a professional staff member of their college to serve.
4. The Board of Regents Chair, Men's Senior Administrator, and Women's Senior Administrator will select 7 other members for each committee with no two regions having more than one member.

## PROCESS FOR VETTING LEGISLATION THROUGH DIVISIONAL COMMITTEE

Section 1. The Divisional Committee should vet legislation specific to their divisions before the Board acts.

Requests to modify division-specific legislation may occur in one of two ways:

1. Discussion item is requested for a Board agenda item. The Board will then direct the item to the appropriate Divisional Committee for vetting. The Divisional Committee will then resubmit the item to the Board when it is ready for action.
2. Board Members may request the Divisional Committee to review a proposed change. The Divisional Committee will then vet and determine whether to request an action item for the next Board agenda.

## POLICES GOVERNING THE AWARDED OF NJCAA CHAMPIONSHIP EVENTS

### Section 1 – Definitions

- A. Intercollegiate sport: A sport with teams that represent an institution and compete against outside competition.
- B. Exploratory Sport: A new sport that is presented to the Board of Regents from a region, national sport governing body, or the NJCAA National Office with information of support, interests, and background information with the intent to move forward with a full survey, research and review, and potential implementation.
- C. Emerging Sport: A sport that has cleared the general information status and been brought back to the Board with full research and survey results and then approved by the board as an NJCAA certified sport offering.
- D. Championship Sport: Any sport currently sponsored by the NJCAA that follows all rules and regulations and includes an official NJCAA national championship competition. The Board of Regents and Sports Governance committee will review data and viability of all sports for each declaration period.

### Section 2 - Process to Establish Sports Within the NJCAA

#### Stage 1: Exploratory Sport:

- A. Official request for an exploratory sport to be offered by the NJCAA is submitted to the Board by a region, national sport governing body, or the NJCAA National Office and should include the following at a minimum:
  1. A summary of costs, opportunities, general rules, season of participation, team or individual participant numbers, and any other necessary information must be presented to the board.

- B. The Board of Regents will vote to move the request to the Sports Governance Committee and NJCAA National Office for further review and vetting. The Sports Governance Committee will then bring back a recommendation to the Board.
- C. The Board of Regents will then vote to move it forward with a national membership review:
  - 1. Survey is created by the national office in conjunction with requesting region or party of interest and distributed, but should include the following:
    - a. Interest in adding the sport in a specific academic year
    - b. Interest even if there was no national championship offered by the NJCAA in the first year
    - c. Scholarship or non-scholarship
    - d. Interest in the next five years
  - 2. Survey results will be collected and reviewed by the national office and presented back to the Board of Regents at their next scheduled meeting to determine if the survey results support adding the exploratory sport to the emerging sport list and the sport supports the mission of the NJCAA.

### Stage 2: Emerging Sport Status

- A. If approval is granted by the Board, then the following will take place:
  - 1. An official release of the new sport will take place via all necessary outlets (website, media, social, etc.)
  - 2. The sport will be assigned a sport committee to establish sport procedures and recommend rule adoption on official published rulebook. The sport committee may include members outside of the governance structure who have key expertise in the sport. The sport committee will determine and recommend sport procedures for the emerging sport (bylaws, roster size, sport procedures). The sport committee will have one year to make recommendations to the Sport Governance Committee. During this one-year period, schools may offer the sport, but they will not submit LOIs or eligibility until Nov. 1 of the following year.
  - 3. Schools will officially declare the sport within their NJCAA offerings by notifying the NJCAA of their intent to offer the sport during the annual membership renewal process. All emerging sports begin as non-divisional sports.
  - 4. The sport offering will be listed on the NJCAA website.
  - 5. Schools will be able to officially offer LOIs in Year 2.
  - 6. Schools will be required to submit eligibility in Year 2.

Emerging sports also require the following:

- 1. Sport will compete as an emerging sport until the sport committee, Sports Governance Committee and Board of Regents deem it a Championship Sport. The committees will review the progress of the sport to include growth in participation, geography and other factors. "Participating" is defined as an institution indicating participation, fielding a team, and conducting competition for the sport season.

Until the sport reaches championship sport status, it may compete in third -party invitational championships, but the NJCAA will not conduct an official NJCAA championship (for example, if rules align, the third -party event may recognize the top NJCAA finisher, but it is not an NJCAA event) until it reaches championship sport status.

- B. The Sport Governance Committee will evaluate participation data provided by the National Office and the membership to determine when the sport will transition from exploratory sport to emerging sport to championship sport. Board approval is needed to move a sport from exploratory to emerging or to remove a sport from either list.
- C. The recommendation from the Committee will go to the Board of Regents for approval.
- D. The sport has 5 years to move to a championship sport.
- E. Teams can compete in third party or NJCAA provided invitational championships or end of year tournaments – these are not classified as NJCAA national Championships
- F. The national office will monitor participation levels to seek potential hosts in anticipation of the emerging sport moving to a championship sport.

#### Stage 4: Championship Sport Status

- A. Once the sport reaches this level, then an official NJCAA national championship event will be held, and the following will be adhered to:
  1. All championship sports requirements will be in place. See definition of national championship for additional details.

#### **Section 3 – Divisional Status Classification and Process for Non-divisional Sport Moving to Divisional Sport**

- A. Each declaration period, the list of sports, divisions and championships will be evaluated by the Sport Governance committee and presented to the Board of Regents for approval. The Board will use submitted eligibility rosters as data to evaluate the viability of each sport and division status.
  1. At each declaration cycle, the Board of Regents shall review the divisional commitments and may allow variation in status for reasons such as Title IX.
  2. If there is a shift in participation trends outside of a divisional commitment period, the committee may evaluate numbers and recommend modifications.
- B. (*Adopted June 2023*) In non-divisional sports with more than 25 teams competing (based on the most recent Divisional Commitment information), a sport may elect to move from non-divisional to divisional prior to the start of the divisional cycle.

The National Office will notify each eligible sport committee conducting a non-divisional championship if they meet the requirements listed below. Each committee will then vote and notify the National Office of their intentions for the upcoming four-year cycle. Each participating college would be surveyed and must commit to one division or the other. Changes in division during the declaration cycle would follow the existing appeal guidelines.

- Teams may compete in a combined national championship format while keeping separate divisional results.
- A Division I & Division III champion may be declared provided at least 25% of the less populated division is represented (Example: If there were 40 total teams, the minimum allowed for their two divisions would be 30 and 10).
- If Division I and Division III champions are declared:
  - The awards for both will include 1st place, 2nd place, and 3rd place teams.
  - Overall individual awards at the tournament will not be impacted and the process for identifying All-Americans will be recommended by the sport committee to the Sport Governance Committee. Sport Governance reserves the right to evaluate moving forward.
  - Division I and III team scores will be kept and posted separately throughout the tournament.
  - Throughout the season separate polls will be released and divisions will be represented by separate sport committees.

#### **Section 4 – District Championships and Contracts**

- A. District championship - Any tournament that leads directly to an automatic qualifying bid for the national championship. District championships are covered by the NJCAA insurance policy. All NJCAA policies and procedures regarding rules, facility specs, awards, results reporting, etc. must be followed. A regional tournament that directly leads to an automatic qualifying bid for the national championship is also a district championship and is subject to all district championship policies.
  1. For district championships, the national office will provide balls and awards. The site must adhere to sport and facility requirements and report results to the national office.
  2. The national office does not select sites for district championships. However, when participating Regions cannot come to a unanimous agreement on location and/or format, the National Office may be requested to provide a final and binding decision.
  3. District Contracts will be due by August 1 at the start of each divisional cycle. These must be signed and sent to the participating districts and the National Office by the requested deadline. The National Office will adhere to the most recent, universally agreed upon District contract.

Each contract should detail who will host and their responsibilities and expenses. (Ex. Selection and payment of officials). In addition, the dates, times (when applicable), format, and seeding or rotation plan must be included. The National Office will distribute a standardized form for regions to use. The agreement must be signed by each Region representative and should be kept on file by the Region and the National Office.

### **Section 5 – National Championships**

- A. National championship - All competition occurring at the NJCAA national championship final site. The Division I football semifinal playoffs are considered part of the national championship. The national office oversees the site selection process for national championships. The national championship will include honors, awards, and polls being presented, where applicable. They are also shown on the NJCAA Network, when applicable. National sponsors, partners, brand management and endorsements will be enforced at national championship sites, as applicable.
- B. All events sponsored by the NJCAA or other organizations in which member schools participate must be conducted under the policies, rules and regulations of the NJCAA.
- C. Dates and competition schedules for all NJCAA Championship Events and NJCAA Football Bowl Games shall be determined by the NJCAA, in consultation with the host.

### **Section 6 – Championship Bid Procedures**

- A. All bids and proposals to host NJCAA Championship Events and NJCAA Football Bowl Games must be received by the NJCAA by the time established by the NJCAA National Office. If no bids are received or the bids submitted do not meet qualifications or standards of the championship, the NJCAA National Office has the authority to pursue and negotiate bids on behalf of the association.  
The bid and approval timeline, along with the list of championships available for bid, will be shared with the membership and potential hosts in advance of each bid cycle.
- B. The NJCAA National Office will review all bids and determine bids to be considered. A conference call will be held with the Championship Events Committee and Sport Committee Chair to review bids.
- C. The NJCAA National Office will designate representatives to conduct a site survey of the bids determined by the National Office, in consultation with the Championship Events Committee. Expenses for site visits will be paid by the championship bidder.
- D. The NJCAA checklist provided by the National Office, which will include a site survey review, photos, recommendation and NJCAA requirements are due back to the NJCAA National Office no later than two weeks following the site visit. This report shall be shared with the NJCAA National Office for review and a report of all championships by sport will be provided to the Championship Events Committee and Sport Committee Chair for review.
- E. Following review by the NJCAA National Office of all championship bids and site visits, a conference call or meeting will be held with the National Office, Championship Events Committee and Sport Committee Chair to discuss and answer questions.
- F. The NJCAA National Office will make final selections for all NJCAA Championship Events and NJCAA Football Bowl Games on bids and proposals it has received. The Championship Events Committee, in conjunction with the Sport Committee Chair, will meet to review and make recommendations to the Board of Regents based on the NJCAA National Office's selections.

### **Section 7 – Entry Fees**

Entry fees for all NJCAA Championship Events must be circulated 30 days prior to the April Board of Regents meeting and approved by the Board of Regents.

### **Section 8 – Contracts**

- A. A written contract must be agreed upon and signed by approved hosts of NJCAA Championship Events and/or Football Bowl Games and the NJCAA Executive Director before the awarding of such events and shall be considered official and binding on either party or parties.

1. The terms of all contracts with hosts will include all policies as defined by the NJCAA National Office.

*Championship Events and/or Football Bowl Games hosts must guarantee the payment of all expenses incurred in promoting, conducting and administering the Championship Events and/or Football Bowl.*

## POLICIES FOR CONDUCTING NJCAA CHAMPIONSHIP EVENTS

### Section 1 – Representative at NJCAA Championship Events

- A. The NJCAA Sport Committee Chair, or designee appointed by the Board of Regents, shall represent the NJCAA at championship events. This person shall advise the Tournament Director concerning matters relative to conducting the championship events. Items include pre- tournament information, coaches meeting, NJCAA and Sport Rules, sportsmanship, selection of the All-Tournament team (when applicable), presentation of awards and other items. The NJCAA National Office will have final authority and direction on the operations of national championships. Transportation, lodging and per diem for the NJCAA Sport Committee Chair shall be paid for by the Championship Host.
- B. Should a member of the NJCAA National Office attend a championship event, transportation, lodging and per diem shall be paid for by the Championship Host. NJCAA National Office will alert the Championship Host of scheduled attendance no later than thirty (30) days prior to the event.

### Section 2 - Responsibilities

Detailed information, guidelines and requirements relative to hosting an NJCAA Championship and/or Football Bowl Game, including but not limited to, liability insurance requirements, sports specific requirements, video streaming, recording of results and statistics, merchandise policies and more, shall be sent electronically each year to the membership and published on the NJCAA website at [www.njcaa.org](http://www.njcaa.org).

### Section 3 – Heat and Lightning Policy

NJCAA Championships, to include National Tournament play, adheres to the following guidelines regarding heat and lightning related weather issues. Perry Weather, the Official Weather Monitoring and Alert Partner of the NJCAA, will be the guiding resource at all NJCAA National Championship sites.

- A. Heat
  - A.1. The NJCAA utilizes Korey Stringer Institute Wet Bulb Globe Temperature Monitoring guidelines including Wet Bulb Globe Temperature (WBGT) categories and the heat and safety region map for all heat related competition and practice stoppages.

### WBGT Categories

Cat 1 – WBGT (F)	Cat 2 – WBGT (F)	Cat 3 – WBGT (F)	Activity Guidelines
< 76.1	< 79.7	< 82.2	Normal Activities – Provide at least three separate rest breaks each hour with a minimum duration of 3 minutes each during the workout
76.2 – 81.1	79.8 – 84.6	82.3 – 87.0	Use discretion for intense or prolonged exercise; Provide at least three separate rest breaks each hour with a minimum of 4 minutes each

81.2 – 84.1	84.7 – 87.6	87.1 – 90.0	<p>Maximum practice time is 2 hours.</p> <p>For Football: student-athletes are restricted to helmet, shoulder pads, and shorts during practice. If the WBGT rises to this level of practice, student-athletes may continue to work out wearing football pants without changing to shorts.</p> <p><u>For All Sports:</u> Provide at least four separate rest breaks each hour with a minimum duration of 4 minutes each.</p>
<b>Cat 1 – WBGT (F)</b>	<b>Cat 2 – WBGT (F)</b>	<b>Cat 3 – WBGT (F)</b>	<b>Activity Guidelines</b>
84.2 – 86.0	87.7 – 89.6	90.1 – 92.0	<p>Maximum practice time is 1 hour.</p> <p><u>For Football:</u> No protective equipment may be worn during practice, and there may be no conditioning activities.</p> <p><u>For All Sports:</u> There must be 20-minute rest breaks distributed throughout the hour of practice.</p>
> 86.1	> 89.7	> 92.1	No outdoor workouts. Delay or halt all practice or competition until a cooler WBGT is reached.

*\*At all times, NJCAA Official onsite, the Championships Host, the Head of Officials, and the lead medical professional staff person should have awareness of where the location is that weather related information is being pulled from.*



**B. Lightning**

- B.1. 15 Miles Out – “Heads Up” provided by NJCAA onsite official to necessary individuals onsite including officials, hosts, head coaches, etc.
- B.2. 10 Miles Out – “Begin Safety Procedures” with contests and/or practices being halted and all participants and fans being moved to lightning safe areas per each hosts emergency management plan.
- B.3. 6 Miles Out – “Safety Procedures Complete” with all individuals in safe areas.
- B.4. 30 Minutes – lightning strikes will be monitored on the Perry Weather app with all strikes within 10 miles resetting the 30-minute clock each time.

- B.5. Resume Play – once lightning strikes have remained out of the 10-mile radius for 30 minutes, restart time(s) will be determined by the NJCAA Official onsite, the Championship Host, the Head of Officials, and the lead medical professional staff person.

The NJCAA representative on site will work with the main host contact, lead medical professional staff person, and coordinator of officials in all decision-making regarding heat and lightning. The NJCAA representative will have the final say in all decision making when and where necessary.

The NJCAA representative will have access to the Perry Weather app and all of its resources at all times during the championship. The National Office will make additional Perry Weather product licenses available to the other necessary individuals onsite as they see necessary and as the partnership availability permits.

## SPORTSMANSHIP

**Section 1 - General Sportsmanship Expectations:** A basic principle of NJCAA athletic competition is to develop and foster respect for fellow participants, coaches, officials and spectators.

Sportsmanship applies to all athletic events involving NJCAA member institutions, conferences and/or regions.

Sport rulebooks may apply rules and regulations that are more restrictive than those found in this section.

The NJCAA has created Sportsmanship/Ejection Charts which are to be used when applying sanctions.

- A. Players, coaches and team personnel will recognize their responsibility for proper conduct before, during and after every contest.
- B. Coaches and Athletic Directors will recognize and assume responsibility for the behavior of themselves, players, staff, game management personnel and representatives of the respective NJCAA member institution.
- C. Ejection Procedures:
  - Each sport will adhere to the specific ejection/sportsmanship policies outlined in the NCAA rulebook.Ejections during Scrimmages:
  - Consequences of ejection: any ejection during a scrimmage result in the student-athlete or staff member being excluded from participating for the rest of the day and must be removed from facility.
    - o Ejection Reports: Required during scrimmages.
    - o Non-Collegial Incidents: Must be reported, regardless of the scrimmage setting.

### Section 2 – Ejections

- A. Penalties
  - A.1. Penalties - The following penalties will be assessed if a game official ejects a player, coach, team personnel, staff member, or game management personnel for violent unsportsmanlike behavior:
    - A.1.a. Immediate ejection and removal from the venue as defined by sight and sound
    - A.1.b. Any suspension must be served during the next regularly scheduled or post-season contests. Games may not be added after the incident to satisfy suspension. Suspension of a coach or player at the end of a season of play shall carry over to the following season.  
NOTE: In the Sport of Soccer, a Violent Behavior I is considered a one-game suspensions while Violent Behavior II and straight red cards are considered two.
    - A.1.c. Penalties shall be imposed automatically by the offending institution with suspensions to be in effect for the next regularly scheduled contests as appearing on the published schedule of the institution at the time of the ejection.
- B. Failure to report/comply with an Ejection:
  - B.1. Failure to report and/or comply will result in:
    - B.1.a. For the first occurrence, the head coach will serve the doubling of the penalty and the player, assuming they served the original suspension will not serve an additional game. If they did

not, then the player must serve the original and the doubling while the coach serves the doubled portion

- B.1.b. For the second occurrence, the penalties will double, and a sanction of probation shall be given to the offending institution for that sport in that year.
  - B.1.c. Games played during the time of failure to report and/or failure to comply with the NJCAA Policies Manual – Sportsmanship, must be forfeited.
- C. Ejection of the Head Coach: The game shall be terminated, and a forfeit declared if the head coach is ejected and there is no assistant coach or other college staff contractually bound to the institution, willing to assume responsibility for the team.

### **Section 3 - Non-Collegial Incident**

- A. Definition - Any act or incident not in accordance with NJCAA Policies Manual – Sportsmanship or the respective NCAA Rule Book, and or any sportsmanship situation not appropriately ruled on by the game officials in charge of the contest in accordance with NJCAA bylaws. Examples: multiple ejections, bench clearing altercations, postgame altercations, game official(s) in charge of the contest does not allow the contest to be completed in its entirety.
- B. Penalties – Will be administered by the NJCAA National Office on a case-by-case basis in support of NJCAA Policies Manual – Sportsmanship and the respective NCAA Rule Book.

#### **Major Non-Collegial up to 5 points.**

##### **Repeat Non-Collegial (institution specific)**

- 2nd non collegial that academic year is 1 point
  - 3rd non collegial that academic year is 2 points
  - 4th non collegial that academic year is 3 points
- C. Failure to report and/or comply - Failure to report and/or comply will result in:
- C.1. For the first occurrence, the head coach will serve the doubling of the penalty and the player, assuming they served the original suspension, will not serve an additional game. If they did not, then the player must serve the original and the doubling while the coach serves the doubled portion
  - C.2. For the second occurrence, penalties will double, and a sanction of probation shall be given to the offending institution for that sport in that year.
  - C.3. Games played during the time of failure to report and/or failure to comply with NJCAA Policies Manual - Sportsmanship must be forfeited.
- D. In cases where a team is the beneficiary of a forfeit victory as defined by NJCAA before a game is played, that team is rewarded with a win on their schedule and is allowed to make up the game against another opponent and be allowed to go above the maximum number of games.

### **Section 4 – Fan Misconduct**

The National Office has the authority to sanction/fine members when they are the host/home team and spectators engage in unwelcome physical contact of student-athletes, team personnel, and/or travel party members. Team personnel includes, but is not limited to, coaches, athletic trainers, statisticians, gameday operations staff, game administrators, etc.

Members must report these incidents via the non-collegial reporting process. The National Office will review reported incidents on a case-by-case basis. If the National Office determines unwelcome physical contact has occurred, the National Office reserves the right to sanction/fine the host/home team. The National Office's sanctioning authority is set forth in Article 1, Section 4.A.2 (page 5) of the NJCAA bylaws.

### **Section 5 – Entering Spectator Area**

No player, coach or bench personnel may leave the playing area and enter into the spectator area of the facility to engage in any type of verbal or physical conflict. Penalty for violation of this rule shall be immediate ejection from the contest and suspension from a minimum of two contests to a maximum of a suspension for the remainder of the academic year. Cases will be reviewed by the National Office as a non-collegial incident.

## Section 6 – Reporting

- A. Single Person Ejections – In the case where a single incident resulted in a single individual being ejected, the report must be submitted in the Admin Portal by 5:00 p.m. the next business day.
  - A.1. The Athletic Director of the member institution from which the player, coach, or staff member is ejected is required to fill out the ejection report and submit to their Regional Director in addition to submission via the Admin Portal. (Note: Reporting is required for all regular and post-season competition.)
  - A.2. Ejection Reports – Ejection reports of violent ejections will include a written notification to the President with a copy sent to the Athletic Director of the offending college. This notification will be sent by the Regional Director or his/her designee in the region where the college of the offending player or coach resides.
- B. Multiple Person Ejections and Non-Collegial Incidents - In the case of an incident where two (2) or more individuals are ejected, in a single incident, or in the case of a Non-Collegial Incident, the report must be communicated to the NJCAA National Office by 12:00 p.m. the next business day. Please contact the NJCAA if an extension is needed. Notification is required by the deadline, but schools will be allowed additional time if needed to gather required information.
  - B.1. Game officials do not have to eject players, personnel, or a coach or staff member, to require this report. The incident could occur on site but take place prior to, during halftime or intermission, or after the contest is complete.
  - B.2. The Athletic Directors of the member institutions involved in the contest shall notify, in writing, the NJCAA President/CEO following any incident which involves two or more individuals by noon local time of the first business day following the incident. If the ejections are from only one institution, then only that institution is required to submit. If they are from more than one school, then any institution involved in the incident would need to submit. (Note: Reporting procedures must be followed for all regular and postseason competitions).
  - B.3. A copy of the report should be sent to the respective Regional Director in addition to the NJCAA President/CEO, and the NJCAA Office at [ejections@njcaa.org](mailto:ejections@njcaa.org)
  - B.4. Details of Report – Multiple Person and Non-Collegial Incident Reports must include a detailed accounting of the following:
    - B.4.a. Date and location of incident
    - B.4.b. Names of individuals involved in the incident
    - B.4.c. Names of schools involved in the incident
    - B.4.d. Specific details of the incident
    - B.4.e. Were there any ejections as a result of the incident? If so, provide details.
    - B.4.f. Is there a video of the incident? If there is a video it should be provided with the report.
- C. Regional Director Reporting Structure for Ejections:
  - C.1. The Regional Director or his/her designee shall keep a record of all ejections in their respective region. The record shall include the name of the person ejected and institution, the date of the ejection, the reason for the ejection and the penalty imposed.
- D. Game Official(s) Reporting Structure for Ejections - For all ejections, the officials overseeing the contest, are required to submit the Officials Ejection Report form to the NJCAA no later than 5:00 p.m. EST the next business day. The officials report, in conjunction with the reports from the team(s) with ejected players, and the respective report from Region leadership, will be used to assist in determining any penalties.

## Section 7 – Jurisdiction

- A. Single person ejections - Region Level. NJCAA reviews the reports to confirm proper penalty is applied.
- B. Multiple person ejections and non-collegial incidents - NJCAA National Office with assistance from Region Leadership.

### **Section 8 – Ejection Review**

- A. Participants in all NJCAA certified sports are subject to the penalties listed for the ejections.
- B. There is no review of a game(s) suspension resulting from an ejection by a game official except when there is irrefutable video evidence that the wrong student athlete(s)/coach(s) was ejected. If the wrong student-athlete(s)/coach(s) was ejected, the penalty will be assessed to the student-athlete(s)/coach(s) in violation and he/she will serve the complete suspension.
- C. Only the institution of the student-athlete(s)/coach(s) that was ejected can request a review.
- D. Only the NJCAA National Office, or their designee, may review ejections.
- E. The level of the ejection cannot be reviewed, but the National Office can review the submitted reports to make sure the ejection was properly designated and applied.

### **Section 9 - Game Officials and Game Management Personnel**

An act in which verbal abuse, physical contact or an attempt to make physical contact occurs with the purpose of doing damage, harm, intimidate, incite a fight or otherwise injure a game official and/or game management personnel will lead to a suspension for a minimum of two games and a maximum of one year.

### **Section 10 – Suspensions**

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.

Suspended individuals must remain out of sight and sound while serving a suspension. Sight and sound are defined as the individual should not be able to be seen or heard by the officials. Regions may provide more specific guidelines based on the sport and facilities.

- A. Suspended coaches may travel with the team but cannot participate in pregame or in-game activities.
- B. Suspended athletes may not travel with the team while serving a suspension.
  - B.1. 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.

## **CODE OF CONDUCT FOR ALL NJCAA MEMBER-SPONSORED EVENTS**

This code of conduct applies to all contests/competition in which any NJCAA member college participates. Violations of the code of conduct occurring during the regularly scheduled season events shall be referred to the respective conference or region standards and ethics committee. The jurisdiction of the NJCAA Code of Conduct applies to all NJCAA member colleges and their representatives.

### **Code of Conduct**

- A. Coaches and team personnel shall recognize responsibility for proper conduct at all contests/competitions in which any NJCAA member college participates.
- B. Coaches shall recognize and assume responsibility for the actions of themselves and the team members.
- C. The Head Coach, assistant coaches (recognized on the roster and college website, and other non - student personnel (athletic trainers, athletic administrators) are allowed to enter the court or field area to

assist with deterring a possible fight or to assist in breaking up an existing altercation. Individuals who escalate the existing situation or do not act in a professional manner, could be subject to penalties or sanctions. Each coach who has participants competing in the event shall be responsible for informing each participant about the Code of Conduct.

### **Behavior**

Coaches, players and institutional personnel must remember that they are representatives of an institution of higher learning, its faculty, administration and student body. As such, they are expected to conduct themselves in a manner which would reflect positively on their team, institution, region and the NJCAA. Student-athletes, coaches and institutional personnel who are representing the NJCAA or NJCAA member colleges are subject to all NJCAA rules, regulations, and penalties as stated in the NJCAA Handbook, respective NCAA rulebook, as well as local, state and federal laws.

Inappropriate and unacceptable behavior by coaches, players or institutional personnel will not be tolerated before, during, or after contests; at the hotel, or in public while representing their college. This Code of Conduct does not replace NJCAA Policies Manual – Sportsmanship of the NJCAA Handbook. Unacceptable forms of behavior include, but are not limited to:

1. Fighting
2. Taunting
3. Inappropriate celebration
4. Disrespectful attitude toward opponents, officials, tournament administrators
5. Use of profane and vulgar language or language that refers to race, religion, sex, sexual orientation, and national origin and/or other threatening language.
6. Use of drugs and/or alcohol, tobacco (including but not limited to e-cigarettes, vaping, etc.)
7. Disrespectful attitude toward host hotel personnel
8. Unlawful activities
9. Physical abuse or damage to college property or host hotel property.

### **Derogatory Comments**

- A. Players, coaches and institutional personnel shall not make any derogatory public comments regarding contests, competitions or game officials at any time; in print, broadcast social media, news releases or any other communications where comments may become public. The head coach will be responsible for any derogatory comments or actions made by any player, coach, or institutional personnel.
- B. A coach shall not address or permit anyone from making uncomplimentary remarks to any game official before, during, and/or after all NJCAA member contests/competitions in which any NJCAA member participates.

### **Reporting**

Violations of the Code of Conduct shall be reported to:

1. To the respective Region Director for all regular season and region/district competition violations.
2. National Championship or Invitational violations shall be reported to the CEO/President of the NJCAA and to the Compliance Department at [compliance@njcaa.org](mailto:compliance@njcaa.org)

### **Procedures - Immediate Action**

Where immediate action is needed to alleviate or control a situation:

- A. During regular season and/or the Region Tournament competition: The Region Director or Assistant Region Director shall have the authority to act at his/her sole discretion. During District and/or National postseason competition, the Tournament Director and/or on-sight Administrator shall have the authority to act at his/her sole discretion. Examples of events which would require immediate action include, but are not limited to, the following:
  - Allegation of serious misconduct requires immediate suspension of institutional personnel or student athletes from competition.

- Instances where the Executive Director or his/her designee deems it necessary to protect the equity and integrity of the competition.
- Protection of the event's officiating program, particularly in an instance where public comments by an institutional representative may affect competition.
- Any instance or circumstance which might affect the safety of officials, participants or spectators attending the event.

#### **Penalties - Immediate Action**

The Region Director or Assistant Region Director during regular season and/or Region Tournament competition and the CEO/President or his/her designee during District and/or National postseason competition may issue any penalty that he/she believes appropriate to any student- athlete or institutional personnel who has violated the regulations pertaining to conduct when the Region Director, Assistant Region Director, Executive Director or his/her designee concludes that Immediate action is required. The actions of the Region Director or Assistant Region Director during regular season and/or Region Tournament competition and the CEO/President or his/her designee, during District and/or National postseason competition, shall be final and binding.

#### **Penalties - Timely Action**

*Reprimand:* The Region Director or Assistant Region Director during regular season and/or region tournament competition and the NJCAA CEO/President or NJCAA Board of Regents may issue a letter of reprimand to the coach, player or institutional personnel who violates the regulations pertaining to conduct. Copies of the letter of reprimand will be sent to the Director of Athletics, the President of the institution and the Region Director and/or National Office.

Probation, suspension, and other penalties: If the misconduct is serious enough, the Region Director or Assistant Region Director during regular season and/or Region Tournament competition and the CEO/President or his/her designee during District and/or National postseason competition may issue other penalties which may include, but are not limited to, probation, suspension or disqualification of the coach, player, team, or institutional personnel from participating in one or more contests.