NATIONAL CHRISTIAN COLLEGE ATHLETIC ASSOCIATION

2025-2026 Official Handbook
Division II

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NCCAA Official Handbook
Division II

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NATIONAL CHRISTIAN COLLEGE ATHLETIC ASSOCIATION

Mission Statement, History, & Philosophy

Mission Statement

To keep Christ at the center of intercollegiate athletics.

History & Philosophy

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

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

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

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

Four executive directors have led the NCCAA during its existence: E.C. Haskell (1970-88 in Chattanooga, TN); Dr. Barry R. May (1988-97 in Marion, IN); Rob Miller (1997-1999 in Marion, IN); and Dan Wood (2000-present in Greenville, SC). Under their leadership much growth and change has occurred within the association.

Today, each of the 23 national championships and 1 invitational are required to hold a Christian Service Project (CSP) during the championship event. CSPs are opportunities in which NCCAA student-athletes and coaches go out into a championship host's community and serve others. Some CSPs have included visiting children's hospitals, serving the Salvation Army, Boy's and Girl's Clubs, Habitat for Humanity, Big Brothers/Big Sisters, Samaritan's Feet, Operation Christmas Child, women ministry centers, hunger projects, reading to children in public schools, doing yard work around the community, writing soldiers overseas, working in food projects, visiting the elderly in nursing homes, and much more. Tens of thousands of hours have been given to communities across the nation through the NCCAA.

In athletics, the term #RingChasing is used by athletes to describe their goal of winning a championship. Within the NCCAA, there is a focus on #KingChasing, which helps lay a foundation of seeking Christ first. The #KingChasing Program uses the four values of the Game Plan 4 LIFE – Love, Integrity, Faith, and Excellence – to enhance the purpose of collegiate athletics to be more than winning championships. The mission of the #KingChasing program is to keep Christ at the center of the student-athlete experience.

Since its first tournament in 1968, the NCCAA has grown to encompass approximately 90 Christian colleges nationwide, serving both Christian liberal arts and Bible colleges. The participating schools are dedicated not only to providing the best athletic competition possible, but also to exemplifying Jesus Christ in all they do.

The NCCAA believes:

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

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

Directory

NCCAA BOARD OF DIRECTORS

CHAIRMAN
Mr. Daniel L. Wood

PRESIDENT
Mr. Chad Briscoe
Grace College

1st VICE-PRESIDENT
Mr. Chris Lahm
Ozark Christian College

2nd VICE-PRESIDENT
Dr. Matthew Webb
Houghton University

PRESIDENT'S DESIGNATE
Mr. John D. Jones
Trinity College of Jacksonville

EXECUTIVE DIRECTOR
Mr. Dan Wood

AT-LARGE BOARD MEMBERS

Mr. Paul Berry (Emeritus)

Dr. Gene Crume, Jr.

Dr. Vickie Denny

Dr. Matt Hill

Mr. Jon Holmes

Col. Hal Hoxie (USAF Retired)

Dr. Ken Kemper

Dr. Wayne Lewis, Jr.

Mr. Terry Metzger

Dr. David Miller

Mr. Rich Ozinga

Mr. Roger Skelly (Emeritus)

Mrs. Joy Stauffer

Mr. Grover Todd

Mr. David Wheeler

DIRECTOR OF ADVANCEMENT
Mr. Luke Cureton

DIRECTOR OF CHAMPIONSHIPS
Mr. David Bireline

DIRECTOR OF COMMUNICATIONS
Mr. Jesse Campbell

DIRECTOR OF MEMBERSHIP
Mr. Brandon Gilmore

NCCAA PRESIDENTS

1966-1973	Norm Wilhelmi	The King's College
1973-1977	Chet Kammerer	Grace College
1977-1979	Howard Nourse	John Wesley College
1979-1981	Keith Phillips	Eastern Mennonite College
1981-1983	Jim Huckaby	Baptist Bible College, PA
1983-1985	Dr. Don Callan	Cedarville College
1985-1987	Dr. Homer Drew	Bethel College
1987-1989	Dr. Ralph Swearngin	Atlanta Christian College
1989-1991	Dr. Mike Fratzke	Indiana Wesleyan University
1991-1993	Dr. David Ribbens	Trinity Christian College
1993-1995	Dr. John Bratcher	Lee College
1995-1997	Del Wubbena	Clearwater Christian College
1997-1999	Rick Johnson	Tennessee Temple University
1999-2002	Kirk Hanson	Central Bible College
2002-2005	Dr. Vickie Byler	Lancaster Bible College
2005-2008	Paul Berry	The Master's College
2008-2011	Dr. Vickie Denny	Clearwater Christian College
2011-2014	Dr. Matt Hill	University of Northwestern
2014-2017	Pete Beers	Lancaster Bible College
2017-2020	Chris Williams	Southern Wesleyan University
2020-2023	Rob Thompson	Maranatha Baptist University
2023-present	Chad Briscoe	Grace College

NCCAA EXECUTIVE DIRECTORS

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

NATIONAL ADMINISTRATION COMMITTEE

PRESIDENT
Mr. Chad Briscoe
Grace College

1ST VICE-PRESIDENT
Mr. Chris Lahm
Ozark Christian College

2ND VICE-PRESIDENT
Dr. Matthew Webb
Houghton University

PRESIDENT'S DESIGNATE
Mr. John D. Jones
Trinity College of Jacksonville

AT-LARGE MEMBERS
Mr. Paul Berry (Emeritus)
Dr. Gene Crume, Jr.
Dr. Vickie Denny
Dr. Matt Hill
Dr. Ken Kemper
Dr. Wayne Lewis, Jr.

NCCAA NATIONAL SPORT CHAIRS

BASEBALL
Manny Cervantes, Asbury University

BASEBALL II
Colton Wolfe, Grace Christian University

MEN'S BASKETBALL I
Will Shouse, Asbury University

MEN'S BASKETBALL II
Brian Fincham, Faith Baptist Bible College

WOMEN'S BASKETBALL I
John Mills, Alice Lloyd College

WOMEN'S BASKETBALL II
Kyle Wicklund, Ozark Christian College

CROSS COUNTRY I
TBA

CROSS COUNTRY II
Ryan Long, Faith Baptist Bible College

MEN'S GOLF
Ryan Bowen, Cedarville University

WOMEN'S GOLF
Chris Hess, Bethel University

INDOOR TRACK & FIELD
Phil Thompson, Geneva College

MEN'S SOCCER I
TBA

MEN'S SOCCER II
Billy Ward, Boyce College

WOMEN'S SOCCER I
TBA

WOMEN'S SOCCER II
TBA

SOFTBALL
Sara Allen, Columbia International University

TRACK & FIELD
Mark Miller, Campbellsville University

MEN'S VOLLEYBALL
Mike Dedee, Roberts Wesleyan University

WOMEN'S VOLLEYBALL I
Kristin Steele, OUAZ

WOMEN'S VOLLEYBALL II
Kristi McDaniel, Arlington Baptist University

NCCAA REGIONAL COORDINATORS

DIVISION I

Central
Kyle Moody, Central Christian College of Kansas
Assistant: Jim Giacomazzi, Wayland Baptist University

Mideast
David Hose, Oakland City University
Assistant: TBA

Midwest
John McGillivray, Cedarville University (Retired)
Assistant: Tanya Hockman, Malone University

North Central
Chris Hess, Bethel University
Assistant: TBA

South
Damon Cogdell, University of Fort Lauderdale
Assistant: TBA

West
Leo Balayon, Bethesda University
Assistant: TBA

DIVISION II

Central
Jack Defreitas, Central Christian College of the Bible
Assistant: Lauren Sanders, Manhattan Christian College

Mideast
Greg Fawbush, Welch College
Assistant: Michael McCarty, Boyce College

Midwest
Chris McHugh, Emmaus Bible College
Assistant: Rob Thompson, Maranatha Baptist University

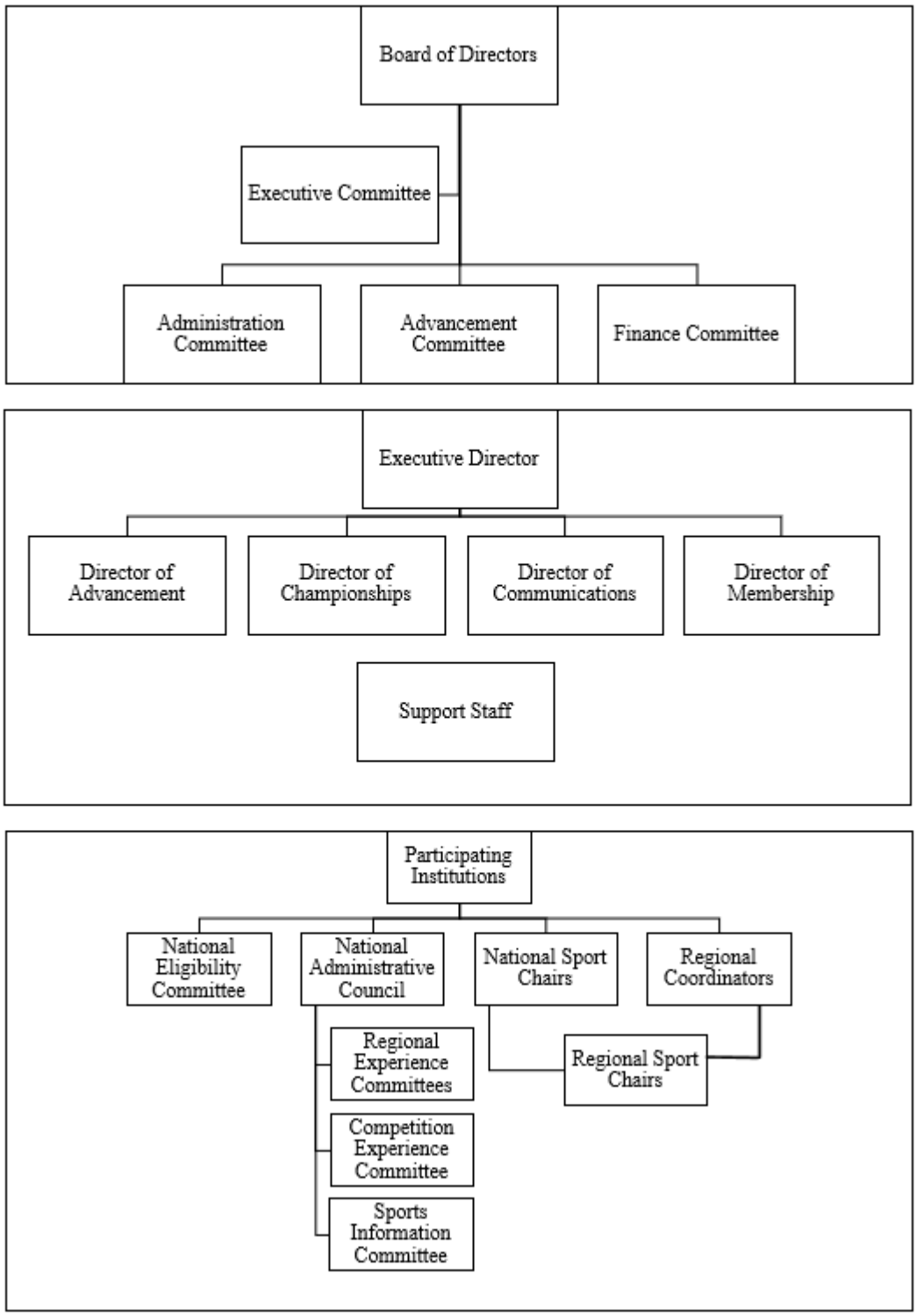
North
Jordan Nowell, Trinity Bible College
Assistant: Daved Lundeen, Oak Hills Christian College

South
John D. Jones, Trinity College of Jacksonville
Assistant: Mark Goetsch, Pensacola Christian College

Southwest
Jesse Byrd, Randall University
Assistant: Gregg Mucerino, Dallas Christian College

National Christian College Athletic Association

Organizational Flowchart



NATIONAL CHRISTIAN COLLEGE ATHLETIC ASSOCIATION

Constitution

The NCCAA Constitution

ARTICLE I: NAME AND PURPOSE

Section I. The name of this organization shall be National Christian College Athletic Association (NCCAA).

Section II. The purpose: to supply wholesome athletic competition on a national scale among Christian institutions who adhere to the historic evangelical position as defined by our Statement of Faith.

ARTICLE II: PARTICIPATION IN THE NCCAA

Section I. Christian institutions in the United States and Canada offering a standard four-year program accredited by one of the six regional accrediting bodies, ABHE or TRACS are eligible to become an active participating institution in the association.

Section II. Participation in this association shall be by a majority vote of participating institutions on the regional level and by approval of the Board of Directors.

Section III. Participation in the NCCAA is by regional, Administration Committee, and Board of Directors vote only.

Section IV. Participation dues shall be determined by the Board of Directors.

Section V. Each NCCAA participating institution must sign the Statement of Faith.

Section VI. The NCCAA shall be divided into two divisions: Division I for institutions offering financial aid specifically for student-athletes and Division II for institutions not offering financial aid specifically for student-athletes.

ARTICLE III: BOARD OF DIRECTORS

Section I. The Board of Directors is the official governing board of the association.

Section II. The Board of Directors shall meet two times per year. One meeting may be conducted via teleconference or conference call format.

ARTICLE IV: OFFICIAL RULES

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

ARTICLE V: DUTIES OF OFFICERS

<u>President:</u>

Section I. Shall serve a three-year term.

Section II. In conjunction with the Board Chair, shall be responsible for the calling of regular and special meetings of the Board of Directors and association meetings.

Section III. Shall serve as Vice-Chair of the Board of Directors unless elected as Chair. Shall chair the Administration Committee and serve on all other subcommittees as an ex-officio member. Shall develop agenda for Administration Committee. Shall serve on the Executive Committee of the Board of Directors. Shall chair the Annual Meeting and present the State of the Association report at the Annual Convention. In concert with the National Office staff, shall attend any national athletic/educational meetings deemed appropriate. Shall sign such papers as deemed necessary by the Board of Directors or as required by various institutions (banks, etc.). Shall submit a report of activities to the Board of Directors at each meeting. Shall request necessary reports and/or information from National Office as deemed necessary. Shall appoint the President's Designate upon assumption of office on July 1. In concert with Board Chair, shall make interim

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

First Vice-President:

Section I. Shall be directly responsible to President and may assume duties of President in President's absence. Shall serve on the Administration Committee and, when the President is unable to do so, serve as an ex-officio member of all subcommittees. Shall assist in the development of the agenda for the Administration Committee meetings. Shall serve on the National Eligibility Committee. Shall attend Regional Coordinators' meeting and assist the Director of Membership as needed. Shall assume the President's office at end the of the three-year term (July 1) or upon resignation of President.

Second Vice-President:

Section I. Shall serve on the Administration Committee. Shall attend the National Sport Chairs' meeting and assist the Director of Membership as needed. Shall assume the First Vice-President's office at the end of the three-year term (July 1) or upon resignation of the First Vice-President.

Executive Director:

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

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

Section III. Shall serve on all committees.

Director of Membership:

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

Section II. Shall work directly with Regional Coordinators and National Sport Chairs.

Section III. Shall receive and verify all NCCAA Eligibility documents via the Eligibility Coordinator.

Director of Advancement:

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

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

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

Director of Communications:

Section I. Shall manage the association website, public relations, and social media.

Section II. Shall manage the NCCAA Network and coordinate production of championship streaming efforts.

Section III. Shall work with member Sports Information Directors to manage statistics reporting, Student-Athlete of the Week awards, submission of national rankings, postseason awards, etc.

Director of Championships

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

Section II. Shall work directly with Regional Coordinators and National Sport Chairs.

Regional Coordinator:

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

Section II. Shall be responsible for their respective regions.

National Sport Chairs:

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

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

ARTICLE VI: REGIONS

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

ARTICLE VII: CHRISTIAN CODE

Section I. The Scriptures establish a framework of values which shall guide character, behavior, and thought. It shall be a participating institution's responsibility to apply and enforce the highest principles of Christian conduct, character, values, and courtesy from this Biblical framework.

Section II. Representatives of participating institutions, including coaches and student-athletes are expected to abide by their respective institutional code of conduct which shall be developed from the Biblical framework. Failure to refrain may result in penalties.

ARTICLE VIII: SPECIAL PERMISSION

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

ARTICLE IX: SPORTS

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

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

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

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

ARTICLE X: PRINCIPLES OF INSTITUTIONAL CONTROL AND RESPONSIBILITY

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

Section II. All complaints against participating institutions must first be presented to the offending institution. If not resolved, then a formal complaint may be submitted in writing to the Director of Membership.

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

ARTICLE XI: ANNUAL MEETING AND VOTING PROCEDURE

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

Section II. Each participating institution shall be required to have a voting delegate in attendance or utilize the Proxy Ballot in accordance with NCCAA Bylaws.

ARTICLE XII: PARLIAMENTARY AUTHORITY

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

ARTICLE XIII: AMENDMENTS

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

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

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

Section IV. The Administration Committee of the NCCAA Board of Directors, in conjunction with the NCCAA National Office Staff, shall be authorized to adopt (in the interim between annual conventions) noncontroversial legislative amendments that are necessary to promote the normal and orderly administration of the association's legislation.

That authorization shall require a majority vote of the Administration Committee, or the entity designated by the NCCAA National Office Staff. The Administration Committee shall then submit the amendment(s) and/or edits which have been adopted under this authorization at the next Annual Business Meeting.

If a member institution deems any issue is of importance for further discussion and/or should be brought to a vote, it may submit a request for that amendment to be considered at the next Annual Business Meeting. Such distinction is required to be made 30 days prior to the Annual Convention.

NATIONAL CHRISTIAN COLLEGE ATHLETIC ASSOCIATION

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Bylaws

ARTICLE I: OFFICES

SECTION 1.01. REGISTERED OFFICE AND AGENT

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

SECTION 1.02. OTHER OFFICES

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

ARTICLE II: DIRECTORS

SECTION 2.01. POWERS

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

SECTION 2.02. NUMBER

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

SECTION 2.03. TERM

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

SECTION 2.04. ELECTION

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

SECTION 2.05. NO COMPENSATION

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

SECTION 2.06. REGULAR MEETINGS

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

SECTION 2.07. SPECIAL MEETINGS

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

SECTION 2.08. CALLING MEETINGS

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

SECTION 2.09. WAIVER OF NOTICE

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

SECTION 2.10. CONTENTS OF NOTICE

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

SECTION 2.11. QUORUM

At all meetings of the Board of Directors, the presence of one-third of the authorized number of Directors shall constitute a quorum for the transaction of business. In the absence of a quorum, a majority of the Directors present at any meeting may adjourn the meeting until a quorum is obtained.

SECTION 2.12. VOTING

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

SECTION 2.13. CONDUCT OF MEETINGS

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

SECTION 2.14. TELEPHONE PARTICIPATION

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

SECTION 2.15. WRITTEN CONSENT

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

SECTION 2.16. ADJOURNMENT

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

SECTION 2.17. REMOVAL

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

SECTION 2.18. RESIGNATION

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

SECTION 2.19. VACANCIES

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

SECTION 2.20. BOARD CHAIR

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

SECTION 2.21. BOARD VICE-CHAIR

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

ARTICLE III: MEMBERS

SECTION 3.01. PARTICIPATING INSTITUTIONS

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

SECTION 3.02. EFFECT

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

ARTICLE IV: COMMITTEES

SECTION 4.01. EXECUTIVE COMMITTEE

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

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

SECTION 4.02. ADMINISTRATION COMMITTEE

The Administration Committee is comprised of the following: President, First Vice-President, Second Vice-President, President's Designate, at-large members (as assigned), and as ex-officio, the Director of Membership, Director of Communications, Director of Championships, and Executive Director. It shall have a quorum of one-third of the members and shall act by majority vote. It shall meet annually four times. It shall serve as oversite of all regional and national competition and business, oversite of the handbooks, and shall make recommendations to the Board of Directors. Its other powers shall be as specified by the Board of Directors.

SECTION 4.03. ADVANCEMENT COMMITTEE

The Advancement Committee of the Board of Directors shall exercise all powers and authority specified by the Board of Directors. It shall have a quorum of one third of the members and shall act by majority vote. It shall serve to assist the Director of Advancement with direction, planning and execution of development related activities for the NCCAA.

SECTION 4.04. FINANCE COMMITTEE

The Finance Committee of the Board of Directors shall exercise all powers and authority specified by the Board of Directors. It shall have a quorum of one third of the members and shall act by majority vote. It shall serve as oversite of all financial planning and decisions of the NCCAA.

SECTION 4.05. OTHER COMMITTEES

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

SECTION 4.06. NATIONAL ADMINISTRATIVE COUNCIL

The National Administrative Council shall consist of the Sports Information Committee, the Competition Experience Committee, the Division I Regional Experience Committee, and the Division II Regional Experience Committee. Members of the Sports Information Committee shall be appointed by the Director of Communications. Members of the

Competition Experience Committee shall be appointed by the Director of Championships. Members of the Regional Experience Committees shall be the Regional Coordinators.

These committees shall make recommendations to the Administration Committee regarding the following matters:
a. Operational policies for regional and national competition, national statistical services, and national awards;
b. Reviewing and establishing national qualification plans for postseason competition for all sports; and
c. Reviewing and acting on all recommendations from sport coaching bodies.

SECTION 4.07. NATIONAL ELIGIBILITY COMMITTEE

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

ARTICLE V: OFFICERS

SECTION 5.01. ELECTION

a. The Second Vice-President shall be elected every three years by a majority of the participating institutions and confirmed by the Board of Directors. At the end of the term, the Second Vice-President shall automatically succeed the First Vice-President. At the end of that term, the First Vice-President shall automatically succeed the President. If the Second Vice-President or First Vice-President resigns, is removed, or otherwise cannot succeed to the next office, a new First Vice-President or Second Vice-President, respectively, shall be elected and confirmed as above. (b) The National Sport Chairs, Regional Coordinators and other regional officers shall be nominated and confirmed as provided in SECTIONS 5.15 through 5.17 respectively, every three years.
b. The divisional rotation of elected leaders shall be maintained unless eligible and willing candidates are not brought forth on the ballot. In such cases, the candidates may come from the other division and the rotation shall begin with the following election, whenever that may be necessary.

SECTION 5.02. APPOINTMENT

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

SECTION 5.03. OTHER OFFICERS

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

SECTION 5.04. MULTIPLE OFFICES

Individuals may not hold two positions in the NCCAA (e.g., First or Second Vice-President, Regional Coordinator, National Sport Chair, etc.) unless approved by the Administration Committee.

SECTION 5.05. COMPENSATION

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

SECTION 5.06. TERM

Each officer of the corporation under SECTION 5.01 shall hold office for three years, and each officer under SECTION 5.02 shall hold office until his/her successor is chosen or until his/her earlier resignation, removal, or otherwise cannot succeed to the next office.

SECTION 5.07. PRESIDENT

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

SECTION 5.08. EXECUTIVE DIRECTOR

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

SECTION 5.09. DIRECTOR OF MEMBERSHIP

The Director of Membership shall report to the Executive Director; shall serve as the staff liaison to the Administration Committee; shall keep complete copies of records and minutes of meetings of the National Eligibility Committee, and National Administrative Council; shall prepare and furnish blank forms and other printed materials as needed; shall annually update the NCCAA Official Handbook; shall receive and file regional reports; shall receive and file National Chair reports; shall oversee the Eligibility Coordinator who shall receive, review, and verify all NCCAA eligibility documents and hear all appeals rising from any violations; and shall perform other duties as may be incidental to that office.

SECTION 5.10. DIRECTOR OF ADVANCEMENT

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

SECTION 5.11. DIRECTOR OF COMMUNICATIONS

The Director of Communications shall report to the Executive Director; shall manage association website, public relations and social media; shall manage NCCAA Network and coordinate production of championship streaming efforts; shall work with member Sports Information Directors to secure stories; shall manage the stats reporting process; shall manage the Student-Athlete of the Week Award; shall work with the National Sport Chairs on submission of national rankings, postseason awards, etc.; in concert with the Director of Advancement, shall develop story lines for *The Pursuit* magazine and video projects; shall attend assigned National Championships and coordinate public relations efforts with members and media.

SECTION 5.12. DIRECTOR OF CHAMPIONSHIPS

The Director of Championships shall report to the Executive Director while overseeing and directing all NCCAA Championship Events. Duties shall include budget development, sponsorship opportunities, enhancement of participant experience, and procurement of all awards related to National Championship events. The Director of Championships

shall approve schedules and arrangements for all NCCAA championship events in concert with the Executive Director. Furthermore, in conjunction with the Director of Membership, this individual shall receive and file regional reports and National Chair reports related to regional and national championships.

SECTION 5.13. VICE-PRESIDENTS

a. First Vice-President. Shall be directly responsible to the President and may assume duties of the President in the President's absence. Shall assume the President's office at the end of three-year term (beginning July 1) or upon resignation of the President. Shall serve on the Administration Committee and, when the President is unable to do so, serve as an ex-officio member of all subcommittees. Shall assist in the development of the agenda for Administration Committee meetings. Shall serve on the National Eligibility Committee. Shall attend the Regional Coordinator meeting and assist the Director of Membership as needed.
b. Second Vice-President. Shall serve on the Administration Committee and assist in the selection of the #KingChasing Award recipient. Shall attend the National Sport Chair meeting and assist the Director of Membership as needed. Shall serve as the Secretary of the Administration Committee of the Board of Directors and submit minutes to the National Office for dissemination within five days of meeting adjournment. Shall assume the First Vice-President's office at the end of the three-year term (beginning July 1) or upon the resignation of the First Vice-President.

SECTION 5.14. SECRETARY

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

SECTION 5.15. NATIONAL SPORT CHAIR

a. Function. A National Sport Chair for each sport shall be responsible for directing a national NCCAA competition in his/her particular sport.
b. Selection. Each National Sport Chair shall be nominated by a majority vote of the sport coaches and shall be confirmed by a vote of the Board of Directors.
c. Duties. The National Sport Chair shall conduct the NCCAA National Championship in his/her respective sport, in concert with the Tournament Director of the National Championship and/or Vice-Chair of the sport; shall recommend a host site (two years in advance) for the National Championship to the Director of Championships; shall conduct all coaches' meetings; shall oversee weekly or bi-weekly national rankings and the selection of All-Americans; shall oversee the National Championship selection and seeding process; shall submit policy changes, procedures, and recommendations from the coaches' meetings to the Director of Membership 45 days prior to the Annual Convention; shall submit a complete financial report of the National Championship (as provided by the host); shall not enter into any vendor contractual agreement without the permission of the NCCAA Executive Director.
d. Expense Reimbursement. Each National Sport Chair shall be entitled to reimbursement by the National Office for reasonable travel expenses, including meals and lodging, incurred in attending the National Championship (see job profile in Forms and Procedures section for details on expense reimbursement limits).

SECTION 5.16. REGIONAL COORDINATOR

a. Function. The Regional Coordinator shall direct and administer all NCCAA sports competitions in his/her respective region with the assistance of each Regional Sport Chair.
b. Selection. Each Regional Coordinator shall be elected by a majority vote of the participating institutions within the region; shall be confirmed by a vote of the Board of Directors; and shall serve a three year term.
c. Duties. The Regional Coordinator shall direct and administer NCCAA sports within their respective region; shall set regional meeting dates, chair those meetings, keep minutes, and communicate with the Director of Membership as well as all member institutions within the region; shall screen applicants from prospective regional institutions within the region for membership, in concert with the Director of Membership; shall serve on the National Administrative Council; shall develop unity among member institutions within the region; shall select and work with Regional Sport Chairs in regional playoffs; shall complete a year-end report that includes results from regional championships, All-Regional Teams, Regional Coach of the Year, and other special awards for the region; shall update the Regional Handbook each year and send a copy to the Director of Membership and each member institution in the region; shall maintain the history of the region, including awards and championship information and results; shall represent the region at the NCCAA Annual Convention; and shall not enter into any vendor contractual agreements without the permission of the NCCAA Executive Director.

d. Expense Reimbursement. Each Regional Coordinator shall be reimbursed by the NCCAA National Office for onsite expenses (see job profile in Forms and Procedures section for details on expense reimbursement limits), incurred at the Annual Convention, limited to lodging. Each region shall cover travel and administrative expenses incurred for NCCAA business including transportation expenses to the NCCAA Annual Convention, pending the region's financial structure.

SECTION 5.17. REGIONAL OFFICERS

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

SECTION 5.18. NATIONAL ELIGIBILITY CHAIR

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

SECTION 5.19. PRESIDENT'S DESIGNATE

The President's Designate is a position on the Administration Committee that is designated by the President elect. The position is nominated to the committee annually by the President. The role of the President's Designate is to serve on the committee as a voting member and to represent the opposite division of the president elect.

SECTION 5.20. REMOVAL

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

SECTION 5.21. RESIGNATION

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

SECTION 5.22. VACANCIES

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

ARTICLE VI: PARTICIPATING INSTITUTIONS

SECTION 6.01. ELIGIBLE INSTITUTIONS

a. Definitions. A participating institution, as used herein, is one that has been approved for participation in athletic competition sponsored or approved by the NCCAA. Institutions, as used herein, shall include the undergraduate schools of universities and Bible colleges or institutions that meet the requirements of this section. Academic year, as used herein, shall mean July through June of each year.
b. Academic Program. To be eligible, an institution must offer an accredited four-year program with academic standards acceptable to the Board of Directors. Only accredited Christian institutions with four-year programs are eligible for regional or national championships (see Sports Policies and Procedures section I.B.4.).
c. Christian Statement of Faith. To be eligible, an institution must sign annually, at the time of membership renewal, and comply with the Statement of Faith of the NCCAA.
d. Admission Standards. To be eligible, institutions must admit student-athletes and non-student-athletes under the same admission standards and enroll them through the same regular academic procedure.

e. Equitable Programs. To be eligible, institutions must provide equitable sport offerings for both genders.
f. Required Athletic Department Staffing. To be eligible, institutions must provide adequate staffing including, but not limited to, athletics director, faculty athletics representative and/or compliance officer, athletics trainer, senior woman leader, and sports information director.

SECTION 6.02. APPLICATION, NOMINATION, & CONSIDERATION

a. Application. Any accredited Christian institution offering a four-year degree-granting program may submit an application to the NCCAA. The NCCAA National Office may send application materials to an applicant institution on request by the Regional Coordinator or prospective school and shall send notification of the deadline for final approval with application material sent. NCAA Division I members (full, exploratory or provisional) are not eligible for membership in the NCCAA due to the absence of any reciprocal agreements with NCAA Division I Management Councils.
b. Nomination. A vote of the participating institutions in the Region shall be taken regarding recommendation of the nomination before the application may be sent to the Administration Committee.
c. Deadline. Unless modified by the Board of Directors, in extraordinary circumstances only, June 30 is the deadline for final approval of the application of a prospective participating institution for that institution to participate in the sports competition for the academic year.
d. Consideration. The completed application materials, along with a site visit summary, shall be considered by the Administration Committee. That committee shall recommend to the Board of Directors that it confirms or rejects participation and to which membership status the institution shall be assigned. Membership status shall be full membership or provisional membership.
e. Definitions
    1. Provisional Membership Status: Provisional status is a possible designation for any new member that seeks full membership. This shall include members who are starting new athletic programs, have gender inequity within their program, have questions about their accreditation, or other concerns designated by the site visit team.
    2. Full Membership Status: Full Membership is the designation that includes all rights and privileges of the NCCAA as stated in the handbook.

SECTION 6.03. CONFIRMATION

a. Confirmation. The Board of Directors shall consider applications for participation and must confirm the nomination before an institution may participate in NCCAA competition.
b. Notification. The Director of Membership shall notify the Regional Coordinator and the Athletics Director of the applicant institution regarding the decision of the Board of Directors.
c. Materials Sent. If the application is approved, the Director of Membership shall send the following to the Athletics Director of the new participating institution: the NCCAA Official Handbook, other necessary materials, and a bill for the current dues. The new participant shall not be entitled to participate in sports competition until the NCCAA receives payment of all dues (due August 1).

SECTION 6.04. RENEWAL PERIOD

a. Deadline. Each participating institution must renew its participation on or before August 1 to participate in sports competition for the following academic year.
b. Requirements. For a renewal of participation, a participating institution must send the renewal information sheet by the August 1 deadline and dues by the August 1 deadline.

SECTION 6.05. DUES

a. Amount. Dues structure shall be approved by the Board of Directors and include an annual increase. All non-dually affiliated members must also remit their annual Catastrophic Insurance (CAT) premium each year. Dually affiliated members that are full members of NAIA, NCAA, and CCAA have Catastrophic Insurance (CAT) via this affiliation and are not required to be on the NCCAA policy.
b. Deadline. Annual dues are due on August 1. They are delinquent if not paid by the Friday following Labor Day of each year.
c. Disqualification. If dues are not received by the August 1 deadline, the participating institution may be disqualified from national and regional championships during that academic year.

SECTION 6.06. TERMINATION

a. Resignation. A participating institution may resign its participation at any time.
b. Termination. If a member institution fails to maintain the academic and athletic standards required for membership or fails in ethics, eligibility, or Christian conduct, the Board of Directors, in harmony with the National Sport Chair (where necessary) and Regional Coordinator, may take the following disciplinary steps including warnings, reprimands, probation, and suspension as stated in Section 7.10.
c. Reinstatement. Following the designated period of discipline, the member institution may be reinstated to full participation status upon the approval of the Board of Directors.

SECTION 6.07. REHEARING

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

SECTION 6.08. ANNUAL BUSINESS MEETING

The Annual Business Meeting of participating institutions shall be held once a year, in conjunction with the Annual Convention. Each institution shall be required to have a voting delegate at the Annual Convention including the entirety of State of the Association, Hall of Fame Event, Regional Meetings, and the Annual Business Meeting. Failure to have a delegate in attendance shall result in suspension of all sports for the upcoming academic year. A member institution may utilize the Proxy Ballot (see Forms & Procedures section) once every three years when attendance is not possible by any institutional representative. When a proxy ballot is used, attendance becomes required for the next two years. New members must send either the Athletics Director or Vice-President over Athletics to the NCCAA Annual Convention the first two years of membership.

SECTION 6.09. VOTING

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

ARTICLE VII: ATHLETIC COMPETITION

SECTION 7.01. REGIONS

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

SECTION 7.02. DIVISIONS

The Board of Directors shall establish divisions within a sport.

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

SECTION 7.03. AUTHORIZED SPORTS

a. Current Sports. The current authorized sports for national competition are baseball, men's basketball (Divisions I & II), women's basketball (Divisions I & II), men's cross country (Divisions I & II), women's cross country (Divisions I & II), men's golf, women's golf, men's indoor track and field, women's indoor track and field, men's soccer (Divisions I & II), women's soccer (Divisions I & II), softball, men's track and field, women's track and field, men's volleyball, and women's volleyball (Divisions I & II). These may be changed, when necessary, by the Board of Directors.
b. Levels of Participation. The percentage of schools for a sport to be considered championship status and the percentage of schools for participation of teams that attend a National Championship shall be determined by the Administration Committee (see the Sports Policies and Procedures section for details).
c. Additions. A sport is authorized for national championships only after successful invitational tournaments or meets sanctioned by the NCCAA have occurred for a minimum of two years, unless shortened by the Board of Directors, and then only when the sport is authorized as a national championship sport by the Board of Directors.
d. Criteria. The following criteria are used in assessing whether a sport should be authorized for national competition: (1) it must have sufficient financial support to be totally independent and solvent, (2) it must have sufficient participation among member schools in order to represent competition on a national scope, and (3) it must enjoy sufficient interest among member schools so that participation shall provide a competitive quality sufficient for a national champion to be recognized.
e. NCCAA Invitational Sport. A sport recognized by the NCCAA in which a sufficient number of NCCAA Member institutions declare intent to sponsor as a varsity intercollegiate sport (as defined by the Administration Committee). The institution's Declaration of Intent to Participate certificate shall serve as an institution's official designation of sponsorship. The following shall be the next steps:
    1. An invitational sport shall establish a coaches' association to develop policies and procedures for the sport.
    2. The Administration Committee shall approve the sport's request for invitational sport status.
    3. The coaches' association must submit the request for NCCAA Invitational Status by May 1st and receive approval from the Administration Committee.
    4. There must be growth year to year towards the sufficient number standard of becoming a recognized Championship Sport in the NCCAA. Details of this progress can be found in the Sport Policies and Procedures section.

SECTION 7.04. AUTHORIZED COMPETITION

a. NCCAA. No sport competition of any type, whether national or regional, shall be sanctioned as an NCCAA sport activity unless it is under the direct supervision and control of the National Sport Chair and Director of Championships. Championship dates, both Regional and National, shall be set by the Administration Committee in concert with the National Administrative Council (NAC).
b. Host Institution. Any athletic competition shall be under the direct control and supervision of the institution administration of the host institution and the Director of Championships, and no member institution shall participate in any athletic competition that is not under such direct control and supervision.
c. Other Sports. A sports event in a sport not approved by the NCCAA is neither authorized by nor sponsored by the NCCAA unless that sports event is specifically approved in writing by the Board of Directors. Requests for approval of particular sports events should be submitted in writing to the Director of Membership.
d. Sunday Competition. For NCCAA regional and national competitions, it is prohibited to schedule and compete on any Sunday unless all institutions involved approve to compete based on special circumstances (e.g., weather or travel issues).

SECTION 7.05. NCCAA NAME, LOGO & SPONSORSHIP

a. NCCAA Services. Services provided for authorized competition in authorized sports include NCCAA logos for use in game programs and other promotional material, a message from the NCCAA President or Executive Director for

use in programs and other promotional material, NCCAA special event banners for display, listing NCCAA publications, and other services for a nominal fee.

b. Authorized Activities. Only authorized competition in approved sports is entitled to the above services and then only with the written consent of the Executive Director.

c. Executive Director's Consent. The written consent of the Executive Director must be given before the NCCAA logo or the NCCAA name may be used in any way in connection with any sport, competition, event, or activity whatsoever.

d. Use Fee. If the NCCAA logo or the NCCAA name is used on any item, article, or other thing that is sold, the participating institution making such sale or benefiting in any way from such sale shall pay a usage fee of ten percent (10%) of the net proceeds to the NCCAA National Office. Payments shall be made quarterly by March 15, June 15, September 15, and December 15.

SECTION 7.06. TELEVISION & RADIO COVERAGE

a. Regional Competition. The Regional Coordinator may arrange television, webcasting and/or radio coverage for regional competition. For radio coverage, no notification or prior approval is required. For television and webcasting coverage, notification of the coverage and written approval by the Director of Communications is necessary. The NCCAA reserves the right for a one-minute promotional spot per match in the television and/or webcasting coverage.

b. National Competition. The NCCAA owns exclusive rights for all broadcasts (television, webcast, radio, etc.) of its championship meets, tournaments, and games. All institutions or entities interested in producing a broadcast of any kind must first obtain written approval from the Director of Communications. If approved, the institution or entity shall be charged a rights fee, as listed in the Rights Fee for NCCAA National Championships in the Media and Broadcasting Policies for National Events section of the Sports Policies and Procedures section.

SECTION 7.07. RECRUITING GUIDELINES

a. Principles. The following principles govern recruitment and campus visitation of prospective student-athletes. The student-athletes should be protected in maintaining normal academic progress while still in high school or junior college. Recruitment should be coordinated with the overall policies that affect enrollment of new students to the institution. The obvious cons of tryouts should be avoided that conflict with the aim of making the intercollegiate program an integral part of the total scholastic program.

b. Limited Tryouts. Individual or group tryouts may be conducted for the purpose of assisting in the assessment of athletic promise, if tryouts are a part of the general institutional policy in the procurement of students with special talents. Tryouts, where permitted, shall be limited to no more than two days for a specific student.

c. No Expense Reimbursement. No reimbursement shall be made for any part of the travel expense of prospective student-athletes who visit with the participating institution, either in the form of reimbursement by the participating institution or by any individual or organization, unless the practice is part of the general institution policy in the recruiting of all students and not just limited to student-athletes.

d. No Contact. No coach or other representative of a participating NCCAA-only institution shall contact a student-athlete who has matriculated to another NCCAA-only institution (see Sports Policies and Procedures section II.B.6).

e. Reporting Contacts. If a student-athlete who has matriculated to an NCCAA-only institution contacts the Athletics Director or a coach of a participating NCCAA-only institution, the contacted institution shall have the responsibility to notify in writing the institution where the student-athlete is presently enrolled within ten days following the first contact (see Sports Policies and Procedures section II.B.6).

f. Investigation. If a contact that violates this section is reported to the Director of Membership, the Administration Committee shall immediately investigate the case and take appropriate action.

SECTION 7.08. HIGH SCHOOL ALL-STAR CONTESTS

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

SECTION 7.09. CHRISTIAN CONDUCT CODE

a. Principles. The Scriptures establish a framework of values, which shall guide character, behavior, and thought. It shall be the responsibility of a participating institution to enforce the highest principles of Christian conduct, character, values, and courtesy from this Biblical framework. Representatives of participating institutions, including

coaches and student-athletes, are expected to abide by their respective institutional code of conduct, which shall be developed from the Biblical framework.

b. Ethical Acts. Representatives of participating institutions, including coaches and student-athletes, must refrain from dishonest and unethical acts as stated in the Code of Conduct and #KingChasing documents (see Forms and Procedures section).

c. Sports Competition. No national or regional sports event under the auspices of the NCCAA shall allow any use of beer, wine, liquor, other forms of alcoholic beverages, non-therapeutic drugs, or tobacco. This shall be interpreted to prohibit their sale, sponsorship, or advertising in programs, radio, television, or other promotional media. This shall also include prohibiting the bringing of alcoholic beverages or non-therapeutic drugs into, or at the site of, any event under the auspices of the NCCAA. This shall be for the duration of the event, from arrival to departure home, including any off-site location (e.g. hotels, restaurants).

d. Institutional Sports Events. Participating institutions in the NCCAA are also expected to adhere to this national policy in the administration of their institutional sports program events.

SECTION 7.10. SANCTIONS

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

a. General Sanctions. The Administration Committee may punish violation of any NCCAA rules, in its sole discretion, by any or all of the following measures: warning, reprimand, probation, suspension and/or termination. Probation/Suspension categories are as follows:
   1. Supervisory Probation. This status constitutes a "watch" policy by the Board of Directors and the Regional Coordinator. The length of the term shall be at least one year and no longer than two years. Under this status, there shall be no restriction of a team's participation. Players shall be eligible for honors.
   2. Restrictive Probation. This status is usually directed at, but not limited to, one particular sport at a member institution and shall restrict the team (or teams) from participating in postseason competition, prohibits the team (or teams) from receiving honors (both regular and postseason), and prohibits the team (or teams) from rankings and power ratings for up to two years. Depending on the type of violation, individuals on the team (or teams) may also be prohibited from receiving honors (both regular and postseason) for up to two years.
   3. Suspension. Status usually directed at, but not limited to, a particular sport to take effect at the end of the season. Teams on suspension shall not be allowed to compete at the NCCAA level for at least one season, and not more than two, including postseason play. No honors (regular and postseason) shall be allowed for the team members. Teams are prohibited from rankings and power ratings.

b. Procedure. Charges against any participating institution, its coach or its student-athlete(s) shall first be presented to the offending institution. If not resolved, then a formal complaint may be filed with the Director of Membership. The Administration Committee may initiate investigation of any alleged violation of rules and regulations.

c. Statistics Penalty. If a participating institution is suspended, no statistics regarding that institution shall be included in statistical releases or in NCCAA record books. However, statistical records of an individual may be counted toward a total four-year record. If suspension or another penalty is limited to one or more specified sports, only such sports shall be affected.

d. Ineligible Student-Athletes. No participating institution shall permit the use of a student-athlete who is ineligible according to the NCCAA rules and standards. Any participating institution that violates this rule may be subject to suspension from competing in all national and regional NCCAA events pending a full investigation by the Board of Directors.

e. Delinquent Eligibility Reports. If any participating institution is delinquent in filing its eligibility with the Eligibility Coordinator, it shall be declared ineligible to participate in any postseason competition in any sport in which it is delinquent for that season; shall not utilize the statistics service of the NCCAA until eligibility is cleared; shall be suspended from participation in any NCCAA national and regional sports events until eligibility is cleared for the delinquent sport; shall be investigated by the Board of Directors for possible penalties of the participating institution; and shall disqualify its student-athletes and coaches in the delinquent sports from NCCAA national and regional awards.

f. Christian Conduct Code. If any participating institution violates, permits, or condones violation of the Code of Christian Conduct in SECTION 7.09 herein, the Board of Directors may use any or all of the sanctions herein that, in its sole discretion, it deems appropriate.

g. Delinquent Dues. Participating institutions that have not paid annual dues by the Friday following Labor Day are ineligible for member services and subject to additional penalties. Participating institutions that have not paid annual dues by September 30 are subject to penalties including suspension and termination.

h. Equitable Programs. If any participating institution fails to provide equitable sport offerings for both genders as stated in SECTION 6.01 herein, the Board of Directors may use any or all the sanctions herein that, in its sole discretion, it deems appropriate.

ARTICLE VIII: MISCELLANEOUS PROVISIONS

SECTION 8.01. AMENDMENT

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

SECTION 8.02. EDITORIAL OR NONCONTROVERSIAL CHANGES

The Administration Committee of the NCCAA Board of Directors, in conjunction with the NCCAA National Office Staff, shall be authorized to adopt (in the interim between annual conventions) noncontroversial legislative amendments that are necessary to promote the normal and orderly administration of the association's legislation, per Constitution Article XIII. SECTION IV. and Bylaws Article VIII. SECTION 8.02.

That authorization shall require a majority vote of the Administration Committee, or the entity designated by the NCCAA National Office Staff. The Administration Committee shall then submit the amendment(s) and/or edits which have been adopted under this authorization at the next Annual Business Meeting.

If a member institution deems any issue is of importance for further discussion and/or should be brought to a vote, it may submit a request for that amendment to be considered at the next Annual Business Meeting. Such distinction is required to be made 30 days prior to the annual convention.

SECTION 8.03. DISSOLUTION

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

SECTION 8.04. INDEMNIFICATION

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

SECTION 8.05. RACIAL DISCRIMINATION POLICY

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

NATIONAL CHRISTIAN COLLEGE ATHLETIC ASSOCIATION

Infractions and Penalties

Infractions and Penalties

I. ENFORCEMENT

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

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

Dually affiliated institutions are required to self-report sanctions in their primary affiliation to the Director of Membership for a review to determine if NCCAA sanctions are warranted. Failure to comply may result in additional penalties.

If there is reasonable doubt as to a student-athlete's eligibility, the Director of Membership and/or Committee may direct an institution to withhold a student-athlete from competition pending a final ruling.

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

II. INFRACTIONS - ELIGIBILITY

A. Institutional Violations: An Administrative Error Not Requiring Forfeits
An administrative error is defined as an eligibility case in which one or more student-athletes who were otherwise academically eligible were left off the Official Eligibility Certificate, the filing of the Official Eligibility Certificate was completed correctly but was filed after the date of competition and within five days of the first contest, or other clerical errors that were made that did not affect the eligibility of a student-athlete. In such cases the following shall apply:

1. Forfeitures shall not be required for contests in which improperly certified student-athletes who met all NCCAA eligibility requirements competed.
2. Withhold the head coach one contest for each incident in which a student-athlete participated who met all NCCAA eligibility requirements but did not appear on the Official Eligibility Certificate. Once the institution receives an official closing letter from the NCCAA National Office, the coach shall be withheld from the next scheduled contest unless the suspension has already been satisfied. The institution's published schedule at the time of the infraction shall be used to identify the next scheduled contest. For each additional administrative error that occurs within the same academic year, an additional contest suspension shall apply.
3. Such institutions shall also receive an official warning for the first offense.
4. Repeated violations of certification procedures shall lead to additional penalties as determined by the Director of Membership.

B. Institutional Violations: Use of Ineligible Athletes or Other Violations of Bylaws Regulations Which Require Institutional Forfeits
Forfeits are required in cases where the Director of Membership or the affected institution has determined that a competing student-athlete was academically ineligible, an eligibility certificate was submitted over five days late, or other Bylaws regulations have been violated, other than administrative error(s) defined above.

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

D. Use of Ineligible Student-Athlete in Intercollegiate Competition
The institution or student-athlete shall:

1. Forfeit all contests in which a student-athlete who participated did not meet all NCCAA eligibility requirements. Forfeiture of contests won shall be submitted to the NCCAA National Office and notification shall be provided to the Athletics Director of the offended institution.
2. Withhold the ineligible student-athlete a maximum of one contest for each contest in which the student-athlete participated while not meeting all NCCAA eligibility requirements. The student-athlete shall not be withheld if the student-athlete met all NCCAA eligibility requirements other than certification.
3. Charge the ineligible student-athlete with a season of competition for participating while ineligible.
4. Withhold the head coach one contest for each incident in which a team's official eligibility certificate was completed correctly but was filed more than five days after the date of first competition.
5. Cause a review of the case by the appropriate committees of this Association. The ineligible student-athlete may be assessed additional penalties up to being declared ineligible for further intercollegiate competition for withholding information or supplying false or incomplete information.
6. Supply to the Director of Membership a complete statement concerning the ineligible participation, including a listing of the ineligible student-athlete's college work (transcript preferred), a statement of institutional action to correct the situation which led to the violation, and a statement from the student-athlete(s) if possible.
7. Have the case reviewed by the Director of Membership and/or the appropriate committees of the association. The institution may be subject to additional penalties.

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

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

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

Forfeits shall be required, and the institution may be subject to additional penalties if the institution knew of the Eligibility Coordinator's mistake or the dissemination of false information, or if the institution failed to perform due diligence on the student-athlete's eligibility certification. The institution shall be offered an opportunity for a hearing or rebuttal to potential penalties.

CASEBOOK EXAMPLES
Ineligible Participation – Institution
Approved Ruling: The institution shall automatically be suspended from competing in all NCCAA postseason competition in the program affected until clearance is given by the Eligibility Coordinator and shall forfeit all contests in which the ineligible student-athlete was used.

Ineligible Participation – Student-Athlete
Approved Ruling: The ineligible student-athlete shall be charged with a term of attendance and up to a maximum of a season of competition in that sport by the institution as standard procedure.

Ineligible Participation – Student-Athlete Reestablishes Eligibility
Approved Ruling: If a student-athlete participates, is subsequently ruled ineligible in a given sport, and then reestablishes eligibility during the same season, the student-athlete may be charged with a second season of competition in that sport if the student-athlete again competes during the same season in which the student-athlete initially was ruled ineligible.

III. INFRACTIONS - DECLARATION OF INTENT TO PARTICIPATE

A. Declaration of Intent to Participate in Postseason
Should an institution declare its intent to participate in postseason play in any sport requiring such documentation and then refuse an invitation to participate, change its Declaration of Intent after the deadline, or arrive late and/or not participate in all required functions of the National Championship/Invitational, that sport shall be placed on Restrictive Probation for the following academic year, with the potential for additional penalties up to all sports at

that institution being placed on Restrictive Probation. Continued advancement in CCAA, NAIA, or NCAA postseason play shall be an acceptable exception to this rule.

B. Delinquent Filing of Intent to Participate Form
An institution that fails to file the Declaration of Intent to Participate form, where applicable, shall:
1. Be declared ineligible to participate in NCCAA postseason in those sports in which it was delinquent.
2. Be denied statistical services for those sports.
3. Have its student-athletes and/or coaches be exempt from receiving postseason awards and honors.

IV. INFRACTIONS - CONDUCT

A. Conduct in Competition
The following policy shall apply to all NCCAA only members during all contests (e.g., scrimmage, exhibition, countable, non-countable, postseason). The policy shall apply to CCAA/NAIA/NCAA dual members during NCCAA Regional and National play only. It is the responsibility of the offending institution to provide written notification to its Regional Coordinator and the National Office of any incidents of misconduct during a contest, including ejections, within 48 hours of the incident. The Director of Membership shall include the institutional president in communications regarding ejections. The Incident and Ejection Reporting Form can be found in Appendix A and in the Infractions & Penalties section of the handbook.

Any coach or student-athlete ejected while representing an NCCAA member institution in competition shall be automatically subject to the following penalties:
1. Suspension for the next contest after the coach or student-athlete is ejected for the first time (in one sport) in a single season. Suspension for the next two contests if the coach or student-athlete was ejected for fighting, as reported by the game official.
2. Suspension for the next two contests if a coach or student-athlete accumulates two ejections (in one sport) in a single season. Suspension for the next three contests if the coach or student-athlete was ejected for fighting, as reported by the game official.
3. Ineligibility for the remainder of all regular season and postseason participation if a coach or student-athlete accumulates three ejections or two fighting ejections (in one sport) in a single season.

Any coach, student-athlete, or athletics staff member found to be in violation of the NCCAA's Code of Conduct and/or Code of Ethics while representing an NCCAA member institution, which may or may not have resulted in an ejection, shall be subject to an investigation which could result in penalties.

Any coach serving a suspension:
1. Shall not be in the venue from one hour before the scheduled start of the game until 30 minutes after the completion of the contest. During the suspension, the coach must be out of sight and sound and is prohibited from any communication or contact, direct or indirect, with the team, coaches, and/or bench personnel until the completion of the contest, including the overtime periods.
2. Shall not participate in any pregame activities up until one hour before the scheduled start time.

Any student-athlete serving a suspension:
1. May be in the team area, provided they are not in uniform.
2. Shall not participate in any pregame activities.

NOTE 1: Suspensions include postseason play and may carry over to the following year depending on when the ejection occurs.

NOTE 2: If a student-athlete or coach fails to complete the subscribed penalty in the immediately following contest, the suspension shall be doubled for every game played before the penalty is served.

NOTE 3: Any coach or student-athlete ejected from a junior varsity or varsity contest shall be suspended for the next contest at the same level or higher as the contest from which the student-athlete or coach was ejected. Contests that are defined as scrimmages and exhibitions shall not satisfy the suspension penalty.

NOTE 4: An institution or NCCAA region shall retain the right to apply more stringent penalties than the NCCAA rules and standards. If sport specific rules are more stringent than NCCAA rules, the institution must also conform to the sport specific rules.

NOTE 5: An administrative error ejection shall be reviewed by the Director of Membership and may result in a suspension.

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

Ejections and suspensions are not subject to appeal.

B. Violations Reviewed by the Administration Committee
The Chief Executive Officer of an institution reported to be in violation shall be notified of the allegation prior to a formal investigation. The Administration Committee shall collect and consider all information regarding the issue, and in cases where violations have occurred, take action as authorized in Article VII, Section 7.10-7.12 of the Bylaws.

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

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

V. INFRACTIONS – STATISTICS REPORTING

A. Complete and accurate statistical information must be submitted to the NCCAA in the form of .XML game files following the steps outlined at the www.thenccaa.org/helpcenter, and using only one of the approved stats programs (DakStats, Genius Sports, PrestoSports, or StatCrew). Game files must be submitted to the NCCAA within 48 hours after the game. The mandatory deadline for weekly game files to be uploaded to the NCCAA website is Tuesday at noon (ET). Any amount of missing game files in a week shall count as a missed report. Any game files submitted from a non-approved stats program shall count as a missed report.

B. The penalties for not reporting statistics or for being late are:
1. First offense: Email or letter of notice of the violation.
2. Second Offense: Email or letter of a warning of a violation.
3. Third offense: $100 fine paid within 30 days of the date of the invoice or before the Regional Championships, whichever comes first.
4. Fourth offense: $250 fine paid within 30 days of the date of the invoice or before the Regional Championships, whichever comes first, loss of postseason awards for the applicable athletes and/or team, the team shall become ineligible for statistical reports and ratings for the remainder of the season. And any further penalties at the discretion of the Administration Committee of the Board of Directors.

It is the responsibility of each institution to contact the National Office regarding any technical problems experienced in submitting weekly statistics. Proper communication can prevent team penalties.

Regular Season Neutral Site Tournament Statistics: The host institution of regular season tournaments (e.g., classic, tri-match, or any multi-team event of the like that an institution hosts, regardless of venue or if the host institution is competing) is responsible for recording official statistics for all participating teams for those sports in which a weekly national statistical report is conducted. Missing statistics from a regular season tournament shall be considered a missing statistical report for the host institution regardless if the host competed (other participants of the tournament shall not be considered to have missed a statistical report the first week, but the following week shall be considered to have missed a statistical report if still missing). Note: If the host sent files to opponents and opponents failed to upload the files in time, the host shall not be penalized.

VI. PENALTIES

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

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

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

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

E. Suspension of Institution
1. Place any or all the institution's athletics programs or staff on suspension for a specified time. Suspension shall deny the institution's student-athletes and/or staff member(s) in the affected sport(s) the opportunity to participate in any postseason competition. The specific sport(s) and its student-athletes shall also be excluded from the national awards program and all statistical services during the period of suspension.
2. General Sanctions
The Director of Membership and the Administration Committee may punish violation of these and/or other rules, in its sole discretion, by any or all the following measures: warning, reprimand, probation, suspension and/or termination. Probation/Suspension categories are as follows:
    a. Supervisory Probation. This status constitutes a "watch" policy by the Board of Directors and the Regional Coordinator. The length of the term shall be at least one year and no longer than two years. Under this status, there shall be no restriction of a team's participation. Players shall be eligible for honors.
    b. Restrictive Probation. This status is usually directed at, but not limited to, one particular sport at a member institution and shall restrict the team (or teams) from participating in postseason competition, prohibits any individual on the team (or teams) from receiving honors (both regular and postseason), and prohibits the team (or teams) from rankings and power ratings for up to two years. Depending on the type of violation, individuals on the team (or teams) may also be prohibited from receiving honors (both regular and postseason) for up to two years.
    c. Suspension. Status usually directed at, but not limited to, a particular sport to take effect at the end of the season. Teams on suspension shall not be allowed to compete at the NCCAA level for at least one season, and not more than two, including postseason play. No honors (regular and postseason) shall be allowed for the team members. Teams are prohibited from rankings and power ratings.

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

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

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

VII. NOTIFICATION OF PENALTIES

A. Notification of penalties shall be sent to the following: Member Institution President, Athletics Director, and Regional Coordinator.

B. Notification of penalties shall also be sent to the following, if applicable: Coach (if student-athlete is involved), Compliance Officer/Registrar, National Sport Chair, and Regional Sport Chair.

VIII. APPEALS

A. An institution shall have the right to submit, in writing, an appeal of a ruling on behalf of the institution and/or individual within 30 days of notification, provided:
   1. There is new or additional evidence pertinent to the case that was not considered in reaching the initial decision.
   2. The decision reached was demonstrably capricious or arbitrary; and/or
   3. There was demonstrable bias or discrimination that influenced the decision.

B. The request for an appeal must be made in writing to the National Office and copied to the Executive Director and Director of Membership within 30 days of the notification to the school of the original decision. The letter should clearly state the reasons for the requested appeal and include documentation to support that request.

C. The Executive Director and Director of Membership shall review the written request for appeal and reach one of the following decisions:
   1. No sufficient grounds exist for allowing the appeal, or
   2. The appeal is justified, and the case is returned to the appropriate person/body for reconsideration, or
   3. The appeal is justified, and the Executive Director, Director of Membership, and/or the Administration Committee of the Board of Directors shall review the case.

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

Appendix A
NCCAA Incident and/or Ejection Reporting Form

This form is to be completed by 1) the NCCAA official(s)/umpire(s) ejecting a student-athlete or coach, and 2) the athletics director of the ejected student-athlete or coach. The form must be submitted to the NCCAA within 48 hours after the completion of the contest. If submitting via Teamworks, you shall receive a copy of the report via email after you submit the form.

Submitter Information

Submitted By _____ Submitter's Role ☐ Athletics Director ☐ Official

Institution (if applicable) _____ Phone _____

Email Address _____

Contest Information

Sport _____ Final Score _____

Date of Contest _____ Level of Contest ☐ Varsity ☐ JV

Location of Contest (city/state) _____

Home Team _____ Away Team _____

Game Officials _____

Incident/Ejection Information

Ejected Individual's Name _____

Ejected Individual's Institution _____

Ejected Individual's Role _____ Jersey Number (if applicable) _____

Ejection Reason: ☐ Fighting ☐ Profanity ☐ Dissent ☐ Other: _____

Ejection Details:

Is there video of the incident? ☐ Yes ☐ No

Are there witness statements? ☐ Yes ☐ No

I understand that any coach or student-athlete ejected while representing an NCCAA member institution in competition shall be automatically subject to suspension(s) per sport rules and the Infractions & Penalties section of the NCCAA Handbook (IV.A. & IV.B.).

Submitter's Signature _____ Date _____

Please email the completed form to your Regional Coordinator and to Brandon Gilmore, Director of Membership, at bgilmore@thenccaa.org.

SAMPLE

NATIONAL CHRISTIAN COLLEGE ATHLETIC ASSOCIATION

Eligibility & Casebook

Division II

Eligibility & Casebook Division II

ELIGIBILITY PROCESS

1. Eligibility forms shall be sent to the Eligibility Coordinator. Institutions should use NCCAA eligibility forms. **Eligibility forms are to be sent prior to the first contest and/or scrimmage (EACH TERM) in that particular sport.**

2. Please check for errors. Review the NCCAA Official Handbook.

3. When there are any questions or concerns regarding eligibility, please address those concerns with the institutions Compliance Officer first and if the Compliance Officer cannot answer the questions, then the Compliance Officer should contact the Eligibility Coordinator.

4. The Eligibility Coordinator shall poll the National Eligibility Committee regarding a decision for any Exception Request and report back to the respective Compliance Officer at the institution.

5. The Administration Committee may deal with cases of extreme complexity after referral by the Director of Membership and the Eligibility Coordinator.

6. Report all violations. Please do not assume someone else will communicate eligibility concerns.

7. The NCCAA National Office may give clarifications over the telephone, but no official rulings shall be made over the telephone until all written work is submitted to the Eligibility Coordinator.

All eligibility forms appear in the Eligibility & Casebook section.

Eligibility & Casebook Division II Table of Contents

Acknowledgment
The National Christian College Athletic Association (NCCAA) expresses its appreciation and acknowledgment to the National Association of Intercollegiate Athletics (NAIA) for the use of the eligibility, casebook, and frequency of contest information in this handbook. Alterations in the substitution of NCCAA for NAIA and the alignment of Regional and Eligibility Chairs in accordance with NCCAA procedures have been made.

ALL NCAA/NAIA/CCAA DUALLY AFFILIATED MEMBERS MUST CONFIRM ELIGIBILITY IS BEING FILED FOR ALL SPORTS IN COMPLIANCE WITH THEIR PRIMARY AFFILATION ON THE MEMBERSHIP DIRECTORY & DUES FORM.

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ARTICLE I: ELIGIBILITY GUIDELINES AND REQUIREMENTS

APPLICATION OF ELIGIBILITY RULES

The eligibility rules of this association apply only to institutions that are participating in the NCCAA. Institutions holding membership in NAIA, CCAA, or NCAA shall adhere to eligibility rules and eligibility sanctions of that association. Competition is construed to mean participation in an intercollegiate contest, whether as a freshman, junior-varsity, varsity, or in any other athletic competition in which the institution, as such, is represented.

NOTE: CCAA allows for five years of eligibility (seasons of competition). However, NCCAA members dually affiliated with the CCAA must follow NCCAA's four seasons of competition rule (using CCAA's definition of charging years of eligibility/seasons of competition). After completing four years of eligibility/seasons of competition, student-athletes shall not be eligible to participate.

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

CASEBOOK EXAMPLE
Case: College A schedules an athletic contest with a non-collegiate team for service, town, club, etc., or an institution which is not a participating institution of the NCCAA. May ineligible players be used by College A in the contest?

Approved Ruling: No. The contest is considered intercollegiate for College A, and student-athletes representing College A must meet all NCCAA eligibility requirements.

SECTION A. DEFINITIONS

1. Eligibility Case: An actual or possible violation of an NCCAA rule or regulation as reported by the institution to the Eligibility Coordinator and/or the National Office or notification to the institution by the Director of Membership or National Office.

2. Eligibility Certification: Completion of the NCCAA Official Eligibility Certificate, NCCAA Certificate of Clearance, Transfer Player Eligibility Statement (when applicable), Transfer Verification Form, for all students prior to allowing those students to represent the institution in any manner during a term. If an institution is dually affiliated with NAIA, NCAA II or NCAA III, or CCAA, they shall confirm on the Membership Directory & Dues Form that eligibility certification is submitted to that association. Dually Affiliated institutions that do not submit eligibility certification to the institution's dual affiliate association or conference shall be required to submit eligibility certification to the NCCAA Eligibility Coordinator.

3. End of a Term: Date listed in the institutional catalog as the last day of a term. If no such date is given, the end of the term shall be the last day of the final exam period for that term.

4. Enrollment: Completion of institution's enrollment forms or cards (payment of fees is not considered by the NCCAA as a definition of enrollment).

5. Entering Freshman: A student who, upon becoming identified with an NCCAA institution, has not been previously identified with any institution(s) of higher learning for any two semesters or three quarters (or equivalent).

6. Exhibition: A competition against competitors not identified with the institution when:
   a. the competition does not meet the definition of a scrimmage pursuant to Section A, item 16 of the NCCAA Eligibility & Casebook section.
   b. the competition is noted as an Exhibition on the institutional schedule.
   c. the competition is against a non-NCCAA Division II opponent (e.g., exhibition can be vs. NAIA, NCAA, and other countable opponents but not another NCCAA-only Division II opponent.

   See Sports Policies and Procedures section I.B.2 for more details.

7. Good Standing: Maintenance of NCCAA eligibility standards as well as the general institutional requirements for all students to represent the institution in any extra-curricular activity.

8. Identification: Representing an institution in an intercollegiate contest or enrolling in 12 or more institutional credit hours with a minimum of 9 institutional credit hours at the NCCAA member institution in any given term (excluding summer session) as reported by the institution's registrar on an official transcript based on the institution's official census date.

   EXCEPTION: An entering freshman shall identify with an institution during the student's first 2 semester terms or first 3 quarter terms by representing an institution in an intercollegiate contest or enrolling in 12 or more credit hours, with a minimum of 9 credit hours at the NCCAA member institution as reported by the institution's registrar on an official transcript, based on the institution's official census date.

   If a student identified with an institution officially withdraws from that institution after the institution's official census date, then transfers and becomes identified with another institution, the student shall be charged with a term of attendance (and zero hours credit) for withdrawing after the institution's official census date.

   NOTE: Participation in an intercollegiate contest in the fall before school starts identifies the student with the institution and the contest shall count toward the 20% threshold for charging a season of competition and a term of attendance, even if the student decides to transfer or leave school before classes start. The student, however, shall not have the term applied in determining the 9-Hour Rule or the 24/36-Hour Rule if enrollment in 12 institutional credit hours was not noted on the institution's official transcript.

   Concurrent Enrollment
   A concurrent term is a single academic term in which a student simultaneously and continuously identifies at two institutions by either (A) enrolling and completing 9 or more institutional credits at an NCCAA member institution and at least 12 or more institutional credits at another institution, or (B) enrolling and completing 12 or more institutional credits at 1 institution and 12 or more institutional credits at a different institution. The student shall be charged 1 term of attendance and any hours earned during the academic term in question shall be considered term hours.

   Branch Campus Identification
   Identification is validated by the official transcript that shows the student meeting the definition of identification at the institution. A student may compete for a branch campus location, given that the branch campus location has a separate certification and eligibility process than the parent institution. However, a student-athlete may compete for only one campus location in a given term. The student may not compete for the parent institution if they are certificated to compete for the branch campus location during the academic term. If the student wishes to transfer after competing at the branch campus location, the transfer rules shall apply, even if transferring to the parent institution.

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

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

   INCRED is the official partner of the NCCAA to review all international students' transcripts and develop an evaluation for that student. An international student is not eligible to compete until this evaluation is completed and the needed information is reported on the eligibility forms.

CASEBOOK EXAMPLES

Identification – Entering Freshman

Case: Can an entering freshman choose not to identify with an NCCAA institution when he/she is enrolled in 12 credit hours but only 6 of which are institutional credit?

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

Failed Classes

Case: A student was enrolled in 12 institutional credits after the fall term census date and throughout the term but failed 3 of those credits and did not participate in intercollegiate athletics. Did the student identify during the fall term, and should the student be charged a term of attendance?

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

Withdrawal from Class

Case: A student was enrolled in 12 institutional credits last year for the fall term but officially withdrew from 3 credit hours prior to the institution's official census date. Is the student charged with a term of attendance in this instance?

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

NOTE: A student who represents the institution in an intercollegiate contest prior to the census date shall be charged with a term of attendance and the game shall count toward the 20% threshold for charging a season of competition even if the student is enrolled in fewer than 12 institutional credits after the census date. (This does not include scrimmages.)

Pre-Enrollment Participation and Transfer

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

Approved Ruling: The student shall not be eligible immediately. Since a student becomes identified with an institution upon participation in an intercollegiate contest, this student shall have the game count toward the 20% threshold for charging a season of competition for football and be charged a term of attendance. In addition, this student shall be required to meet the normal Progress Rule for a second, third, or fourth season of competition, as applicable.

Participation Prior to Enrollment in the Fall: When an institution has scheduled an intercollegiate contest prior to the opening of school in the fall, a student shall be allowed to represent the institution. The NCCAA Official Eligibility Certificate must be filed with the Eligibility Coordinator with the column requesting "Institutional Credit Hours Enrolled in this Term" showing at least 12 institutional credit hours enrolled. Should a student compete and then not follow through with enrollment in the term in which competition occurs, the game shall count toward the 20% threshold for charging a season of competition and a term of attendance shall be charged for such competition.

9. Institutional Credit Hour: Any credit hour which counts toward an institutionally-approved degree, or any credit hour earned, institutional credit hours shall be accepted for eligibility certification purposes only after the instructor submits the completed course grade in the normal manner to the institutional registrar for posting on the transcript.

   EXCEPTION: Coursework awarded earned credit hours with a grade of F (or the equivalent) shall not be considered institutional credit hours for purposes of the 9-Hour Rule, 24/26-Hour Rule, and the Progress Rule.

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

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

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

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

10. Inter-Term: A session or group of courses that occurs and is reflected on the official academic transcript between two regular academic terms and is reported on the official academic transcript. These sessions cannot meet the definition of a term of attendance as defined in Section A.20. Summer term cannot constitute an inter-term.

    A student who becomes academically ineligible at the end of the fall term (e.g., due to the 9-Hour Rule, 24/36-Hour Rule) shall be withheld from competition. The student may, however, regain eligibility at the end of the inter-term if the student makes up the academic deficiency and grades are submitted to the registrar in the normal manner for posting on the transcript.

    For those students enrolled in the inter-term, an institution is required to certify eligibility after each term and after the inter-term to determine eligibility.

    The inter-term shall be treated as follows in determining eligibility:
    a. Inter-terms are considered non-terms. Hours earned during the inter-term shall be applied toward eligibility.
    b. A separate term of attendance shall not be charged for the inter-term.
    c. Identification during an inter-term (unlike summer school) does identify the student with the institution provided the student is enrolled for at least three fourths (or two-thirds, if three-fourths is not appropriate) of the normal academic load and either participates in athletics or begins to establish residency. In this instance, the inter-term shall not, however, be charged against the allotted 10 semesters of attendance but shall count in meeting the institutional credit-hour rules of the NCCAA.
    d. Should a student previously identified with an institution then attend an inter-term at another institution and return the following term of attendance to the preceding institution, the inter-term shall be treated as a summer session.

11. Intercollegiate Contest: Any athletics competition in a sport recognized by the NCCAA and sponsored by the institution as an intercollegiate sport against competitors not identified with the institution. Alumni contests are considered as competitions within the institution and not recognized as intercollegiate.

12. Non-Term: Any term that does not meet the definition of a term as defined in Section A. Items 8 and 19. Completed credit earned during a non-term can be used toward eligibility requirements once the grades are posted in the normal manner on the issuing institution's transcript and if the credit is shown to be earned before the start of the NCCAA institution's next term. To determine when credit is considered earned see definition in Inter-term Section B.10.

    NOTE 1: High school students may take 12 or more hours of college credits in a term without establishing a term of attendance.

    NOTE 2: Members of the armed services, while on active duty, may take 12 or more hours of college credits during a term without establishing a term of attendance.

CASEBOOK EXAMPLES
Non-Term – Attendance at a Non-Accredited Institution
Case: A student attends a non-accredited college, either junior or senior college, which may or may not sponsor an intercollegiate athletics program. What is the status of such a student?

Approved Ruling: For institutions in the U.S., the NCCAA shall use the Accredited Institutions of Post-Secondary Education published by the Council on Post-Secondary Accreditation by the American Council on Education to

determine if terms are to be recognized by the NCCAA. If an institution is listed in this publication at the time of a student's attendance, the student transferring from this institution shall be charged terms of attendance and seasons of competition.

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

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

13. Normal Progress: The accumulation of academic credit at a rate so as to meet the minimum standards set forth by that institution's catalog.

14. Participation: Competing in an intercollegiate contest as defined by Section A, Item 10 of the NCCAA Eligibility & Casebook section.

15. Post-baccalaureate Student: A student who has completed all academic requirements for graduation with a baccalaureate degree and is subsequently pursuing an additional baccalaureate or equivalent degree or a second major area of student or graduate work of any kind.

16. Postseason Competition: Conference, regional, national, or independent qualifying events.

17. Prospective Student: An individual who has never identified or whose previous collegiate identification was with another collegiate institution. The individual remains a prospective student until the student identifies with an institution in accordance with Item 8 above.

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

    EXCEPTION 1: A prospective student may practice and compete with an institution's team during the summer (May 16-July 31) if the student is a high school graduate (or the equivalent) and not identified with any other institution of higher learning, and is:
    a. Enrolled in a full-time class load, as defined by the institution, for the applicable summer term, or
    b. Enrolled in at least 12 institutional credit hours for the immediately subsequent fall term.
    Such practice activities and competitions are not considered to be a tryout.

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

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

18. Residency: Identification with an institution during the regular school year (summer session not included).

CASEBOOK EXAMPLE
Prospective Student — Practice During Academic Term
Case: A women's basketball student-athlete attends a four-year school during the 2014-2015 academic year. The student decides to transfer to an NCCAA institution for the spring 2016 term. During the fall 2015 academic term, the student is not enrolled at any higher education institution but would like to practice with a women's basketball team prior to starting school in the spring. Can the student start practice with the team in October during the academic term if they are not identified with any other institution of higher learning?

Approved Ruling: No. A prospective student may not practice with an institution's team(s) during an academic term. A prospective student who meets the criteria listed in Article I. Section A.15, cannot practice during an institution's academic term off attendance.

19. Scrimmage: A competition against competitors not identified with the institution when:
    a. The competition is not listed or is noted as a scrimmage on the institutional schedule; and
    b. No scores or statistics are reported by NCCAA institutions.
    See Sports Policies and Procedures section I.B.2 for more details.

CASEBOOK EXAMPLES
Case: An eligible student-athlete plays in an intercollegiate scrimmage game in which team results and personal statistics are not officially kept. The student-athlete, for whatever reason, does not play in a regular season intercollegiate contest. Does playing in the scrimmage game cause the student to be charged with a year of eligibility?

Approved Ruling: Eligibility is not charged if the student-athlete stays at the institution or transfers to an NCCAA single membership institution (e.g. non-dual affiliated).

20. Season of Competition: Participation in more than 20% of the maximum allowable number of intercollegiate contests or dates (excluding scrimmages), whether in a varsity, junior varsity, or freshman program, during the 24-week season. Any participation in NCCAA-approved postseason shall result in a season of competition. The NCCAA shall count seasons of competition charged by another intercollegiate athletic association at face value unless the season was charged based solely on participation in practice.

    A student-athlete who participates in the following number of contests or dates during the 24-week season shall be charged a season of competition.

Baseball	11 contests	Softball	7 dates
Basketball	7 contests	Tennis	6 dates/tournaments
Cross country	2 meets	Indoor track and field	3 meets
Football	3 contests	Outdoor track and field	3 meets
Golf	8 rounds	Volleyball	7 dates
Soccer	5 contests		

    In the sport of golf, an individual student-athlete's season of competition shall be determined based on the number of 18-hole rounds in which the student-athlete participated. A standard match/tournament consists of 3 rounds, which equates to 36 total rounds and the 20% threshold shall be calculated off 36 rounds. A golfer shall be deemed to have participated in a round once he/she has begun the first hole of competition.

    In the sports of Indoor Track & Field and Outdoor Track & Field, a student-athlete's participation in a competitive event shall count towards the student's 20% threshold, regardless of whether the student-athlete officially represents the institution in competition, when the following conditions are met:
    a. The student-athlete is certified as eligible in the given sport at any point during the academic year; and
    b. The student-athlete participates in a competitive event that includes one or more collegiate teams at any point during the academic year.

    Transfer Students: A student transferring from one NCCAA institution to another NCCAA institution shall have his/her seasons of competition determined under the rules of the NCCAA. However, previous seasons of competition for a student transferring from an institution not governed by the NCCAA shall be determined under the rules of the association (NCAA, NJCAA, NAIA, USCAA, or CCAA) from which the student transfers.

    EXCEPTION 1: As an exception, a student-athlete who suffers a season-ending injury while enrolled at a non-NCCAA institution may request a medical hardship from the NCCAA to have the intercollegiate season of competition returned. All medical hardship requests must meet the following criteria:
    a. They must involve an injury or illness which is beyond the control of the student-athlete or coach, and which incapacitates the student-athlete from competing further during the sport season in question as verified by the attending physician (e.g., M.D. or D.O.) who must have examined the student-athlete during the sport season in question.
    b. Hardships cannot be requested for student-athletes who are incapacitated in the last regular-season contest or postseason competition.
    c. Participation by a student-athlete after being examined by a physician for the incapacitating injury or illness and before receiving written medical clearance shall nullify hardship considerations.
    d. The student-athlete must have participated in 20% or fewer of the maximum allowable number of

intercollegiate contests or dates, excluding scrimmages, during the 24-week season as listed for the sport. If the student-athlete competes in more than 20% of the maximum limit (see detailed list in the Sports Policies & Procedures section I.B.), the student-athlete is not eligible for a medical hardship.

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

CASEBOOK EXAMPLES
Case: A student-athlete participates in basketball during the fall semester, but not during the spring semester of the same school year. May he/she play "this" spring semester during another year?

Approved Ruling: This student would have the games played count toward the 20% threshold for charging a season of competition. He/she is permitted four seasons of participation but may not split a season into two or more parts without counting as two seasons of participation.

EXCEPTION 2: While enrolled as a full-time collegiate student at an NCCAA institution, a student shall not be charged a season of competition based on participation as an unattached student-athlete. A student is considered to be competing as an unattached student-athlete if the following five criteria are met:

a. A coach or representative of the athletics department does not enter the student(s) or pay the student's entry fee for the event;
b. The student(s) does not wear an institutional uniform nor use the institution's name in the event;
c. All competition and participation must conform to NCCAA amateur status regulations;
d. Student(s) are academically and athletically eligible for intercollegiate competition in accordance with all applicable NCCAA, region, and institutional eligibility regulations; and
e. An identified member of the coaching staff does not provide coaching, evaluation, and/or feedback to the student(s) on site for the duration of the event.

EXCEPTION 3: An individual who trains or competes as a member of a non-collegiate post-secondary education (e.g., preparatory school) team shall not be charged a season of competition.

NOTE 1: These limits shall be updated annually to reflect 20% of the maximum allowable limit as listed in the NCCAA Handbook.

NOTE 2: For any student-athlete seeking eligibility as a first-time participant in an NCCAA sport, this definition of season of competition shall be applied to all prior competition in that sport, regardless of the date of competition.

NOTE 3: For all other student-athletes, this definition of season of competition only applies to competition that occurs after May 1, 2020. For all prior competition for these student-athletes, the definition of season of competition in effect at the time shall apply.

NOTE 4: For the purpose of this Bylaw, eligibility shall be determined by the Eligibility Coordinator.

NOTE 5: Unless specified elsewhere in the Bylaws, no student shall be charged more than one season of competition during any 12-month period.

NOTE 6: Athletes charged a Season of Competition pursuant to this paragraph must also comply with other applicable NCCAA Bylaws, including Amateur Rules and Eligibility Requirements.

21. Start of a Term: Date listed in the institutional catalog as the first day of a term. If no such date is given, the start of the term shall be the first date of classes for that term according to the institution's academic calendar.

22. Term of Attendance: A term of attendance is a quarter, semester, or trimester in which the student-athlete enrolls for a minimum of 12 credit hours (summer sessions not included) and attends one or more regularly scheduled classes. (the student becomes identified at a single institution). The word "term" as used throughout Article I, refers to quarter, semester, or trimester, whichever applies as the official unit of class attendance at any institution. The first day of the term is the first day classes officially meet for the institution as a whole. The end of term is the last day institutional classes meet for instruction or examination.

Summer sessions, winter mini sessions, and any term enrolled (attempted) in 11 or less hours of credit are not considered terms of attendance.

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

Graduate Student: A graduate student shall be charged a term of attendance by enrolling in the number of institutional credit hours that equates to full time enrollment as defined by the institution's graduate school policies.

High School Student: High school students may take 12 or more dual credit hours of college credits in a term without establishing a term of attendance.

Military Service: Members of the armed service, while on active duty, may take 12 or more hours of college work during a term without establishing a term of attendance.

CASEBOOK EXAMPLES
Term of Attendance – Online
Case: Does enrolling in online courses for 12 or more credits constitute a term of attendance?

Approved Ruling: Yes.

Olympic or Similar International Competition Exception
Case: When the Olympic Games or similar international competition, or trials thereof, are held during a term, and the lateness of the competition prevents a student-athlete from enrolling in the term, may such a student-athlete compete for his/her participating institution during this term?

Approved Ruling: Provisions of Article I, Section C.1.b. shall be waived for any participant in the Olympic Games or similar international competition who, by reason of such participation, may not be able to enroll (or who is required to enroll in a reduced load, e.g., less than 12 hours during the term in which games are held). However, officials of each institution using student-athletes under this exception must, before the participation occurs, submit to the NCCAA Eligibility Coordinator the names of all athletes participating under this exception.

A. Such a student-athlete shall be eligible to compete in intercollegiate contests, including NCCAA events, upon his/her return from the games, providing:
   1. He/she meets all requirements of Article I, Section C, except the enrollment requirements of 1.b.
   2. He/she was enrolled in the institution which he/she is to represent during the immediately preceding term.

B. Participation under this exception shall count as one of the four permitted seasons of participation (Article I, Section D.).

C. The student-athlete shall not be charged with a term of attendance for such participation (providing he/she carried less than 12 credit hours).

Withdrawal and Transfer
Case: A freshman enrolled for 12 credit hours at an institution this past fall and withdrew prior to the institution's official census date. Because the student withdrew within the drop period established by the institution, and no courses appear on the official transcript for the term, is this student subject to the 9-Hour Rule for eligibility certification purposes in the next term?

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

Prospective Students – Competition During Inter-Term
Case: A women's basketball student-athlete arrives at an NCCAA institution during the winter inter-term. Will the student be required to be enrolled at the NCCAA institution during the winter term in order to compete?

Approved Ruling: No. A transfer student is not required to enroll in winter inter-term courses in order to compete immediately upon arriving at the NCCAA institution. The student shall, however, be required to identify by enrolling in the spring term and be certified as eligible for the following academic term. To be properly certified, the inter-term must be declared as stand-alone or attached to the spring in order for the student to be certified to compete during the inter-term.

a. Summer sessions may be used to earn credit hours which may be applied to meet the 24/36-Hour Rule or the second term in college 9-Hour Rule, as applicable, but are subject to the limit.

   Summer credit must be earned subsequent to one of the two terms of attendance. However, summer terms cannot constitute a term of attendance. If the college has no summer session, or in instances where it is educationally desirable for the student concerned to attend a summer session at a different institution, credits may be earned at a second institution, and such enrollment shall neither constitute a term of attendance nor identify the student with the second institution.

CASEBOOK EXAMPLES

Summer Credits and the 24/36-Hour Rule — Non-Identified Student

Case: A prospective student passed only 21 credit hours the last two terms at the community college he/she attended during the last school year. The student completed 3 credit hours of "D" work during summer school at the community college, and the hours are recorded on the student's transcript. Our institution will not transfer "D" grades to our records. Can our institution use the summer credits of "D" work to satisfy the 24/36-Hour Rule?

Approved Ruling: In this situation, the summer credits may be used to satisfy the NCCAA's 24/36-Hour Rule. These hours shall also be applied in meeting the Progress Rule in order to participate for the second, third, and fourth season but only for the first term of attendance at your institution. The hours were taken in good faith at the institution where the student was identified, and that institution recognized the credits as evidenced by placing the credit hours on its transcript.

Summer Credits and the 24/36-Hour Rule —Identified Student

Case: A student who attended our institution and played for us last year passed 21 credit hours the last two terms. The student attended a summer session at a nearby institution and completed 3 hours of "D" work. Our institution will not transfer "D" grades to our records. Can we use the summer credits of "D" work to satisfy the 24/36-Hour Rule?

Approved Ruling: In this situation, the credits cannot be used to satisfy the 24/36-Hour Rule. Unlike the previous example, this student was identified at your institution. The coursework was not accepted by the institution where the student is identified. If the identifying institution will not accept the credit, the NCCAA shall not recognize such work. The key factors in determining if summer credit shall be applied to meet the 24/36-Hour Rule are: 1) the hours are approved by the institution where the student is identified; and 2) the hours are accepted by the institution where the student is identified.

Summer Attendance

Case: A student attends Institution A during the regular school year and Institution B during the subsequent summer session. The student returns to Institution A for the fall term. Is the student's eligibility affected by his attendance at Institution B?

Approved Ruling: If the student intends on using the credit hours earned at Institution B for eligibility purposes (e.g. satisfaction of the 24/36-Hour Rule, Progress Rule, etc.) at Institution A, Institution A must accept those hours and place those hours on its transcript. The student is not considered a transfer student.

CLEP, Online Courses

Case: A student starts and completes a 3-hour online course approved by the home institution after the beginning of the fall term. The 3 hours give the student 24/36 credit hours. Can these hours be applied to meet the 24/36-Hour Rule for fall eligibility?

Approved Ruling: No. Hours to be applied to meet the 24/36-Hour Rule must be earned prior to the current term.

If an online course was first attended prior to the first day of class of a term or the student completed the first lesson of an online course prior to the first day of class of a term, the credit shall be applied to the term in which the institution would normally record the credit on the transcript.

Credits earned by exam may only be used to satisfy the 24/36-Hour Rule if either (1.) the credits are applied to the term in which the institution would normally record the credit on the transcript, or (2.) the credits are accepted by the institution, the institution has official documentation from the testing service noting the date the credits were earned, and the credits were earned during or after the terms being evaluated for 24/36-Hour Rule. Hours to be applied to meet the 24/36-Hour Rule must be earned prior to the term in which the student seeks to participate.

b. Unusual Calendars: Colleges must certify that a student is enrolled in 12 or more institutional credit hours during the term of competition. If the institution's calendar precludes this, the institution must certify that the student is carrying at least three-fourths of the scholastic load, which a student is allowed to carry without special permission, as defined by its catalog. In institutions where three-fourths is not a feasible fraction (e.g. where credit hours are limited to units of 5 and the normal class load is 15 credit hours), two-thirds may be substituted for three-fourths. The institution must certify that the student is accumulating academic credit in such an amount that the student could be declared as making normal progress and that the student would, by completing credit at the same rate, complete a recognized four-year baccalaureate degree.

23. Transfer: A student who becomes identified with an NCCAA institution after having previously been identified with a two- or four-year institution of higher learning. Transfer students must complete the official NCCAA Transfer Player Eligibility Statement (Appendix B) and, if applicable, the Transfer Verification Form (Appendix F) prior to their first participation at the NCCAA institution no matter how long ago the transfer occurred.

    To determine if an institution that offers both associate and baccalaureate degrees should be categorized as a two-year or a four-year institution:
    a. If the institution participates in an intercollegiate athletics association that distinguishes between two-year and four-year institutions, the division the institution has chosen to participate in shall be honored at face value and the institution treated accordingly. Should a student receive an associate degree from an institution that is considered a four-year institution, then all applicable requirements shall apply.
    b. If the institution does not sponsor intercollegiate athletics or the institution participates in an intercollegiate athletic association that does not make this distinction (e.g., USCAA), the institution shall be treated as a four-year institution if the student was pursuing a baccalaureate degree or treated as a two-year institution if the student was pursuing an associate degree as indicated on the student's official transcript.

CASEBOOK EXAMPLE
Transfer from Institution Offering Two-Year and Four-Year Degrees
Case: A student attends a two-year degree institution in which the athletic programs compete under the NJCAA. This institution has begun to offer numerous four-year degree programs. Is the student classified as a two-year or four-year transfer?

Approved Ruling: The student shall be considered a two-year college transfer. The athletics association of the particular institution must be taken into account to consider whether a student is considered a two-year or four-year transfer. Similarly, if the student participated when the two-year institution competes under a four-year athletic association, the student shall be considered a four-year transfer.

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

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

CASEBOOK EXAMPLES

Case: Our institution has decided to participate in soccer at the club level rather than the varsity intercollegiate level. We earlier notified the NCCAA that we were to be a varsity intercollegiate program in soccer. What must we do to effect that change?

Approved Ruling: Notification must be sent to the Regional Coordinator and the Director of Membership with notification of the change. Your institution must also notify each institutional you have scheduled in the sport of soccer. In that the NCCAA does not recognize club sport participation, the institutions whom you originally scheduled as a varsity intercollegiate program cannot count your club game for their win-loss record or for statistics.

Playing date agreements need not be honored by a member institution due to your institution's change from intercollegiate to club status.

SECTION B. ELIGIBILITY REQUIREMENTS

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

1. An entering freshman must be a graduate of an accredited high school or be accepted as a regular student in good standing by the institution in which he/she enrolls.

2. 12-Hour-Rule: A student-athlete must be identified and enrolled in a minimum of 12 institutional credit hours with at least 9 institutional credit hours at an NCCAA institution at the time of participation. Upon reducing the class load to fewer than 12 institutional credit hours at a NCCAA institution, the student is no longer eligible. Graduate credit hours may be included in the 12 institutional credit hours in which a student must be enrolled. CLEP credit may be used to meet the 24-Hour-Rule and progression rule but cannot be used to meet the 12-Hour-Rule because they need to be enrolled in 12 hours to meet this rule.

   EXCEPTION: A student who shall complete requirements for graduation for a baccalaureate degree may retain eligibility during the last term of attendance of the senior year by enrolling in fewer than 12 institutional credit hours. By signing the Official Eligibility Certificate, the registrar verifies that the student has completed all other academic requirements for graduation except for the currently enrolled credits.

   A student invoking the above Exception who completes all academic requirements for graduation and who subsequently enrolls in and seeks a second baccalaureate or equivalent degree at the same institution; who enrolls in and pursues a second major area of study at the same institution; who enrolls in a graduate or professional school; or who is enrolled in a fifth-year, post baccalaureate degree teacher education or certificate program is eligible to participate provided the student has athletic eligibility remaining and meets the criteria of the Exception to Section D, Item 4.

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

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

   Credits earned by exam may only be used to satisfy the 24/36-Hour Rule if either (1) the credits are applied to the term in which the institution would normally record the credit on the transcript, or (2) the credits are accepted by the institution, the institution has official documentation from the testing service noting the date the credits were earned and the credits were earned during or after the terms being evaluated for 24/36-Hour Rule. Hours to be applied to meet the 24/36-Hour Rule must be earned prior to the term in which the student seeks to participate.

   Remedial/Development Courses: Remedial/developmental courses (generally indicated as 090 courses) may count toward satisfying the 12- and 24-hour rules if such courses are required by the student athlete's institution and academic credit is applied to the student's transcript. Such courses do not need to count toward graduation requirements to qualify for the 12- and 24-hour rules.

CASEBOOK EXAMPLES

Ineligible Participation

Case: A student-athlete is not eligible under NCCAA eligibility rules. May he/she play against non-NCCAA participating institutions?

Approved Ruling: No.

Case: A student-athlete is not eligible under NCCAA eligibility rules. May he/she play on the institution's junior varsity, freshman, or any other non-varsity team?

Approved Ruling: No.

Comment: A student-athlete is not eligible under NCCAA eligibility rules to participate in any intercollegiate competition or any other competition regularly scheduled by the institution (e.g., service teams, town or club team, etc.).

Approved Ruling: Yes, provided the student-athlete has not completed all requirements for the bachelor's degree.

12-Hour Rule

Case: During a term, a student-athlete drops a course, lowering his/her total hours of enrollment to under 12.

Approved Ruling: A student-athlete becomes immediately ineligible for participation as soon as his/her current academic load is reduced to less than 12 hours.

Remedial/Developmental Courses

Comment: Remedial/developmental courses may count toward satisfying the 12- and 24-hour rules if such courses are required by the student-athlete's institution and academic credit is applied to the student's transcript. Such courses do not need to count toward graduation requirements to qualify for the 12- and 24-hour rules.

Branch and Extension Centers

Case: A student-athlete is attending a branch or extension center of an NCCAA participating institution. May he/she compete in the intercollegiate program for the parent institution?

Approved Ruling: No, nor may a student at the parent institution participate for a branch or extension center.

3. 24-Hour Rule: After completion of the second semester term or third quarter term of attendance and from then on, a student must have accumulated a minimum of 24 institutional credit hours in the two immediately previous terms of attendance (two most recent terms of attendance) in a semester system or 36 institutional credit hours in the three immediately previous terms of attendance (three most recent terms of attendance) in a quarter system.

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

   A student in a quarter system must have accumulated 24 institutional credit hours in the previous 2 quarter terms of attendance if completion of 3 quarter terms of attendance has not occurred. Upon completion of three quarter terms of attendance the student must have accumulated 36 institutional credit hours.

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

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

   EXCEPTION 1: A transfer student who has met the graduation requirements for an associate degree from a junior college in the previous two semesters or three quarters of attendance shall be exempt from meeting the 24/36-Hour-Rule for the first term upon transferring to an NCCAA institution.

   A student receiving this exception must pass at least 12 hours in their first term of attendance at the four-year school to retain eligibility for a second term.

EXCEPTION 2: A student shall be exempt from meeting the 24/36-hour rule only during the first term in which the student initially competes in any sport at the intercollegiate level, provided the student has:

a. not previously participated in any intercollegiate sport at any institution;
b. met freshman eligibility requirements upon initial identification with any institution (applies only to students in the first four semesters/six quarters or equivalent of attendance); or
c. has an overall GPA of 2.00 on a 4.00 scale calculated based on all transcripts from all institutions (applies to students in all terms following the fourth semester/sixth quarter, or equivalent of attendance.)

A student using this exception must have passed a minimum of 12 hours in his/her previous two terms. A second term freshman must meet the 9-Hour Rule and may not take this exception after their first term.

EXCEPTION 3: If a student-athlete is out of school for 2 full academic semesters (0 hours attempted, including summer or inter-term hours), the 24/36-hour rule is waived whether or not the student-athlete transfers to another institution. This waiver shall extend for the first 2 terms of consecutive attendance and then the student must meet the 24-Hour-Rule for all subsequent terms. A student using this exception must have passed a minimum of 12 hours in his/her previous two terms. A second term freshman must meet the 9-Hour Rule and may not take this exception after their first term. All other eligibility rules shall remain in effect.

EXCEPTION 4: If a student-athlete withdraws from college at any time during the semester for reasons of illness, accident, or other bona fide emergency circumstances, and can verify through the registrar's office that he/she withdrew passing in all courses, then that semester shall not count toward the 9/24/36-hour rule. The reason for withdrawal must be documented and submitted to the NCCAA Eligibility Coordinator. The progress rule shall also be waived for one year.

CASEBOOK EXAMPLES

Failing Grade

Case: A student-athlete gets two "C's" and two "F's" in the first freshman term in four three-hour courses. Since all grades go on the permanent record of the student-athlete, and these hours are, therefore, "credited to the student", does this satisfy the 9-Hour rule for a second term student-athlete to be eligible?

Approved Ruling: No. The implication of "hours completed" is hours passed. The implication of a failing grade is that the course has not been completed.

Transfer of "D" Grades

Case: A student-athlete transfers to another institution. He/she has passed 24 hours during the previous 2 terms, but has hours of "D" included in the 24 hours that are not accepted toward a degree by the new institution.

Approved Ruling: He/she has satisfied the 24-hour rule. The hours of "D" earned at the original institution may be counted toward satisfying the 24-hour rule.

12/24-Hour Rule Military Service

Case: A student-athlete earns credit hours while on active duty in the service.

Approved Ruling: These credit hours may be counted toward satisfying the 12/24-hour rules, provided the institution concerned accepts the hours. No term of attendance shall be charged.

24-Hour Rule

Case: A student-athlete passes four hours during the 2013 summer term, 12 hours during 2013 fall term, and eight hours during the 2014 spring term. Does he/she meet the requirement of the 24-hour rule?

Approved Ruling: No. Summer credit must be earned subsequent to one of the two terms of attendance.

Case: A student-athlete passes 12 credit hours during the 2013 spring term, passes 6 hours during the 2013 summer term, and passes 6 hours during 2013 fall term. Does he/she meet the requirements for the 24-hour rule?

Approved Ruling: Yes, with reference to the 24-hour rule, this student-athlete is eligible for the next term.

Case: A student-athlete passes eight credit hours during the 2013 fall term, passes 12 hours during the 2014 spring term, and passes four hours during the 2014 summer term. Does he/she meet the requirements for the 24-hour rule?

Approved Ruling: Yes, with reference to the 24-hour rule, this student-athlete is eligible for the next term.

Case: If a student completes 9 hours in the fall and 12 hours in the spring and then becomes a part time student in the next fall and completes 3 hours, is he/she eligible?

Approved Ruling: Yes. 9+12=21 hours BUT he/she took 3 hours in the fall (adjoining term) to meet standard. This gives him/her 24 hours which fulfills the 24-hour rule for the upcoming spring term.

4. An entering freshman must have accumulated a minimum of nine institutional credit hours prior to identification for the second term of attendance. Only those institutional credit hours earned after identification (at any institution) may be applied toward meeting the 9-Hour Rule for a second-term freshman.

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

CASEBOOK EXAMPLE
9-Hour Rule – Incomplete Grades
Case: A first-term freshman passes eight hours and receives four hours of incomplete work. An extension is granted to complete the work because the student is otherwise passing the incomplete course. Does this student satisfy the 9-Hour Rule required for second term freshmen?

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

5. A student-athlete must be making normal progress toward a recognized degree and must maintain the minimum grade point average as defined by the institution in the official catalog and the NCCAA (where applicable).
6. A student-athlete must be eligible in his/her own institution and/or conference to be eligible for NCCAA intercollegiate competition, providing the conference is NCCAA affiliated. Where institution and/or conference eligibility rules are higher than minimal NCCAA rules and standards, the student-athlete must be eligible, according to his/her institution and/or conference standards, to compete in intercollegiate competition. In cases where institution and/or conference standards are lower than those of NCCAA, a student-athlete must conform to the higher NCCAA rules and standards to be eligible for intercollegiate competition.
7. GPA Rule: If a student has not previously been charged a season of competition before his/her junior year, upon reaching junior academic standing as defined by the institution, a student must have a cumulative grade point average (GPA) of at least 2.00 on a 4.00 scale. The 2.00 cumulative grade point average (GPA) or higher must be certified each grading period in which the student wishes to compete after junior academic standing is reached.
8. Progress Rule: To participate in a second, third and/or fourth season in a sport, all students must have passed enough credits as stated below and maintain a total cumulative GPA of at least 2.00 on a 4.00 scale.
   a. To participate a second season in a sport, all students must have accumulated at least 24 semester/36 quarter (or equivalent) institutional credit hours.
   b. To participate the third season in a sport, all students must have accumulated at least 48 semester/72 quarter (or equivalent) institutional credit hours.
   c. To participate the fourth season in a sport, all students must have accumulated at least 72 semester/108 quarter (or equivalent) institutional credit hours, at least 48 semester/72 quarter hours of which must be in general education and/or in the student's major field of study.

   NOTE 1: Transfer students shall use institutional credit hours as certified by the previous institution(s) to meet this requirement at the new institution (hours included cannot be developmental courses, failed courses, or courses that do not fit into any previous or current degree programs).

A transfer student bringing in "D" credit may have the "D" credit hours applied to all academic requirements the first term the student is identified only. Thereafter only those credits that are accepted toward a degree or are required by your institution and placed on your institutional transcript may apply. All institutional credit hours used for eligibility (e.g., 24/36-Hour Rule and Progress Rule), must show on the transcript as earned in the term prior to the semester the student is seeking eligibility and wishes to compete.

NOTE 2: The GPA for students with continuing identification at your institution shall be calculated according to the official institutional policy for all students. The GPA for entering transfer students shall be calculated by dividing all quality points achieved by the total number of hours attempted for all courses listed on all official transcripts from all institutions previously attended.

EXCEPTION: A freshman who initially becomes identified after the first term in the fall shall meet this requirement by having passed 12 semester or 20 quarter institutional credit hours. This exception shall apply to the second season and all succeeding seasons of eligibility provided that the student-athlete maintains satisfactory progress toward an institutional degree.

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

Approved Ruling: The 24/36-Hour Rule and the Progress Rule are two separate concepts and are to be applied independently. The 24/36-Hour Rule states that a student must have accumulated a minimum of 24/36 institutional credit hours in the two semester/three quarter immediately previous terms of attendance. These hours are always taken at face value, even if a transfer is involved and the new institution does not accept all of the hours.

The progress rule involves institutional credit recognized by the student's current institution, with an exception for entering transfer students. Transfer students shall use the institutional credit hours as certified from the previous institution(s) to meet this requirement at the new institution.

9. Transfer students must have a total cumulative GPA of at least 2.00 on a 4.00 scale calculated based on all official transcripts from all institutions attended to meet the requirements only for their first term at a member institution. The GPA for entering transfer students shall be calculated by dividing all quality points achieved by the total number of hours attempted for all courses listed on all official transcripts from all institutions previously attended. Thereafter only the GPA recognized by the student's current institution shall apply. All official transcripts must be received before the player may play.

10. A transfer student must be academically and athletically eligible at the former school (according to their primary athletic national association (NAIA, NCAA, NCCAA, USCAA, CCAA) to be immediately eligible at the NCCAA school. Appendix B and Appendix E must be sent to the Eligibility Coordinator.

11. A repeat course is defined as a course previously passed with a grade of "D" or better in any term, or non-term, and subsequently retaken.

    For the purposes of this rule, the NCCAA does not recognize a +/- attached to a letter grade. Consequently, a B+, B, and B- shall count as a B, a C+, C, and C- shall count as a C, and D+, D, D- shall count as a D.

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

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

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

    EXCEPTION: If at the time of certification, a student's declared major field of study at the NCCAA institution requires the student to repeat a specific course to satisfy a degree completion or general education requirement, the

repeat course(s) that was not passed with the requisite grade can be applied to meet the 12-Hour Enrollment Rule and the 24/36-Hour Rule.

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

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

CASEBOOK EXAMPLES
Repeat Courses
Case: May a student-athlete repeat a course which he/she has previously failed and have it count toward his/her current 12-hour enrollment requirement and, if passed, toward the 24/36-hour rule?

Approved Ruling: Yes. A failed course is not considered a repeat course.

Repeat Courses and the 12/24/36 Credit Hour Rules
Cases: May a student repeat a course which was previously passed and count the credit hours toward satisfying the 12-hour enrollment and the 24/36-hour rule?

Approved Ruling: If the course was initially passed with a grade of "C" (or the equivalent) or better, it may not be counted to satisfy either rule. A maximum of one course per term that has previously been passed with a grade of "D" (or the equivalent) may be counted toward satisfying the 12-hour enrollment rule and the 24/36-hour rule.

EXAMPLE: A student carried nine hours of new courses and three hours repeating a course in which he had earned a "D" or its equivalent. The student thereby meets the 12-hour enrollment rule for that term and may use the 12 hours if passed with a C or better toward the 24-hour rule.

Repeat Courses
Case: May a student-athlete repeat a course which he/she had previously passed and have it count toward his/her current 12/24-hour rule?

Approved Ruling: Classes recorded as D, F, NC, I, or WD may be retaken for 12/24-hour rule application.

12. A student who needs only a student teaching assignment, student ministry internship, or similar off-campus academic requirement to complete his/her graduation requirements may declare the semester prior to such an assignment as their final academic semester and final semester of athletic participation. Thus, a student-athlete shall be allowed to participate with fewer than 12 credit hours in that declared final regular academic.

CASEBOOK EXAMPLE
Case: During a current term, a student is completing all of his/her required academic requirements for graduation except for student teaching, ministry internship or other off-campus academic requirements. That off-campus academic requirement will be completed in the subsequent semester. May the student declare the current semester his/her final semester of athletic participation and enroll in fewer than 12 credit hours?

Approved Ruling: Yes. A student may enroll in fewer than 12 credit hours in a term if that student has completed all requirements for graduation except for those courses enrolled in for the current term.

13. Cooperative Exchange Programs
    a. Definitions
        1) Home Institution: The NCCAA member institution is the student's home institution if the student is enrolled and attempting to complete his/her degree through the NCCAA member institution. The agreement shall allow the student taking course work at the host institution to use these credits toward determining student status at the NCCAA member institution. Only the home institution shall count the student for determining student status at the NCCAA member institution. Only the home institution shall count the student for determining aid eligibility.
        2) Host Institution: The non-NCCAA member institution in which the student is jointly enrolled by the home institution (which is the NCCAA member institution).

3) Dual Degree: A degree program that allows the student to receive two degrees, one from the home institution and one from the host institution.
4) Number of Hours: The number of hours (minimum) taken at home institution per semester is determined by the total hours accumulated from the home institution (unless a transfer student). A student still must have a minimum combined total of 12 hours per semester (from all colleges attending) to be eligible.
   a) Step 1: Attempt and pass a minimum of 9 hours (out of 12 needed to be eligible) at the home institution per semester (or until 36 hours minimum is accumulated at the home institution).
   b) Step 2: Attempt and pass a minimum of 6 hours at the home institution per semester (or until 54 hours minimum is accumulated at the home institution).
   c) Step 3: Attempt and pass a minimum of three hours at the home institution per semester (until completion).

1) Transfer Student: A transfer student shall be required to take nine hours the first semester at the home institution; then he/she shall be required to take hours based on the cumulative hour requirement.
2) Transfer Student from an NCCAA Member Institution: Such a student shall be required to take nine hours the first semester at the home institution, then he/she can count his/her hours from the other (Division I or Division II) NCCAA institution in the cumulative NCCAA member institution total.

b. Official documents verifying the cooperative exchange program must be submitted by the home institution. These official documents should be submitted by the Academic Dean of each institution. Included with the documents should be a current catalogue from both institutions. Copies of these documents MUST be sent to the Director of Membership. Any variation required by the degree program of the home institution must be noted in the official document submitted by the home institution. However, total accumulative hours must still meet stated NCCAA Cooperative Exchange Policy (see Eligibility Certificate, Column M).
c. All other eligibility requirements must be met.
d. Guidelines
   1) The student must be enrolled in a dual degree (two degrees) program with the home institution OR be enrolled in an approved degree program awarded by the home institution.
   2) If the student is enrolled in 9 hours or more at the home institution, all financial aid must be held by the home institution.
   3) Student registration and the recording of grades is carried out at the home institution.
   4) The home institution determines the academic status of the student.
   5) The student cannot take a course at the host institution that is offered at the home institution. Only courses not available at the home institution may be taken at the host institution. Exception: Any variation to this guideline, as a result of scheduling conflicts, must be submitted in writing, by the Registrar of the home institution, to the Eligibility Coordinator.
   6) The student is under the authority of the home institution regarding rules and regulations academically, as well as rules of conduct for community life (socially).
   7) The student cannot participate in athletics for the host institution at any time while enrolled in a cooperative exchange program.
   8) All athletics eligibility is recorded and provided by the home institution.
   9) The student must still accumulate a minimum of 12 hours per semester (hours may be combined from home and host institution depending on total amount of hours accumulated).
   10) If a student drops a course during any semester that puts that student below 12 hours enrolled, the student shall be ineligible immediately.
   11) The cooperative exchange program must be available and apply to all students at the home institution.

14. A student-athlete entering college after the date established and published by the institution for enrollment of regular full-time students shall not be eligible to compete in intercollegiate games until a period in which two full weeks of residence has been completed. Entering college shall mean completion of enrollment under this paragraph. Competition may begin at 12:00 a.m. the day following the completion of the two full weeks of residence.

SECTION C. ELIGIBILITY, TERMINATION, REESTABLISHMENT AND DISCONTINUED SPORTS

1. A student-athlete who loses his/her eligibility at the end of a term because of graduation becomes ineligible at the end of the week (11:59 P.M. (ET), Saturday) in which the term ends.

2. A student-athlete who loses eligibility at the end of a term for any other reason than graduation becomes ineligible at midnight of the 30th day following the close of the term as stated in the official catalog.

3. A student who is eligible the last day of a term may retain eligibility until midnight of the 30th calendar day following the close of a term to allow an institution time to recertify eligibility. For a student taking inter-term coursework at an institution that has determined the inter-term will stand alone or attach to the fall term, the student may retain eligibility until midnight of the 30th calendar day following the close of the fall term or midnight of the 10th calendar day following the close of the inter-term, whichever is latest. This regulation does not apply to students who complete all requirements for graduation. Further, students declared ineligible by the institution shall lose eligibility immediately upon such declaration.

   After the end of a term, an institution has 30 calendar days or until the first contest after the end of the term (whichever is later) to re-check the eligibility of all students who were certified as eligible for the term just ending. This applies only to students being re-certified. Students establishing eligibility for the second term must be certified prior to participation.

   During this 30 day period, all students who were eligible during the term just ended may continue to represent their institution in intercollegiate athletics. Should a student continue to represent an institution after this 30 day period and not be recertified, it shall be considered a violation.

4. If a student-athlete officially withdraws from an institution within 21 days following the official opening date of classes, as stated in the institution's catalog, and returns to the same institution, he/she shall not be charged with a term of attendance and shall have the 12/24-hour rule waived.

CASEBOOK EXAMPLES
Case: A student-athlete becomes identified with an institution on September 5, the official opening date of classes as stated in his/her institution's catalog and withdraws passing on September 28 because of illness or accident (23 days of attendance).

Approved Ruling: The fact that he/she did not withdraw within 21 days following the official opening day of classes is not an issue since he/she withdrew because of illness, accident, or another bona fide emergency. See Article I, Section B.1.e. under Eligibility Requirements.

5. A student-athlete who is eligible during the regular sport season for a particular sport and who is eligible at the end of that regular sport season shall retain his/her eligibility in that sport for participation in NCCAA regional and national competition. The student-athlete is subject, however, to any contrary ruling, which may be made by the local institution or conference.

6. A student-athlete who has completed all academic requirements for graduation at a four-year institution may continue to compete provided the student is enrolled in and pursuing post-baccalaureate coursework as described in Section F. A student who is not enrolled in such additional coursework and who has completed all academic requirements for graduation from a four-year institution is ineligible for further intercollegiate participation. This rule applies to any student-athlete who has completed his/her eligibility in a sport in any four-year institution, either NCCAA affiliated or other. Such a student-athlete cannot regain eligibility in that sport in an NCCAA institution.

7. With reference to establishing or re-establishing eligibility in the same institution a student is eligible for athletics participation on the day following the close of a term, provided the student meets all eligibility requirements for the upcoming term and is properly certified as eligible.

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

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

9. A student may participate in four seasons in one sport in 10 semesters, 12 trimesters, or 15 quarters of attendance if otherwise eligible. The 10 semesters need not be consecutive. During the ninth or tenth semester, or equivalent, the student may participate in any sport in which the student has not already used four seasons of participation.

   EXCEPTION: A student may be granted up to a two-semester or three-quarter one-time extension to the ten-semester rule due to a debilitating illness (e.g., cancer, chemical dependency) and treatment or a sufficiently intrusive

psychological or mental illness. Appropriate medical documentation that establishes the student's inability to compete is required and must be provided by an individual who is qualified and licensed to diagnose and treat the particular illness (e.g., doctor of medicine, doctor of osteopathic medicine, psychologist, psychiatrist, clinical counselor, etc.). The request for the extended period of time shall be processed as an exceptional ruling to a standard rule.

CASEBOOK EXAMPLE
Undergraduate Provisions
Case: A student graduated from a four-year degree granting institution that has no intercollegiate sports program. He/she subsequently enrolls in an NCCAA participating institution. May he/she compete?

Approved Ruling: Yes, if a graduate at same institution who has not terminated eligibility or a graduate transfer with 10 terms of attendance or less.

10. Intercollegiate participation is permitted provided the student has athletic eligibility remaining and is enrolled at the same institution of his/her graduation or a graduate transfer with less than 10 terms of attendance. The graduate must be enrolled in a full-time class load as defined by the school in lieu of 12 institutional credits at the time of participation.

11. If an institution cancels the remaining season in a sport, having completed one-half or less of its regular schedule, students on the team at the time of discontinuance shall not be charged with a season of competition in that sport, provided the students are eligible at the time the sport was discontinued.

12. A student who has been dismissed, expelled, or suspended (or its equivalent) for any reason, including athletic department policy, from any institution of higher learning must establish residency of two semesters, two trimesters, or three quarter terms of attendance at a four-year institution or until the institutional dismissal or suspension period at the sanctioning institution has been terminated, whichever is shorter, before intercollegiate participation at an NCCAA institution shall be permitted.

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

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

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

CASEBOOK EXAMPLE
Suspension within Previous Athletic Department
Case: A student was admitted in good standing and has enrolled at his/her institution. The student was placed on suspension by the previous institution's athletic department. Does the previous suspension for violating athletic department policies affect eligibility within the NCCAA?

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

CASEBOOK EXAMPLE
Case: If the institution closed during a sports season, will the student-athlete be charged with a season of participation?

Approved Ruling: Yes, provided more than half of the scheduled games have been completed before the institution ceased operation. If one-half or fewer of the scheduled games have been completed, the student-athlete shall not be charged a season of participation in that sport.

13. Any student for whom any of the following conditions apply shall have no eligibility remaining in that sport within the NCCAA:
    a. Completed eligibility;
    b. Been permanently banned in a given sport(s) at any four-year institution, either NCCAA-affiliated or other; or
    c. Been permanently banned in a given sport(s) by any athletic association (two-year or four-year).

    A student for whom any of these conditions apply cannot regain eligibility in that sport at an NCCAA institution. **EXCEPTION:** For eligibility purposes the NCCAA does not recognize the NCAA "five year rule" or age limitation regulations.

SECTION D. TRANSFER REQUIREMENT

1. Any student-athlete transferring to an institution who has met the above-stated criteria for making progress toward a degree shall be immediately eligible for participation in any sport. A transfer student can compete immediately at the new institution, and there is not a release required, pursuant to any applicable institutional rules. The Transfer Eligibility Statement must be completed and sent with the eligibility certificate. The form requires the listing of the student's high school graduation, dates of attendance at institutions of higher learning, dates of athletic competition, and gaps in attendance. A gap in attendance is when a student was not enrolled at an institution of higher learning during a normal timeline of progress (e.g., a student is enrolled in the fall term but lists no enrollment in the spring term, then is enrolled again in the next fall term). Identifying gaps in attendance is critical to ensure the student was not attending an institution of higher learning. Research to verify gaps, such as a financial aid audit, should be conducted.

    EXCEPTION 1: A student charged with a season of competition in one sport by different institutions in the same academic year shall be charged with two seasons of competition. A student could amass two seasons of competition within one academic year. A student may participate in a given sport at two different institutions during the same academic year. Such a student shall, however, be charged with two seasons of competition in the same academic year if the student is charged a season of competition by the first institution and charged a season of competition by the NCCAA institution.

    EXCEPTION 2: A student competing at a junior college who meets the requirements for graduation from that junior college and transfers to a member institution during the same sport season and is otherwise eligible to compete at the member institution in the same sport shall be charged with only one season of competition in a sport for representing two different institutions in the same sport during an academic year.

    EXCEPTION 3: A student-athlete is permitted a one-time transfer to another Division II institution.

    A second transfer request shall be permitted, but the student-athlete shall be ineligible for athletic participation for two consecutive terms (or trimester/quarter equivalent of three term, excluding summer term) in all sports at the new institution.

    NOTE 1: Students dismissed for disciplinary reasons must follow the NCCAA Handbook guidelines on suspensions found in Section C.12.

    NOTE 2: Students cut from their team(s) prior to the first date of competition shall be treated as non-athletes and the above rule shall not apply.

    Anyone transferring after this time becomes a transfer student, regardless of whether or not he/she participated in intercollegiate athletics.

2. Transfer Verification

When a student-athlete elects to transfer from one institution to another institution, and before competition, the new institution must complete and send the NCCAA Transfer Verification Form (see Appendix E) to the previously attended institution if the transfer student competed in the previous season at the previous institution. A copy of this completed form must be sent to the Eligibility Coordinator.

If a student's NCCAA institution requests a transfer verification from the student's previous two- or four-year institution and the previous institution does not respond to the request within 20 days, the form shall be approved by the Eligibility Coordinator provided the NCCAA institution can produce the prescribed written documentation showing a transfer verification was requested.

To satisfy this requirement, the following must occur:

a. The request must be made via email and is made clear to the athletics director and or the compliance officer.
b. A copy of the student transcript verifying academic eligibility and a copy of the previous season's statistics must be sent to the Eligibility Coordinator.
c. The 20 days start at the time the email request was sent and shall be 20 calendar days.
d. Once the 20th day has expired, the verification is deemed granted regardless of future communication from the previous institution.

A student who has completed all academic requirements for graduation and transfers to an NCCAA institution can compete immediately at the new institution, and there is not a release or minimum GPA required, pursuant to any applicable institutional rules.

Fractions of Terms: A student may play out a term if they have two-thirds of a term left. However, if a student has less than one-half a term remaining at the beginning of a term, their eligibility shall be terminated.

CASEBOOK EXAMPLE

Case: A student-athlete attends an institution without any intercollegiate program and transfers to an NCCAA participating institution.

Approved Ruling: The transfer rule shall not apply.

Counting Terms of Attendance (Semesters/Quarters/Trimesters)

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

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

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

SECTION E. JUNIOR COLLEGE TRANSFERS

A student-athlete may not participate in the same sport for two different institutions in the same season except a junior college graduate who competed at the junior college and then transfers to a member institution during the same sport season and is otherwise eligible. He/she shall be charged with only one season of competition in a sport for representing two different institutions in the same sport during an academic year.

CASEBOOK EXAMPLE

Case: A student-athlete attending a junior college participates in basketball during the first term of an academic school year. He/she then transfers to an NCCAA participating institution for the second term. May he/she play basketball during the second term.

Approved Ruling: No. A junior college transfer student-athlete may not participate in the same sport for two institutions in the same season. EXCEPTION: A junior college student-athlete that has met the conditions of Article I, Section F. during a particular sports season may compete at a senior college without being charged with more than one season of participation for that sport season.

SECTION F. ELIGIBILITY REQUIREMENTS FOR POST-BACCALAUREATE STUDENTS

A student who has completed all academic requirements for graduation with a baccalaureate degree and is subsequently pursuing an additional baccalaureate or equivalent degree, second major area of study, or graduate work of any kind is considered a post-baccalaureate student. A post-baccalaureate student who has athletic eligibility remaining may continue to compete by satisfying the following criteria:

1. All post-baccalaureate students must satisfy the following eligibility criteria:
   a. The student must maintain institutional identification during any term of participation. For exceptions, see previous sections;
   b. The student must be eligible according to the institution's standards for intercollegiate competition;
   c. Treatment of repeat coursework as found in the NCCAA Handbook shall apply;
   d. For the fall term only, if athletic contests are scheduled before the opening date of classes, an enrolled student may compete prior to the first day of class, provided the student meets all other eligibility requirements. For all other terms during the regular academic year, a student enrolled in the second (or subsequent) term may compete between terms (beginning on the day following the close of the concluding term), provided the student meets all eligibility requirements for the upcoming term;
   e. A student who is eligible the last day of a term (as reported on the institution's official academic calendar) may retain eligibility until midnight of the 30th calendar day following the close of a term to allow an institution time to recertify eligibility through the official Eligibility Certification. This regulation does not apply to students who complete all requirements for graduation or complete 10 semesters of attendance (or equivalent). Further, students who are discovered to be ineligible by the institution through the official Eligibility Certification Process or by conference standards shall lose eligibility immediately upon such discovery; and
   f. A student enrolling in college after the date set by the institution for enrollment of regular full-time students shall not be eligible to compete in intercollegiate athletics until two full calendar weeks of residency have been completed.
2. Student Pursuing Second Baccalaureate Degree: Enroll in a second baccalaureate or equivalent degree, or a second major area of study, and:
   a. The student must be enrolled in 12 institutional credits at the time of participation;
   b. The student must satisfy the 24/36-Hour Rule. A student who utilized the senior exception shall not be required to meet the 24/36-Hour Rule in their first term of attendance pursuing the second baccalaureate or equivalent degree;
   c. The student must be making normal progress toward a recognized baccalaureate degree and maintain the minimum grade point average as defined by the institution and the NCCAA; and
   d. The student must maintain a total cumulative GPA of at least 2.000 on a 4.000 scale. The GPA for students with continuing identification at your institution shall be calculated according to the official institutional policy for all students. The GPA for entering transfer students shall be calculated by dividing all quality points achieved by the total number of hours attempted for all courses listed on all official transcripts from all institutions previously attended. The registrar must verify that the above conditions have been met prior to participation by the student.
3. Student Pursuing Graduate Work: Enroll in a graduate program, professional school, or fifth-year post-baccalaureate degree teacher education program or post-baccalaureate certification program, and:
   a. The student must be enrolled in a full-time class load as defined by the school in lieu of 12 institutional credits at the time of participation;
   b. To maintain eligible status, the student must successfully complete a full-time class load as defined by the institution;
   c. The student must maintain the minimum grade point average as defined by the institution (when applicable); and
   d. The student must maintain a total cumulative GPA of at least 2.000 on a 4.000 scale. The GPA for students with continuing identification at your institution shall be calculated according to the official institutional policy for all students. The GPA for entering transfer students shall be taken at face value from the official transcript at the time a baccalaureate degree was awarded. An entering transfer student who has already completed graduate work shall have the GPA calculated by dividing all quality points achieved by the total number of hours attempted for all graduate courses listed on all official transcripts from all institutions previously attended. The registrar must verify that the above conditions have been met prior to participation by the student.

SECTION G. MILITARY SERVICE EXCEPTION

1. A student whose college attendance has been interrupted or delayed by active military duty in the armed forces of any nation shall be eligible for athletic participation immediately upon enrolling in a minimum of 12 institutional

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

The student may retain eligibility in the succeeding term by:

a. having earned a minimum of 24/36 institutional credit hours the two immediately previous terms of attendance, **OR**
b. satisfying the requirements for a second term student by having completed nine institutional credit hours the immediately previous term of attendance.

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

3. The duration of the application of the Military Service Eligibility Exception shall be limited to the first two full semesters or three quarters following release from active duty. Thereafter, the student is not entitled to any provisions of the Military Service Exception rule, and all regulations shall apply.
4. The Military Service Eligibility Exception can be applied at one member institution only. Upon transfer to a second member institution all provisions of a transfer student-athlete apply.

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

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

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

SECTION H. FOREIGN STUDENTS IN THE UNITED STATES AND ABROAD

1. A student who is a United States citizen attending a foreign university under the student abroad plan, student exchange or comparable program, is not considered to be a transfer student if he/she returns directly to his/her own institution.

2. A student who is not a United States citizen and is enrolled in an NCCAA participating institution may return to his/her country of origin for the purpose of attending college, for a period not to exceed one year, and then return to the same NCCAA participating institution previously attended without penalty. For purposes of computing duration of eligibility for athletic participation, a year of attendance at a foreign college or university shall count as two semesters or three quarters.

3. A student who is a foreign national enrolled in an NCCAA institution shall be subject to all eligibility rules and regulations of the NCCAA. The student-athlete shall need an evaluation from INCRED to determine his/her eligibility. It is incumbent upon the institution at which the student-athlete enrolls to establish the nature of the school. Documentation to establish proper classification shall be on file and shall be available upon request by the Eligibility Coordinator and/or National Eligibility Committee.

SECTION I. SUBMISSION OF NCCAA OFFICIAL ELIGIBILITY CERTIFICATES

An institution must clear each student-athlete's eligibility before the student-athlete participates in any intercollegiate contest. The institution must then send the eligibility certificates and all appropriate forms to the NCCAA Eligibility Coordinator prior to the first contest of the respective sport. Early filing shall avoid delinquent penalties.

1. It shall be the responsibility of the Compliance Officer of each institution to confirm the eligibility of each student-athlete prior to his/her participation. A typed list of all players eligible to participate in the sport in season shall be filed with the NCCAA Eligibility Coordinator, on official forms signed by the Registrar, Athletics Director, and

Compliance Officer of the institution. These lists shall be submitted to the NCCAA Eligibility Coordinator before participation in any intercollegiate event. An intercollegiate event includes scrimmages and contests against clubs, junior varsity, and varsity teams, regardless of their status (EXCEPTION: institution's own alumni team). Reports become delinquent after the first contest in that respective sport.

NOTE 1: NCCAA Official Eligibility Certificates, and, if applicable, the Transfer Player Eligibility Statement, Transfer Verification Form, and all other applicable NCCAA eligibility documents may be submitted to the Eligibility Coordinator electronically (Teamworks).

All institutions must recertify (submit an updated certificate) students for each term of participation.

NOTE 2: The Certificate of Clearance is required for completion of eligibility certification, but it is not required to be submitted to the Eligibility Coordinator. The Compliance Officer must retain a signed copy of the Certificate of Clearance and produce the certificate upon request.

2. It is the responsibility of a member institution to determine the validity of the information on which the eligibility of a student-athlete is based. Therefore, it is the responsibility of a member institution to:
   a. Secure official transcripts before a student-athlete competes.
   b. Determine whether a transcript is valid for use to determine eligibility.
   c. Maintain the integrity of the process between the admissions office and the athletic department.

SECTION J. THE NATIONAL ELIGIBILITY COMMITTEE

1. The National Eligibility Committee, composed of the Eligibility Coordinator, who shall serve as the National Eligibility Chair, the NCCAA First Vice-President and three other members appointed by the Chair, shall serve as the official body to administer all NCCAA eligibility matters.

2. Functions of the National Eligibility Committee are (see Bylaws, Section 4.05):
   a. To operate under policies developed by the NCCAA and to work in the disposition of all eligibility problems that are referred to by the Eligibility Coordinator.
   b. To interpret and recommend amateur policy and problems to NCCAA participating institutions.
   c. To screen recommendations of the participating institutions for changes in rules and standards, and to bring recommendations before the Annual Meeting delegation.
   d. To initiate such changes in organization standards or policies as it feels wise and in the best interest of the organization, and to make recommendations for consideration by the Annual Meeting delegation and participating institutions.
   e. To work with the Compliance Officer and/or Athletics Directors of the participating institutions in developing a national program of rules and standards of improvement.

SECTION K. PROCESSING OF ELIGIBILITY CASES

1. Eligibility cases are defined as cases where an actual or possible violation of an NCCAA rule or regulation has taken place and has been duly reported to the Regional Coordinator and the Eligibility Coordinator. If there is reasonable doubt regarding a student-athlete's eligibility, the Director of Membership or the Executive Director may direct that the student-athlete be withheld from competition pending final ruling.

2. Eligibility cases, which are initiated by an institution, must be submitted by the Compliance Officer and/or the Athletics Director at that institution to the Regional Coordinator and the Director of Membership.

   Where possible violations are discovered by the Regional Coordinator or the Director of Membership, they shall notify the Compliance Officer and/or Athletics Director of the institution involved before processing the case.

CASEBOOK EXAMPLE
Case: May an NCCAA participating institution lodge a protest against the eligibility of a specific student-athlete or against the eligibility of another institution's team?

Approved Ruling: Yes. Such a protest must be documented and submitted to the institution with the potential violation and the Director of Membership. However, if such a protest is submitted less than 15 calendar days prior to the

beginning date of an NCCAA regional or national event or championship, and if the student-athlete protested has been duly certified by his/her institution as eligible for competition in the event or championship, the protest shall not receive consideration until after the NCCAA regional or national event or championship is completed. Should the protest be upheld, penalties may include forfeiture of any individual or team honors won. Institutions considering the filing of such a protest are cautioned to ensure that a basis for protest does indeed exist and can be documented.

3. Upon receipt of the case, the Regional Coordinator shall inform the Director of Membership and vice versa of each new case being investigated.

4. All eligibility cases involving actual or apparent violations shall be received by the Director of Membership for processing. The National Eligibility Committee, in conjunction with the Director of Membership and the Eligibility Coordinator, shall rule on all cases involving the eligibility status of student-athletes.

5. Only the NCCAA National Eligibility Committee, in conjunction with the Director of Membership, or a duly appointed subcommittee of Board of Directors, may place an institution on probation and, in such cases where institutional suspension is possible, the final authority for disposition shall rest with the NCCAA Board of Directors.

6. Upon receipt of an actual or apparent violation, the Director of Membership shall obtain the following information and send it to the National Eligibility Committee:
   a. All pertinent data on the case (type of violation, date, place, etc.).
   b. An up-to-date transcript of the student(s) involved (a listing of past courses enrolled in, grades and current enrollment, signed by the Registrar, is acceptable).
   c. A written statement from the institution's Athletics Director and/or Compliance Officer concerning the case and corrective steps to be taken by the institution.
   d. Statement from the student(s) involved, if possible.
   e. A recommendation from the regional membership, submitted and signed by the Regional Coordinator.

7. Use of Ineligible Student-Athletes in Intercollegiate Competition: Any participating institution which permits the use of a student-athlete who is ineligible, according to NCCAA rules and standards, shall thereby automatically be suspended from competing in all regional and national events sponsored by the NCCAA in that particular sport, pending a full investigation by the NCCAA National Eligibility Committee.

CASEBOOK EXAMPLE
Case: A student-athlete participates in one or more contests while he/she is ineligible.

Approved Ruling – Student: The ineligible student-athlete shall be charged with a term of attendance and a year of participation in that sport as standard procedure. In addition, the student-athlete may be charged by the National Eligibility Committee with a second year of participation as a penalty.

Approved Ruling – Institution: The institution shall automatically be suspended from competing in all regional and national events sponsored by the NCCAA until the case is reviewed and shall forfeit all contests in which the ineligible student-athlete was used, pending a full investigation by the NCCAA Board of Directors.

8. Action taken by the NCAA, NAIA, or CCAA whose requirements are more stringent than those of the NCCAA, shall be supported by the NCCAA in cases relating to dual members.

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

In exceptional cases, where extenuating circumstances appear to exist, an institution may, on behalf of the student-athlete(s), request an exceptional ruling to a standard rule. Such a request must be made before participation of the student-athlete(s) involved and such student-athlete(s) shall be withheld from participation until the case is closed. The processing of such a case shall normally take from two to four weeks.

Exceptional cases are to be processed as follows (see Appendix F):

1. The request for an exceptional ruling must be submitted to the Director of Membership or the Eligibility Coordinator by the Compliance Officer or the Athletics Director of the institution requesting the ruling. The request must

include all pertinent information concerning the request. Transcripts, the standard rule in question and the reasons why an exceptional ruling should be granted must be included.

2. The institutional request and all documentation shall be sent to the National Eligibility Committee, through the Director of Membership or the Eligibility Coordinator, for a ruling. The ruling shall apply only to the specific case and shall not establish a precedent.

3. An institution may, on behalf of the student-athlete, appeal a decision made by the NCCAA National Eligibility Committee to the Executive Director. The appeal, and reason for such, must be submitted to the Executive Director by the Compliance Officer or the Athletics Director of the institution making the appeal.

SECTION M. INSTITUTIONAL APPEAL – INSTITUTIONAL PENALTY

Any member institution may appeal a penalty placed on that institution by the National Eligibility Committee to the Board of Directors for a final ruling. Such an appeal must be presented in writing to the NCCAA Executive Director by the Chief Executive Officer, Athletics Director or Compliance Officer of the institution making the appeal.

SECTION N. HARDSHIP REQUESTS

1. A hardship request is a request for an exception to the season of competition regulation. **Hardships deal only with seasons of competition**.

2. Students transferring from a non-member institution to a member institution who would qualify for NCCAA hardship consideration shall have their requests honored for processing if the requests are fully documented and include the appropriate verification from the previous institution. Hardship cases approved by the NCAA, NAIA, and NJCAA are honored by the NCCAA.

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

Baseball	11 contests	Soccer	4 contests
Basketball	6 contests	*Outdoor Track & Field	3 meets
*Cross Country	2 meets	Volleyball	6 dates
Football	2 contests	*Golf	8 rounds
Softball	11 contests	Tennis	5 dates/tournaments
*Indoor Track & Field	2 meets	*[* Scrimmages are not allowed in these sports.]*	

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

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

4. The hardship request must be submitted by the Compliance Officer or Athletics Director of the institution requesting the exception. Before a request or appeal can be considered, the following material must be submitted:
   a. A current transcript of the student-athlete involved.
   b. A completed official NCCAA Hardship Request Certificate (see Appendix C).

CASEBOOK EXAMPLES
Comment: The granting of a hardship appeal applies only to seasons of participation. All remaining eligibility rules, such as term of attendance, 24-hour rule, etc., must be complied by the student-athlete to whom hardship has been granted.

Case: A student begins a season of participation, competes in one contest, is injured, and subsequently drops out of college for the term. Can an institution appeal for a hardship ruling on behalf of the student?

Approved Ruling: Yes.

Case: If a student-athlete is granted the hardship request, does the term of attendance in which he/she dropped out of school count as a term? What if he/she did not earn any credits during the term he/she dropped out?

Approved Ruling: Yes, the term during which he/she drops out of college counts as a term of attendance regardless of whether or not credit is earned, unless he/she withdraws within 21 days of the date of enrollment. If the term counts, the student-athlete must meet the conditions of Article I, Section C., the 24-hour rule, before being eligible again for participation.

ARTICLE II: AMATEUR RULES AND REINSTATEMENT POLICIES

SECTION A. DEFINITION OF AN AMATEUR

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

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

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

   EXCEPTION 3: A student who becomes a professional in indoor soccer is considered a professional in the sport of soccer.
   EXCEPTION 4: A student who becomes a professional in beach volleyball is considered a professional in the sport of volleyball.

SECTION B. ACTS PERMITTED BY NCCAA AMATEUR CODE

The following acts shall NOT cause a student-athlete to lose amateur standing:

CASEBOOK EXAMPLES
Competition Against Professionals
Case: Is it permissible under NCCAA eligibility rules for a student-athlete to compete on a collegiate team against a professional team?

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

Officiating
Case: May a student-athlete, with eligibility remaining, officiate for pay? May he/she join an officials' organization?

Approved Ruling: A student-athlete may officiate at any amateur level, except that remuneration may not exceed demonstrable and reasonable expense. The student-athlete may belong to an officials' association without prejudice to his/her amateur standing.

Proof of Amateur Status
Comment: A student-athlete accepting actual expense for services permitted under this section must be able to prove, if challenged, that remuneration did not exceed actual expense.

Independent Participation
Case: May a student-athlete participate in amateur independent athletic events when the season ends?

Approved Ruling: Yes, if he/she does not violate Article II, Section B.

Employment of Student-Athletes
Comment: Such supervision may be at summer camps, recreation programs, municipal centers or private clubs. Student-athletes may solicit and be paid on a lesson basis. A student-athlete may endorse or sell any item under his/her name if an NIL agreement has been established. He/she may, however, give instruction when incidental to the total job. The student-athlete's wage must be on a fixed hourly, weekly or monthly basis that is commensurate with the going rate for such employment.

Case: Is it legal for an institution to hire student-athletes in their given sport to instruct in summer camps?

Approved Ruling: Yes, as long as the student-athlete's wage is commensurate with the going rate for such employment.

Case: Is it legal for a member institution to pay a player-coach?

Approved Ruling: No since it violates the amateur status of the player. Once a player is paid to coach on a collegiate level, he/she becomes a professional and immediately loses amateur status.

1. Playing with an amateur team against a professional team or player, if under the sponsorship or approval of the NCCAA or the governing body of the sport concerned. Attendance at a professional camp to participate in a tryout is not a violation of amateur standing in the NCCAA if there is no:
   a. contract (player or agent);
   b. financial payment (may be housed and fed);
   c. participation against other teams.

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

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

4. Coaching at the intercollegiate level when compensation (if any) meets the criteria set forth in the Bylaws. Such compensation shall be considered athletic aid, as defined by official NCCAA policy, and shall be reported as such. Exception to the DII Financial Aid policy may be granted to individuals who coach and receive minimal compensation using the Exception to a Standard Rule process.

5. In individual sports, receipt of prize money based on place finish or performance in an open athletics event. The competition must occur outside the institution's declared playing season during the institution's official summer vacation period. In addition, such prize money shall not exceed the student-athlete's actual and necessary expenses and may be provided only by the sponsor of the event. Actual and necessary expenses shall not include the expenses or fees of anyone other than the student-athlete.

6. Competing in a non-team athletics contest, certified as amateur by that sport's national governing body, and receiving financial reimbursement (expense reimbursement) for such participation when such remuneration does not exceed the actual expenses for travel, meals, and lodging only from the immediately previous city to the event. Expenses must be itemized and properly documented.

7. Participating in radio or television programs for the purpose of promoting an amateur athletic event.

8. Receiving reasonable compensation for supervision of physical education, playground, or recreational activities.

9. Receiving compensation for use of name, image, or likeness to promote any commercial product, enterprise, or public or media appearance. It is the responsibility of the student-athlete to notify his/her institution's athletic director or compliance person in writing of any compensation the student receives from the use of name, image, or likeness in relation to his/her school or status as a student-athlete, if allowed by current state law.

SECTION C. RECOGNIZED AWARDS RECEIVED BY STUDENT-ATHLETES

The NCCAA shall recognize the following award structure as conforming to the amateur regulations of this Association. Individual awards presented to a student in recognition of athletics participation shall be approved by the member institution and region, if applicable, and shall conform to the following requirements:

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

2. A student may receive more than one award while being recognized (example: a first-place team trophy and an outstanding-performer watch) but the value of each individual award shall not exceed $1,000.00 nor shall the combined value of all such awards exceed $1,500.00.

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

SECTION D. ACTS THAT RESULT IN LOSS OF AMATEUR STANDING

The following acts shall cause a student-athlete to lose amateur standing for participation in intercollegiate competition recognized by the NCCAA in the sport where any or all of said acts occur:

1. Receiving (directly or indirectly) expense reimbursement beyond actual expenses of travel, meals, and lodging only. Expenses must be itemized and properly documented.

2. Signing a contract with any professional team.

3. Participating in an athletic contest as a professional or as a member of a team where the student in question receives remuneration exceeding the actual expenses of travel, meals, and lodging only.

CASEBOOK EXAMPLE
Case: Is it permissible within the NCCAA eligibility rules for a student-athlete to participate with a professional team, not regarding himself/herself as a member of that team and not receiving any remuneration?

Approved Ruling: No. If he/she participates with the team, the student-athlete is considered a member of the team and is in violation of the NCCAA Handbook.

4. Entering into an agreement of any kind to compete in professional athletics with a professional sports organization.

SECTION E. REINSTATEMENT APPLICATION PROCEDURES

In the case of a student-athlete who has lost his/her amateur standing in a specific sport by reason of competing as a professional athlete, or by receiving money or other forms of remuneration beyond actual expenses, restoration of amateur status for competition under NCCAA auspices in that specific sport is extremely unlikely. However, such cases considered to possess extremely mitigating circumstances may be referred to the Director of Membership of the NCCAA in the following manner:

1. Submit a petition, in writing, by the student-athlete and approved by the duly authorized athletics representative of his/her institution. Such a petition must explain the reasons for loss of amateur standing within a given sport and the basis upon which reinstatement is requested.

2. The petition for reinstatement shall be sent to the Regional Coordinator, who shall submit it to the Director of Membership who shall submit the information to the National Eligibility Committee for its investigation and formal actions.

3. Upon approval of the National Eligibility Committee, the Director of Membership shall send the petition to the Administration Committee of the Board of Directors for review. If the Board of Directors approves the petition, the student-athlete shall become eligible upon completion of the case.

4. In the instance that a student-athlete has signed a contract but has not received any money or remuneration other than actual expenses, and who has not participated as a member of a professional team, an institution may appeal for restoration of amateur standing within the affected sport on behalf of the student-athlete as stipulated above. If the applicant complies with all criteria and the appeal is fully supported by documentation, reinstatement of amateur status within the sport affected shall be effective one year from the date of initial application, provided that the student-athlete has been regularly enrolled during that time and meets eligibility requirements.

5. The Director of Membership shall report the decision of the Administration Committee to the Regional Coordinator and Athletics Director of the institution.

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

ARTICLE III. ETHICS, INTEGRITY, AND HONESTY EXPECTATIONS

SECTION A. NORMAL EXPECTATIONS

1. The NCCAA Coaches' Code of Ethics (see Forms & Procedures section) is the basic code for all coaches.

2. Member institutions must adhere to the Christian code of conduct as given in the NCCAA Bylaws, Section 7.9 and the NCCAA Constitution, Article VII.

3. The payment of required dues and fees for national and regional membership, sport and special service dues for participation and benefits (such as national and regional statistical service) are required regardless of the competitiveness of an institution's team. (Bylaws 7.10.g.)

4. Eligibility reports and individual sport statistics are expected to be accurate, on time and presented to the appropriate recipients. (Bylaws 7.10.c.)

ARTICLE IV: FINANCIAL AID CONSIDERATIONS

INTRODUCTION: Bylaws Statement (Section 7.02. Divisions)

Division II institutions shall grant no athletic scholarship to any student-athletes and shall not grant any special financial aid or scholarships to student-athletes unless offered equally to other members of the student body.

SECTION A. DEFINITIONS

1. SCHOLARSHIP – Awarding money to a student based on performance (e.g., academic, music, athletics, etc.).

2. GRANT – Money (e.g., government, institutional, corporate) given to a student based on need, to enable a student to follow or continue a course of study.

3. FINANCIAL AID – An all-inclusive term which includes loans, grants, scholarships, and federal work-study. NOTE: The distribution of monies should be awarded by a committee of the institution to ensure accountability. The committee, for its own clarification, should have a copy of financial aid guidelines via the President of the institution. No athletic staff member may serve on an institution's Financial Aid Committee, nor may athletic staff influence the aid package for any student.

CASEBOOK EXAMPLE
Case: Are Division II student-athletes allowed to receive financial aid from their respective institutions?

Approved Ruling: Yes, if it is aid that is awarded to the student body in general and is not based on athletic ability or participation.

4. WORK-STUDY – A work-study job cannot be held to induce, recruit, or retain a student-athlete at an institution. A student-athlete can be awarded work-study, but the position cannot be held for the purpose of awarding it to the student-athlete because of his/her participation in athletics.

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

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

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

   EXCEPTION 3: In cases of natural disaster or emergency, an institution may provide financial assistance to a prospective or enrolled student-athlete(s) in money or in kind provided the institution's established financial assistance process or distribution method is followed, and any such assistance is available to the general student body. A third-party relief organization (e.g., Red Cross, United Way, local community organization, etc.) or other first responders may also provide assistance in money or in kind provided ay such assistance is available to all individuals affected by the disaster or emergency.

SECTION B. INTENT AND INDUCEMENTS

1. The primary financial aid issue is intent. If financial aid is offered to induce or influence a student-athlete so they will participate in athletics, then the intent is wrong and contrary to the Division II Guidelines.

CASEBOOK EXAMPLES
Financial Aid Intent
Case: Is it allowable to include athletic talent in the institutional criteria for financial aid qualifications?
Approved Ruling: Athletic talent may not be listed as a criterion in any aid awarded.

Financial Aid Inducements
Case: Is it allowable for an individual or body to underwrite the cost, or a portion of the cost, of a student-athlete's education, based on the athletic ability and potential of participation in athletics by that student-athlete?

Approved Ruling: It is a violation to receive financial support for one's education based on his/her athletic abilities or promise.

Case: May student-athletes receive remuneration for participation on a summer ministry team representing their respective institution.

Approved Ruling: Yes, if the remuneration is the same as that received by other students for participating on similar ministry teams.

Case: Is remuneration still allowable if the above team is composed primarily of athletes who are involved in sport clinics, sport camps, sport evangelism and athletic related discipleship?

Approved Ruling: Yes, if the team is approved by the administration as an official summer ministry team and the purpose is not athletic participation, but rather public relations and recruitment for the institution. It is suggested that oversight and budgeting for such teams be placed in the admissions, public relations, or Christian service areas of the institution and not in the athletic department. If the budget and oversight is placed within the athletic department, it is apparent it is an athletic related endeavor and would violate the principles established for all financial aid and financial remuneration for athletes.

2. To protect the integrity of member institutions, all financial aid should be awarded by the institution's financial aid office and monitored by the same. It is further advised that each institution establish an institutional financial aid committee that is chaired by the Financial Aid Officer.

3. No monies, special benefits or properties may be used to induce a recruit (student-athlete) to enroll at an institution unless it is common practice for the entire institution for all prospective students (e.g. shoes, sweatshirts, housing privileges, etc.).

4. The practice of removing or wiping out debt to an institution for a student-athlete's education cost is the same as athletic aid unless it is a common practice of the institution for all students.

Appendix A
NCCAA Certificate of Clearance

Institution _____ State _____

In accordance with the Family Educational Rights and Privacy Act, I, the undersigned, hereby authorize the Faculty Athletics Representative, Athletics Director and Registrar of the institution I am attending to release any and all information about me which pertains to my eligibility to participate in intercollegiate athletics. The release of such information shall be restricted to any and all official representatives of the NCCAA and its member representatives (if applicable), only for the purpose of determining my eligibility for intercollegiate athletics. It is further understood that I may receive copies of such material from the institution upon request. In addition, my GPA can be shared for the purposes of determining if I qualify for association awards.

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

This form is to be completed and retained by the institution. This form must be available to the National Eligibility Chair upon request. Make copies as needed.

Print or Type Student-Athlete's Name	Signature of Student-Athlete	Date

As a representative of an institution affiliated with the NCCAA, I hereby certify that the beginning statement of this certificate has been read to all student-athletes who are practicing or will practice in the above named sport.

_____	_____	_____
Athletics Director or Compliance Officer	Institution/State	Date

SAMPLE

Appendix B
NCCAA Transfer Player Eligibility Statement

This form should be completed by the Compliance Officer (assisted by the transfer student) only once at any NCCAA institution. All students who have previously been identified with an institution of higher learning must complete this form prior to participation.

Institution _____ State _____

Student Last Name _____ First Name _____ Middle _____

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

☐ Yes ☐ No Did you enroll after the date set by the institution for regular full-time students?
If "Yes", give date of enrollment: ☐ Month ☐ Day ☐ Year

☐ Yes ☐ No Did you graduate from high school?
If "Yes", give month and year of high school graduation: ☐ Month ☐ Year
High School Name _____
City, State, Country _____
If "No", did you earn a G.E.D.? ☐ No ☐ Yes, list date G.E.D. earned: _____

☐ Yes ☐ No Have you served on Active Military Duty for one year or more?
If "Yes", list date of discharge: _____

☐ Yes ☐ No Have you been granted a hardship/medical redshirt by any intercollegiate athletics association or conference?
If "Yes", complete the following:
Sport _____ Year ___
Granted by _____

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

☐ Yes ☐ No Have you ever attended a four-year college or university (4-YEAR), a trade school (TRADE), a junior college (2-YEAR), or other post-high school institution (OTHER)?
If you answered "Yes" to the above question, complete the following two sections:

ATTENDANCE SECTION (account for every academic/calendar term since high school)

Name of Institution	Type (use codes above)	City, State	From MO/YR To MO/YR	Number & Type of terms of attendance	PT or FT

GAPS IN ATTENDANCE (account for every academic/calendar period since high school)

Name of Activity	Type	City, State	From MO/YR To MO/YR
COMPETITION SECTION			

☐ Yes ☐ No Did you participate in an intercollegiate contest at any previous institution? List below any seasons of competition in ALL intercollegiate sports: (If you did not participate, write "None.")

Name of Institution	Seasons of competition* (List 1, 2, 3, or 4)		Sport	Academic Year(s)
	PLAYED	CHARGED		

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

continued

Appendix B, Page Two
Transfer Player Eligibility Statement
This page to be completed by the Compliance Officer

Name of Student _____Filing Institution_____ State____

We verify that the following is confirmed and accurate: (initial or mark the appropriate sections):

☐ All official transcripts from all institutions enrolled and attended have been received. The student-athlete cannot be ruled eligible without all official transcripts.

☐ The transfer student-athlete has met the required total cumulative GPA of at least 2.00 on a 4.00 scale calculated on the basis of all official transcripts from all institutions attended. This should be applied regardless of whether they have participated in any intercollegiate sport prior to enrolling in the present institution.

☐ The transfer student-athlete did not participate in any intercollegiate sport prior to enrolling in the present institution.

If this is the case, apply the EXCEPTION ruling where appropriate: A student-athlete shall be exempt from meeting the 24/36-Hour-Rule only during the first term in which he/she initially competes in any sport at the intercollegiate level, provided the following are true:

- The student-athlete hasn't previously participated in ANY intercollegiate sport at any institution (not just the sport for which he/she is currently being cleared).
- If the student is in the first four terms of attendance, then the student-athlete would have met all other freshman eligibility requirements upon initial identification with our institution.
- If the student is in the fifth or more terms of attendance, then the student-athlete has an overall GPA of 2.00 on a 4.00 scale calculated based on all transcripts from all institutions.

PLEASE NOTE that this exception only pertains to the 24-Hour-Rule. The student-athlete must meet all other eligibility requirements.

☐ The transfer student-athlete did participate in intercollegiate sport at a previous institution prior to enrolling in the present institution and has submitted a NCCAA Transfer Verification Form. **(See Appendix E.)**

☐ The transfer student-athlete is coming as a graduate from a junior college and will be participating in the same sport during the same season. According to Section F, this athlete is eligible to do this and only count it as one season of participation. Remember that a non-graduate cannot participate for two different institutions in the same sport during an academic year.

☐ Please list any special case that does not fall into any category above:_____
_____
_____

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

Compliance Officer's Signature _____

Date _____ Institution _____

SAMPLE

Appendix C
NCCAA Official Hardship Request Certificate

A hardship request is a request for an exception to the Season of Competition Regulation (SECTION M of NCCAA Eligibility). Hardship cases deal only with season of competition. For requests not dealing with seasons of competition, see SECTION L of NCCAA Eligibility, "Processing Requests for an Exceptional Ruling to a Standard Rule." All hardship requests must be referred to the NCCAA Eligibility Coordinator as set forth in SECTION M, ITEM 2.c. of NCCAA Eligibility. **A current transcript of the student-athlete must be submitted with the request.**

1. Name of Student-Athlete _____ Sport in Question _____
Submitting Institution _____ Region _____
City/State _____

2. Date of injury or illness which incapacitated the student _____

3. List the institution's name the student played for, ***all*** date(s), and ***all*** opponent(s) (institutions) the student competed against for the year in question. Scrimmages are not counted against the maximum allowable contests for hardships but should be listed and noted as scrimmages.
Institution Where Athlete Competed: _____

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

List ***all*** seasons of competition, ***including*** current season, of the sport in question. *(Example: 2006-07, 2007-08)*

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

_____ _____ _____
Athletics Director or Compliance Officer Position Date

_____
Coach

5.

To be completed in full by the attending physician (must be an M.D. or D.O.)
Please CHECK YOUR ANSWERS and INITIAL each blank.

1. Was the athlete under medical care prior to the injury or illness that initiated this hardship request? If yes, was the athlete medically released for participation prior to the injury/illness in question?	☐ YES ☐ NO	Initials _____
2. Did the injury/illness incapacitate the student from competing the remainder of the sport season in question?	☐ YES ☐ NO	Initials _____
3. When did you examine the athlete AND recommend no further competition for the remainder of the season?	Date ___/___/___	Initials _____
4. When, in your judgment, will the athlete be medically fit to return to competitive athletics?	Date ___/___/___	Initials _____

5. _____ _____ _____ M.D. ☐
Physician's Signature Date Physician's Printed Name D.O. ☐

6. _____
Address/City/State/Zip

6. ☐ **Attach current transcript.**

Send this form and transcript to: NCCAA National Office.
All 6 areas of this form must be completed before the request can be considered by the National Office.

FOR OFFICIAL USE ONLY – DO NOT WRITE IN THIS SPACE

☐ **Granted**
☐ **Denied** (The request does not meet criteria established by membership.)

_____ _____
Eligibility Coordinator Date

SAMPLE

Appendix D - NCCAA Official Eligibility Certificate

Institution _____ **State** _____ **Sport** _____ **Year** _____

Region _____ **Check one:** ☐ **Men's** ☐ **Women's** **Total Students** _____

List type of term used at your institution (Semester, Quarter, Trimester, etc.):	
List date of first day of class this term:	
List date of end of term:	
Date of first contest (scrimmage or regular season) for the athlete(s) listed:	

COOPERATIVE EXCHANGE PROGRAM (CEP *(if applicable)*
Name of CEP Institution: _____
City and State of CEP Institution: _____

A	B		C	D	E	F	G	H*	I	J	K	L	M
List student name Include all athletes on all teams (varsity, junior varsity, etc.) List students by previous seasons of competition, starting with those with the fewest seasons used to those with the most seasons used.	For each transfer, place a T in the Transfer Column and submit completed Transfer Forms for the student.		Terms of attendance (TOA) at any inst. of higher learning, including this term.	JR or SR academically, or participating in 3rd or 4th season this term?	If D is YES, list student's GPA. If K is 1 or more, list GPA.	Institutional credit hours enrolled in THIS TOA.	Hours earned LAST TOA.	Hours earned in TOA immediately before the last TOA.	Hours earned in summer and/or non-terms.	Number of hours enrolled in co-op program	Previous seasons of competition in this sport. If none, put "0."	If K lists 3, has the student earned 48 (S) or 72 (Q) credit hours in general ed/major?	List total institutional credit hours earned to date.
	ID # (List last 4 numbers.)	Tran.											
				Y ☐								Y ☐	
				Y ☐								Y ☐	
				Y ☐								Y ☐	
				Y ☐								Y ☐	
				Y ☐								Y ☐	
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				Y ☐								Y ☐	

**If a quarter system; must be the 2 quarters immediately before the last term of attendance. List each term separately. If a student has not completed 3 consecutive quarters, then must meet 24 hour rule under F and G.*

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

_____
Athletics Director Date

_____
Head Coach Date

I hereby certify that columns **B, C, D, E, F, G, I, J, K, L, and M** are complete and correct according to official records. The students listed above are making normal progress toward a recognized degree and are maintaining the grade points required to remain in good standing as defined by our institution.

_____
Registrar Date

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

_____
FAR or Compliance Officer Date

MUST BE SUBMITTED TO THE ELIGIBILITY COORDINATOR PRIOR TO ALLOWING ANY STUDENT TO REPRESENT YOUR INSTITUTION.

SAMPLE

NCCAA Official Eligibility Certificate Instructions

A	B		C	D	E	F	G	H*	I	J	K	L	M
List student name Include all athletes on all teams (varsity, junior varsity, etc.) List students by previous seasons of competition, starting with those with the fewest seasons used to those with the most seasons used.	For each transfer, place a T in the Transfer Column and submit completed Transfer Forms for the student.		Terms of attendance (TOA) at any inst. of higher learning, including this term.	JR or SR academically, or participating in 3rd or 4th season this term?	If D is YES, list student's GPA. If K is 1 or more, list GPA.	Institutional credit hours enrolled in THIS TOA.	Hours earned LAST TOA.	Hours earned in TOA immediately before the last TOA.	Hours earned in summer and/or non-terms.	Number of hours enrolled in co-op program	Previous seasons of competition in this sport. If none, put "0."	If K lists 3, has the student earned 48 (S) or 72 (Q) credit hours in general ed/major?	List total institutional credit hours earned to date.
	ID # (List last 4 numbers.)	Tran.											
				Y ☐								Y ☐	
				Y ☐								Y ☐	
				Y ☐								Y ☐	
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SAMPLE

NCCAA Official Eligibility Certificate Instructions

A. List student's name. List students in groups by previous seasons of competition. (e.g., Freshmen first, then sophomores, juniors, seniors, and graduate level.)

B. Enter the student's ID number in the first column. Only list the last four numbers of the ID (no social security numbers). For each transfer student, place a T in the Transfer column and submit completed Transfer Forms for the student.

C. List the total terms of attendance (TOA) the student has attended at any postsecondary institution, including the current term. Note the type of term your institution uses (semester, quarter, trimester) at the top part of the certificate. The NCCAA converts past terms into the type of term used by your institution. Terms are to be converted as follows: 1 semester = 1.5 quarters or 1-1.2 trimester; 1 quarter = .667 semester; 1 tri = .833 semester. Students may compete in the first 10 semesters, 12 trimesters, or 15 quarters. A student must have one half or more terms remaining (after converting) to be eligible for the final term (e.g., including current term, student has used 10.5 semesters: student is eligible for that term. Including current term, student has used 10.667 semesters: student is not eligible).

D. Check "YES" if the student is classified as a junior/senior academically by your institution or competing in the third or fourth season in the sport specified.

E. If the answer to column D is "YES," list the student's total cumulative GPA. A transfer student's GPA will be computed from all transcripts of all previous institutions the student has attended. Students whose last identification (not including summer) was with your institution shall have the GPA used by your institution placed here. Summer or non-terms do not identify a student. Also, if the student completed a season of competition, list his/her GPA.

F. Credit hours attributed to a course in progress shall be considered institutional credit hours for the purposes of determining identification when, as applied to the general student body, the course would appear on the transcript with a grade and earned credit hours upon completion. Courses not meeting this definition, although they may be required by your institution, cannot be recorded in this column.

G. Determine the student's most recent term of attendance (student identifies by enrolling in 12 or more institutional credit hours per institution's census date or represents institution in competition). Use only institutional credit hours (as described in F) listed on the issuing institution's transcript.

H. Apply criteria listed in G above to the second most recent term of attendance. If in a quarter system and the student has completed three consecutive quarter terms of attendance, use the two quarter terms of attendance immediately prior to the previous term of attendance. List each term individually, separated by a comma. If the student has not completed three consecutive quarters, then the student must earn 24 hours in the most recent and second most recent terms.

I. No more than 12 non-term institutional credit hours can be used for this column. A non-term is defined as a term in which the student enrolls in fewer than 12 institutional credit hours at an institution. These non-term hours cannot be used if earned prior to one of the terms defined in columns G or H. Summer is always considered a non-term.

J. List hours enrolled in a co-op program.

K. List the previous seasons of competition in this sport charged by all previous institutions.

L. Students must have accumulated at least 48 semester/72 quarter institutional credit hours in general education and/or the student's major field of study to be eligible to compete in a 4th season of competition in a sport.

M. Students competing in the second season in a sport must have accumulated at least 24 semester/36 quarter institutional credit hours. To compete in the third season in a sport, a student must have accumulated at least 48 semester/72 quarter institutional credit hours. To compete in the fourth season in a sport, a student must have accumulated at least 72 semester/108 quarter institutional credit hours.

Appendix E
NCCAA TRANSFER VERIFICATION FORM

DATE _____

TO
PREVIOUS INSTITUTION _____ CITY, STATE _____

FROM
CURRENT INSTITUTION _____ CITY, STATE _____

The information requested below is needed to determine this student's athletic eligibility.

_____ from your institution is transferring to our institution
(Name of student-athlete)

_____ and participating in intercollegiate athletics.
(Name of Institution)

1. At your institution the student participated in the following sports:

Sport	Academic attendance	# of seasons of competition		Academic years in which competition occurred
		Played	Charged	

2. Is this student in good academic standing at your institution? ☐ Yes ☐ No

   If no, please explain. _____

3. Is this student suspended or on probation at your institution? ☐ Yes ☐ No

   If yes, what are the stipulations of this suspension/probation? _____

4. Had this student remained at your institution, would he/she have been academically and athletically eligible according to your primary athletic national association (NAIA, NCAA, NCCAA, USCAA, ACCA, CCAA)?

   Yes ☐ No ☐

   If not, please explain. _____

PREVIOUS INSTITUTION _____

COMPLETER (print) _____ TITLE _____

COMPLETER SIGNATURE _____ DATE _____

CURRENT INSTITUTION ATHLETICS DIRECTOR
SIGNATURE _____ DATE _____

NCCAA ELIGIBILITY COORDINATOR
SIGNATURE _____ DATE _____

(Copy must be sent to the NCCAA Eligibility Coordinator along with eligibility forms.)
(Only for someone who played athletics at the previous school in the previous year.)

SAMPLE

Appendix F
NCCAA Exception to a Standard Rule Form

In exceptional cases, where extenuating circumstances exist, an institution may request an exceptional ruling to a standard rule. Such a request may be made before or after participation of the student(s) involved.

1. Student's Name / Sport _____

   Institution _____

   Region _____

2. Rule seeking exception: ARTICLE _____ SECTION _____ ITEM _____

   All pertinent information regarding the request should be attached to this sheet.

3. Transcript attached. Please check box. ☐

4. Athletics Director Signature _____

5. Faculty Athletics Representative/
   Compliance Officer Signature _____

6. Date sent to NCCAA Director of Membership or Eligibility Coordinator _____ / _____ / _____

Send this form as a cover sheet with the accompanying documentation and transcript to the NCCAA Director of Membership or Eligibility Coordinator. All six areas of this form must be completed before the request can be considered. The National Eligibility Committee will review the information and make a recommendation.

Additional Documentation
This is a broad process that can be applied to various categories of NCCAA legislation, thus the particular request determines what information will be necessary or relevant. Because the National Eligibility Committee will only have the submitted information to consider, it is an institution's goal to paint a clear, thorough picture of the circumstances and why an exception is warranted.

Required Items:
- NCCAA Exception to a Standard Rule Form
- All transcripts for any student(s) involved (Unofficial transcripts are acceptable.)

Additional Items:
- Personal narratives by individuals involved (e.g., student-athlete, coach, athletics director, parents, academic advisor, etc.)
- Documentation that verifies central details (e.g., medical records of an injury or illness, receipts, game statistics/footage, etc.

Questions?
If you have any questions about the process, how it works, or what information may be necessary for a particular exception request, please contact NCCAA Director of Membership.
Phone (864) 250-1199 x102 | **Email** bgilmore@thenccaa.org

SAMPLE

NATIONAL CHRISTIAN COLLEGE ATHLETIC ASSOCIATION

Sports Policies and Procedures

Sports Policies and Procedures
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Sports Policies and Procedures

I. FREQUENCY OF CONTESTS

A. General Information
The following guidelines for frequency of play and scheduling pertain only to NCCAA member institutions. NCCAA institutions who are dually affiliated with NCAA, NAIA, or CCAA shall abide by the dual affiliation guidelines for frequency of play and scheduling. All other NCCAA institutions, whether or not dually affiliated with any other national organization, shall abide by the guidelines listed below.

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

Sport	Number of Games/Contests/Playing Dates
Baseball	50 contests (See Sports Policies and Procedures section I.B.2.b. for information on scrimmages during the non-championship season.)
Basketball (M & W)	28 games (A student who participates in a varsity contest and a junior varsity contest, on the same day, and at the same location, is considered to have participated only in one game. A student may invoke this exception a maximum of 10 times during an academic year. It is the responsibility of each coaching staff to ensure that each student-athlete does not exceed the maximum of 10 exceptions in an academic year.)
Cross Country (M & W)	7 meets
Football	11 games, with a student limited to participating in no more than 15 contests (This includes varsity, junior varsity, freshman games, and scrimmages.)
Golf	12 matches/tournaments
Soccer (M & W)	18 games played at any time during the sport season. (See Sports Policies and Procedures section I.B.2.b. for information on scrimmages during the non-championship season.)
Softball	50 games (See Sports Policies and Procedures section I.B.2.b. for information on scrimmages during the non-championship season.)
Indoor Track (M & W)	10 meets
Outdoor Track (M & W)	10 meets or 12 meets if indoor track is not sponsored
Volleyball (M)	26 dates (See Sports Policies and Procedures section I.B.2.b. for information on scrimmages during the non-championship season.)
Volleyball (W)	26 dates (See Sports Policies and Procedures section I.B.2.b. for information on scrimmages during the non-championship season.)

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

CASEBOOK EXAMPLES
Scheduling
Approved ruling: The scheduling limitation is established per season. Any game, match or contest that must be cancelled may be re-scheduled with the same or another opponent so long as the total number of games played does not exceed the allowable limit for either institution or athlete. Contests that are forfeited in accordance with approved NCCAA policy shall count against the frequency of play limits.

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

Tournaments – Preseason and Postseason
Approved ruling: Conference qualifying tournaments held at the end of the season are considered postseason and will be approved by the NCCAA per the approval policy. Such tournaments do not count in the maximum number of scheduled contests/dates allowed. Conference or other tournaments held prior to the end of the season shall count against frequency of play limits.

2. Exhibitions and Scrimmages
   a. Exhibition: A competition against competitors not identified with the institution when:
      1) The competition does not meet the definition of a scrimmage pursuant to Section B, Item 18 of the NCCAA Eligibility and Casebook section.
      2) The competition is noted as an exhibition on the institutional schedule.
      3) For NCCAA-only Division I institutions, the competition is against a non-NCCAA only Division I opponent (e.g., exhibition can be vs. NAIA, NCAA, and other countable opponents but not another NCCAA-only Division I).
      4) For NCCAA-only Division II institutions, the competition is against a non-NCCAA only Division II opponent (e.g., exhibition can be vs. NAIA, NCAA, and other countable opponents, but not another NCCAA-only Division II opponent).

      If the competition meets this definition, then it shall not be included in individual and team statistics, win/loss records, and coaching records. The competition shall count against NCCAA game limitations. An NCCAA institution shall be limited to one exhibition per season. The exhibition game shall count toward the 20% threshold for charging a season of competition.

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

      For the sport of basketball, an institution is allowed up to six exhibition competitions per season so long as the total number of games, exhibitions and scrimmages do not exceed 32. For the sport of basketball, an exhibition competition shall not count as a varsity game.

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

      For a contest to be considered a scrimmage, scores and statistics cannot be reported. This includes scores or statistics listed or appearing in an article on statistical reporting sites, athletic or institutional website, social media post such as Facebook or Twitter, or community newspapers or websites.

      Scrimmages shall not be allowed in the following intercollegiate sports: cross country, golf, and indoor and outdoor track and field. Students must be certified as eligible prior to participating in a scrimmage. Transfer students shall be governed by the association under which they competed.

      A student participating in a contest that fits the definition of a scrimmage (Eligibility and Casebook section B, Item 18) shall not be charged a season of competition.

      Students who have competed in only non-intercollegiate scrimmages shall not be charged a season of competition if the scrimmage(s) meet the definition of an NCCAA scrimmage, and if the student participates in no more than the number of scrimmages allowed for the sport.

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

Sport	Number of Scrimmage Dates
Baseball	2 (Plus 3 additional scrimmage dates to be conducted before the end of the fall term. Student-athletes are not permitted to miss class for any reason related to these three additional dates.)
Basketball (M & W)	4
Cross Country (M & W)	0

Golf (M & W)	0
Soccer (M & W)	2 (Plus 3 additional scrimmage dates to be conducted after the fall term has concluded. Student-athletes are not permitted to miss class for any reason related to these three additional dates.)
Softball	2 (Plus 3 additional scrimmage dates to be conducted before the end of the fall term. Student-athletes are not permitted to miss class for any reason related to these three additional dates.)
Track & Field (M & W)	0
Volleyball (M)	2 (Plus 3 additional scrimmage dates to be conducted before the end of the fall term. Student-athletes are not permitted to miss class for any reason related to these three additional dates.)
Volleyball (W)	2 (Plus 3 additional scrimmage dates to be conducted after the fall term has concluded. Student-athletes are not permitted to miss class for any reason related to these three additional dates.)

3. In those sports where scrimmages are allowed, an institution that does not schedule or participate in the maximum number of allowable varsity games, meets, or playing dates may conduct additional scrimmages, of up to the NCCAA's limits. In no case can the combined number of scheduled contests and scrimmages exceed the maximum number listed.
4. Countable Games
   For games to be considered countable (e.g., included in statistics, won-loss records, and coaching records), all the following must be true:
   a. The institution must be a four-year degree-granting institution.
   b. The team must be a varsity program.
   c. The institution must meet one of the following:
      1) Member of the NCCAA, NCAA, NAIA, CCAA, or Canadian U Sports. For Division II, NJCAA is also accepted.
      2) The institution must be accredited by one of the six recognized accrediting bodies in the U.S.: Middle State Association of Colleges and Schools (MAS); New England Association of Schools and Colleges, Commission on Institutions of Higher Education (NEASC-CIHE); North Central Association of Colleges and Schools, Higher Learning Commission (NCA-HLC); Southern Association of Colleges and Schools, Commission on Colleges (SACS); Northwest Commission on Colleges and Universities (NWCCU); Western Association of Schools and Colleges, Accrediting Commission for Schools (WASC-ACS); or Universities Canada or accreditation with ABHE or TRACS.

   NOTE: Additional institutions may be submitted for review for exceptions and added to the countable game list.
5. Minimum Number of Contests
   Institutions must play the following minimum number of contests against accredited, upper-level, degree-granting institutions in the United States and/or Canada to be eligible for NCCAA postseason competition and regional/national postseason awards. (If an institution does not meet the minimum requirement, it can only be nominated for Scholar-Athlete and Scholar Team). To be included in NCCAA power ratings reports, the minimum game requirements for that sport must be met.

Men's Soccer	10 games	Men's Basketball	18 games
Women's Soccer	10 games	Women's Basketball	18 games
Women's Volleyball	15 matches	Softball	16 games
Men's Volleyball	9 matches	Baseball	16 games

6. Foreign Contests
   A maximum of two contests against teams from foreign countries (excluding Canada and Mexico) played in the United States and/or Canada/Mexico shall be permitted without counting against the maximum allowable number. Contests held in a country (except Canada/Mexico) shall not apply to the limitation.
7. 24-Week Season
   Each sport shall have a maximum 24-week practice and competition season established by each member institution. Frequency of play, practice, and scheduling policies shall be applied only during the period of August 1 to May 15, pursuant to the following instructions. The start date specified is the earliest possible date on which any activity meeting the definition of a practice or competition may occur, though teams are free to choose a later date. Scrimmages and exhibitions are excluded and not subject to the start date for competitions.

SPORT	START DATE FOR PRACTICES, SCRIMMAGES, EXHIBITIONS	START DATE FOR COMPETITIONS
Baseball	September 1 or the start of the institution's fall term, whichever is earlier	Thursday of last full weekend in January for games occurring after winter break; fall games are permissible anytime beginning September 1
Basketball (men's and women's)	38 days prior to first allowable game	4th Thursday in October
Cross country (men's and women's)	17 days prior to first allowable meet	4th Thursday in August
Golf (men's and women's)	2nd Monday in August	4th Thursday in August
Soccer (men's and women's)	17 days prior to first allowable game, not to precede August 1	3rd Thursday in August
Softball	September 1 or the start of the institution's fall term, whichever is earlier	Thursday of last full weekend in January for games occurring after winter break; fall games are permissible anytime beginning September 1
Indoor track and field (men's and women's)	September 1	September 1
Outdoor track and field (men's and women's)	September 1	September 1
Volleyball (men's)	September 1	Thursday of last full weekend in January for dates occurring after winter break; fall dates are permissible anytime beginning September 1
Volleyball (women's)	17 days prior to first allowable competition date, not to precede August 1	3rd Thursday in August

Frequency of play, practice, and scheduling outside of this period is governed by each member institution and will not be regulated by the NCCAA.

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

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

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

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

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

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

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

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

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

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

Alumni Game – Season of Competition
Approved Ruling: An alumni contest is considered an "in-house" event and shall be treated the same as an internal practice.

9. Institutional Day Off Policy
   Each institution must establish a written policy providing every team and student-athlete with one day off per week from athletic participation. Institutions have the autonomy to determine how such policies are defined, implemented, and enforced. Each institution's policy must be published in its student-athlete handbook and on its athletics webpage and shall also be provided to the region. Each institution's policy must include an identified process or point of contact at the institution or region for student-athletes or other individuals who believe their institutional policy is being violated.
10. All-Star Competitions:
    a. A student-athlete may represent his/her NCCAA institution in an all-star competition under the following conditions:
       1) The student-athlete is eligible for NCCAA participation during the term in which the all-star contest occurs, or
       2) The all-star contest occurs during the academic year, or subsequent summer, in which the student-athlete completes his/her fourth season of competition and/or 10th semester/15th quarter term of attendance.
    b. A student-athlete is limited to participating in all-star competition for a particular sport on no more than two dates between August 1st and May 15th. There is no limit on the number of all-star contests in which a student may participate between May 16th and July 31st.
    c. Any or all expenses related to travel, meals, and lodging for the competition may be paid by the student-athlete, his/her NCCAA institution, approved conference, or the host of the all-star competition.
    d. All-star contests in the sports of baseball, basketball, soccer, softball, and volleyball shall not count toward team or individual contest limits in the NCCAA Frequency of Contests. Practice activities in these sports directly related to the all-star competition, and consisting only of all-star competition participants, shall not count toward any team's 24-week season provided such activities occur no more than five days prior to the start of the competition.
    e. All-star contests in all other sports shall count against frequency of play and scheduling limits.
    f. NCCAA coaches may administer, direct, and/or conduct all-star related practice and game activities that involve student-athletes identified with other institutions. Such actions by a coach shall not be considered violations of NCCAA recruiting or tryout regulations and shall not trigger the notification requirement in the NCCAA Handbook.
    g. All-Star competitions may not use the NCCAA logo, Game Plan 4 LIFE logo, or any other NCCAA logo or trademark without the prior approval of the National Office.

11. At no time can a contest (scrimmage or game/meet) be added to the schedule to allow for the serving of any suspension by a student-athlete or coach. Should a contracted opponent drop a program during the season, thus necessitating a replacement contest, then the replacement game would not be impacted by the above restriction.
12. The NCCAA recommends that all schools implement the use of game contracts for all contests. These contracts should include the dates played (home and away), what penalties should occur if failure to meet the conditions of the contract, signatures by both schools Athletics Directors, etc. Samples can be provided by contacting the Director of Membership.
13. Forfeits
    a. Each member institution in a forfeited game shall enter the results of the contest in its records in the same manner as the NCCAA to prevent confusion in national ranking of team and coaching records.
    b. If a forfeit is declared while a game is in progress, all statistics are voided unless the game has reached a "reasonable point of conclusion" (e.g., 30 minutes in basketball, 5 innings in baseball, 5 innings in softball, 70 minutes in soccer), in which case all statistics shall count and be reflected in the records. The team's won-loss record and coach's record shall include the forfeit, but if the statistics are voided, all averages in future ranking shall be computed without inclusion of the forfeited game.
    c. If a game is interrupted and the officials do not declare a winner or loser in such a contest, the status shall be "no contest." Statistics shall not be counted, nor shall either team's won-loss record or coaches record be changed.
    d. If institutions have agreed to and signed a written contract for a game(s) or have an approved conference schedule and one institution fails to abide by that contract, a forfeit shall be awarded to the offended institution provided the following conditions are met. (The Declaration of Intent to Participate serves as a contract for all postseason competition.)

       The NCCAA National Office must be notified in writing should an institution officially drop a sport during a season. Contracted contests that are dropped after August 10 for fall sports, October 10 for winter sports, and January 10 for spring sports are subject to the awarding of forfeits.
       1) The Athletics Director or Faculty Athletics Representative of the offended institution must submit a written request for the forfeit to the NCCAA National Office. The request must be submitted within 10 days of the forfeit in question or prior to the start of postseason competition, whichever is earlier. Email is encouraged.
       2) A copy of the contract signed and dated at least seven days prior to the originally scheduled date of competition or bracket assignments for postseason play must accompany the written request for the forfeit.

       EXCEPTION: Weather conditions and/or other acts of God which threaten the safety of an institution's representatives may be evaluated for their impact. Such conditions may or may not be grounds to deny a request for a forfeit.
    e. Once an institution announces discontinuance of a sport, it must notify all institutions remaining on the schedule as well as the NCCAA National Office.

II. CONDUCT, BEHAVIOR, AND ETHICS

The following is expected of participating institutions:

1. It shall be the responsibility of a participating institution to enforce the highest principles of Christian conduct, ethical practices, and character.
2. The Athletics Director is primarily responsible for both the principles and practices of his/her athletic program being consistent with the values of the NCCAA as stated in the Game Plan for LIFE: Love, Integrity, Faith, and Excellence. Each institution is to review the NCCAA #KingChasing Code of Ethics with its coaches and the #KingChasing Commitment with its student-athletes, then return a signed copy to the National Office by September 30. Expectations of Behavior at an NCCAA Event are found in Appendix A.
3. Student-Athletes, coaches, and institutional personnel who represent the NCCAA member institution are subject to all NCCAA rules as stated in the handbook. Inappropriate behavior is not acceptable before, during, or after contests, at the hotel, or in public while representing the institution.
4. Conflict Resolution Procedures
   The following steps are to be followed if a conduct incident occurs in a contest or at your facility:
   a. Coach, official, and/or athletic administration shall address the incident or issue immediately and take corrective measures.
   b. If ejected, the student-athlete(s) and/or coach(es) is/are removed to the locker room, bus, or other designated area.

c. Within 24 hours, report the incident to the Athletics Director of each institution and to the Regional Coordinator.
d. Within 48 hours, complete the Incident and/or Ejection Reporting Form. (See Forms & Procedures or Infractions & Penalties sections.)
e. The Coach and/or Athletics Director from each institution shall talk through the issues to resolve any concerns.
f. If issues or concerns are unable to be resolved, those involved shall work through the Regional Coordinator and then the National Office, specifically with the Director of Membership.

III. GAME/EVENT MANAGEMENT EXPECTATIONS

Management expectations of NCCAA games or events are as follows:

1. Every institution must assign a person who is solely responsible for crowd control at contests. The assigned crowd control manager is responsible for monitoring and stopping inappropriate behavior.
2. After every contest, teams and coaches shall shake hands with opponents.
3. Before every contest, team captains and coaches shall shake hands with officials.
4. Support groups must be placed as far away from the opponent's bench as possible.
5. Making personal attacks is unacceptable and must be addressed by the crowd control manager.
6. No player, coach, or bench personnel may leave the playing area and enter the spectator area of the facility.
7. Inappropriate behavior includes, but is not limited to, fighting, taunting, profane or vulgar language, disrespectful attitude toward hotel personnel, physical abuse or damage to institution property or host hotel property, and disrespectful attitude toward contest participants.

IV. EQUITABLE PROGRAM OFFERINGS REQUIREMENT

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

V. ADDING A SPONSORED SPORT

Institutions desiring to add a varsity sport (sanctioned by NCCAA) must include the sport on the membership renewal form to receive NCCAA member services (e.g., statistics, awards, rankings/ratings, postseason eligibility, etc.). Any sport added after the membership dues deadline shall be ineligible for NCCAA member services. Considerations for adding a sport are:

1. The new sport fits within the institution's Title IX compliance.
2. The sport has adequate facilities that meet NCCAA requirements.
3. The sport has financial support.
4. Coaching staff understands recruiting, eligibility, and financial aid requirements.

VI. DECLARATION OF DIVISION CHANGE

If an institution desires to change the division in which it competes, it must follow these guidelines:

1. Make a three-year commitment to compete in the new division.
2. Meet eligibility guidelines in ALL sanctioned sports.
3. Meet financial aid guidelines in ALL sanctioned sports.
4. Submit a written proposal to the NCCAA Director of Membership who shall then submit it to the Administration Committee of the NCCAA Board of Directors for final approval. The request is due by March 1.

VII. DECLARATION OF DUAL DIVISION STATUS

If an institution desires to compete in different NCCAA divisions (both Divisions I and II) with its intercollegiate athletic program, it must follow these guidelines:

1. Meet Division I eligibility guidelines in Division I sanctioned sports and meet Division II eligibility guidelines in Division II sanctioned sports.
2. Indicate which sport(s) is requesting to change divisions.
3. Make a three-year commitment to compete in the different division for the requested sport(s).
4. If athletic financial aid is awarded to the student-athlete for ANY sport, then the student-athlete may not participate in any sport that is Division II status (for that particular year).

5. To compete at the Division II level, both the institution and the student-athlete must meet the Division II stipulations (no athletic scholarships or aid).
6. Submit a written proposal to the NCCAA Director of Membership who shall then submit it to the Administration Committee of the NCCAA Board of Directors for final approval. A request from a prospective institution shall be treated as an exceptional case to the present Constitution and Bylaws. The request is due by March 1.
7. Division II institutions competing in a uni-division sport(s) with a desire to provide athletic scholarship or aid in the uni-division sport(s) must submit a written proposal as stated above.
8. If the institution desires to continue with dual division status after the three-year commitment, the institution shall submit a request for a new three-year commitment by the March 1 deadline of the third year.

VIII. REGION CHANGE REQUEST

If an institution desires to change the region in which it competes, it must submit a written proposal to the NCCAA Director of Membership. It shall then be presented to the Administration Committee of the NCCAA Board of Directors for final approval. The request is due by March 1.

IX. CANADIAN DUALLY AFFILIATED MEMBER DECLARATION

CCAA allows for five years of eligibility (seasons of competition). However, NCCAA members dually affiliated with the CCAA must follow NCCAA's four seasons of competition rule (using CCAA's definition of charging years of eligibility/seasons of competition). After completing four years of eligibility/seasons of competition, student-athletes shall not be eligible to participate.

NCCAA members dually affiliated with the CCAA must declare which sports shall participate in the NCCAA and follow the four seasons of competition rule. This declaration requires a three-year commitment for sports that are declared and also for those that are not. Every three years a new three-year commitment is required to be submitted by March 1, during the final year of the commitment. For sport(s) that are not declared, the student-athletes are not required to follow the NCCAA's four seasons of competition rule, in addition to the team(s) not being eligible for member services such as individual/team awards, NCCAA rankings/ratings, NCCAA regional/national postseason, voting items presented to the sport coaching body, etc. during the three-year duration.

X. REQUIRED ATHLETIC DEPARTMENT STAFFING

Institutions must provide adequate staffing including, but not limited to, athletics director, faculty athletics representative and/or compliance officer, athletics trainer, senior woman leader, and sports information director.

A. Senior Woman Leadership

All NCCAA institutions shall name a senior woman leader to promote meaningful representation of women in the leadership and management of intercollegiate sports on NCCAA campuses. This role provides an identifiable female presence at each member institution with whom staff and student-athletes can communicate. The role of senior woman leader may be held by a female administrator (including the Athletics Director) or coach who shall serve as a key participant in senior-level management decisions regarding intercollegiate athletics on campus.

The athletics director may designate the role to any female within the athletic department as he/she deems appropriate. A senior woman leader's functions shall include, but are not limited to, the following:

1. Communicate regularly with the athletics director, not only for leadership development, but also to consult on major departmental and university initiatives;
2. Participate in providing leadership and guidance in the area of Title IX and gender equity planning for the overall department, to include both men's and women's sports;
3. Assist the athletics director and senior management with strategic planning processes and decision making for the athletics department;
4. Participate in budget development and major financial decisions for the athletics department operations and initiatives; and
5. Advocate for student-athlete well-being while also serving as a mentor and resource for direct reports and other athletics staff members.

As assigned by the athletics director, a senior woman leader's functions could also include the following:

1. Fully engage in the hiring, onboarding, and evaluation processes for coaches and staff;
2. Meet regularly with institutional senior leaders (e.g., president/chancellor, vice presidents, etc.); and

3. Assist in providing leadership oversight for both men's and women's sports.

B. Faculty Athletics Representative

A faculty athletics representative shall:

1. Be appointed by the president or president's delegate of the institution to represent the institution in the development of sound educational policies for athletics;
2. Be a regular member of the faculty, but not assigned as a coach or athletics administrator;
3. Be charged with the responsibility of ensuring that all participants in intercollegiate competition are eligible in accordance with the rules and regulations of the association prior to representing the institution in any manner;
4. Meet with the institution's president or president's delegate to review NCCAA issues regarding academics and athletics;
5. Work with the athletics director to provide a rules education program that shall include educating the institution's:
   a. Administrators who participate in eligibility certification (e.g., registrar, newly appointed faculty athletics representative, or athletics director);
   b. Sports coaches;
   c. Student-athletes; and
   d. Appropriate faculty (including advising centers).

C. Athletics Compliance Officer

When appointed, an athletics compliance officer shall work in cooperation with the faculty athletics representative and athletics director to foster an environment of education and adherence to all institutional, regional, and NCCAA regulations.

An athletics compliance officer may:

1. Assist the athletics director, faculty athletics representative, athletic staff, students, and fans in understanding and abiding by institutional, regional, and NCCAA regulations.
2. Perform duties that may include researching students' athletic experience and/or amateurism and tracking participation dates, practice seasons, and/or team financial aid limits.
3. Perform duties as requested by the faculty athletics representative that may include preparation of eligibility in accordance with institutional, regional, and NCCAA rules.
4. Assist the faculty athletics representative in providing a rules education program for students, coaches, and administrators regarding institutional, regional, and NCCAA rules.
5. Be a member of the athletics office (e.g., coach or athletics department staff) or an institutional staff member (e.g., academic advisor, etc.) but not assigned as a faculty athletics representative or athletics director.
6. Work with the athletics director, faculty athletics representative, and registrar to develop policies and procedures to monitor and ensure compliance with all NCCAA and regional rules and regulations.

XI. NCCAA CERTIFIED ATHLETIC TRAINER (ATC) POLICY

The NCCAA has approved that the following provisions be in place for all games, contests, and matches between member schools in providing care to all participating athletes. The following information is considered standard operating procedure by all NCCAA institutions. The NCCAA does not assume any responsibility for medical care and athletic training services provided to student-athletes.

A. Medical Coverage: It is the responsibility of each member institution hosting an NCCAA event to protect the health of, and provide a safe environment for, all participating student-athletes. Therefore, it is the responsibility of each member institution to establish guidelines that are reasonable, attainable, and appropriate for their student-athletes and the sport offerings of their athletic department at each venue.
   1. An on-site licensed and certified athletic trainer is required to be physically available at all NCCAA member schools home baseball, basketball, soccer, softball, and volleyball games. These games should take priority over host institutions' practices elsewhere on campus. In-season sports should also take priority over out-of-season sports.
   2. For other sports in which an NCCAA member institution participates, the athletic trainer shall be available, within a reasonable response time, for all contests. It is recommended that athletic personnel receive training in CPR, AED usage, first aid, and prevention of disease transmission.
   3. Physician coverage: some institutions have physicians on a limited-call basis.
   4. An NCCAA member institution athletic trainer shall be on-site when hosting an NCCAA Regional or National Championship.

5. If the member institution does not have an ATC on staff, they shall be required to outsource and contract ATC services for their intercollegiate contests. The ATC must be certified by the National Athletic Trainers' Association Board of Certification (NATABOC), or an equivalent affiliation, and maintain a current license in the state of practice.
6. The host ATC shall be available a minimum of 90 minutes prior to game time and 30 minutes post-game time to provide for pre-game and post-game needs of student-athletes.
7. In extenuating circumstances that would prevent an ATC from being available, the host institution shall notify the visiting team no later than 24-48 hours prior to the contest.

B. Emergency Communication and Planning: Each institution must have an emergency action plan in place in case of serious injury and provide training for staff.
1. Specific training to be included in planning are for head and neck injuries, cardiac arrest, heat injury, sickle cell collapse, and mental health.
2. Emergency communication, such as telephone, cellular phone, or radio should be available at all sites in case of an emergency (including 911 response time of less than 10 minutes from time of call).
3. Emergency numbers for local hospital(s) should be provided to each participating institution.

C. Medical Supplies: Visiting institutions not traveling with an ATC shall bring all relative medical supplies (tape, pre-wrap, pain reliever, etc.) to provide the host ATC for pre-game, in-game, and post-game prevention and treatment.
1. The host institution shall provide a universal precaution (biohazard) kit at both benches for all contests.
2. The kit should include: latex gloves, bleach or similar product, gauze or towelette, and biohazard bags or waste bucket.
3. Other than the above-mentioned supplies, each team shall provide their own medical necessities. (e.g., tape, bandages, etc.). Typical medical kits should include basic first aid supplies, tape supplies, etc.
4. For specifics on each institution's training room resources, please contact institutions you will visit at least 48 hours in advance.

D. Special Considerations
1. Because of limited space at some institutions, please call ahead to determine when the training room is available for visitors' use.
2. If modalities are needed, please provide the host athletic trainer with an athletic trainer's prescription for the specific modality.
3. For other special requests, please call the host head athletic trainer in advance of your visit.
4. It is recommended that each coach has first aid and AED certification.

E. Pre-Participation Physicals: All athletes who compete for an NCCAA institution are required to have either a physical examination on file with the school's athletic training staff or a sign waiver of a physical examination.
1. All new or transferring student-athletes shall be required to have a physical or waiver by the school's designated health care professional, or other approved health care professional as listed below, and submitted to the athletic training staff before the student-athlete is allowed to participate in any team activities (e.g., weightlifting, conditioning, and on the court/field activities).
2. It is up to the institution to determine if they require students who are going through the try-out process or who have practice players to obtain a physical or sign a release of liability waiver before try-outs begin.
3. To protect the student-athletes as well as each institution, the NCCAA requires that physicals are performed by an approved healthcare provider. Any physical that is completed by a professional other than these shall be void and not accepted as clearance to participate: Medical Doctor (MD & DO), Physician's Assistant, Nurse Practitioner.

F. Concussion Guidelines: The following information is a guideline for the care of student-athletes for the NCCAA regarding concussions.
1. The NCCAA recommends that all schools follow the protocols set forth by the physicians who cover their athletic teams. The host certified athletic trainer shall be responsible for making the call on whether a student-athlete has a concussion unless the visiting school has traveled with a certified athletic trainer.
2. The student-athlete should be removed from play as soon as a concussion is suspected and evaluated by an appropriate health-care professional, such as a certified athletic trainer, team physician, or a health care professional experienced in concussion evaluation and management. Student-athletes with a concussion are not allowed to return to the game that day. They should not return to playing until all symptoms have been resolved during rest and exertion. A health care professional with experience in evaluating concussions should clear the student-athlete before returning to play is considered.

3. If the student-athlete is determined not to have a concussion by the certified athletic trainer, the student-athlete may be allowed to return to competition.

G. Education And Structure
   1. The education of coaching staff and game management personnel should be conducted annually.
   2. Topics to review are cardiac arrest, head and neck injury, concussion, heat stroke and illness, sickle cell trait, and mental health, etc.
   3. Programs, policies, and procedures should be reviewed annually.
   4. Institutions must create an administrative system where athletics healthcare professionals are able to make decisions with only the best interests of student-athletes at the forefront.

XII. ANNUAL RULES EDUCATION

All staff members involved in the administration of athletics shall complete an annual online rules education training program. For NCCAA-only members, this includes the faculty athletics representative, registrar, and all identified athletic department administrators and coaches, including but not limited to all paid and voluntary head, associate, assistant, and graduate assistant coaches. For dually affiliated members, this includes all identified athletic department administrators and head coaches. For each individual required to participate in the training program, comprehensive rules education is required upon initial appointment to his/her role.

New coaches must complete the required training within the first 60 days of hire or prior to the coach's first competition, whichever is earlier. New staff members must complete the required training within the first 60 days of hire or prior to the institution's next certification, whichever is earlier. Returning coaches and staff members must complete the required training prior to the earliest starting date for competition for any sport sponsored by the institution. Each institution shall verify that its staff members complete the requisite training every year. Institutions failing to have all staff complete the training as required shall be subject to disciplinary penalties.

Each individual required to participate in the training program must achieve an 80% grade in each required training within his/her track. Individuals can retake any quiz as many times as needed until the 80% grade is achieved. Athletic Directors shall manage this requirement internally and annually sign a form that the institution is in compliance. (See Appendix E and Forms and Procedures section.)

XIII. CATASTROPHIC (CAT) INSURANCE POLICY

Institutions that are affiliated with the NCCAA only must participate in the Catastrophic Insurance Policy of the NCCAA. The insurance program is overseen by Bob McCloskey Insurance, and billing and payment shall be included with the NCCAA membership dues process. Coverage is provided for participation in scheduled games, supervised practices sessions, and authorized group or team travel that is paid for or reimbursed by the sponsoring organization in connection with such games or practice sessions. Failure to participate in the catastrophic insurance policy may result in penalties and sanctions, including teams being ineligible for postseason competition.

XIV. ANNUAL CONVENTION ATTENDANCE

A. The Annual Business Meeting of participating institutions shall be held once a year in conjunction with the Annual Convention. Each institution shall be required to have a voting delegate at the Annual Convention including the entirety of the State of the Association, Hall of Fame Event, Regional Meetings, and the Annual Business Meeting. Failure to have a delegate in attendance shall result in all sports for the upcoming academic year being placed on restrictive probation. A member institution may utilize the Proxy Ballot once every three years when attendance is not possible by any institutional representative. When a proxy ballot is used, attendance becomes required for the next two years.

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

C. New members must send either the Athletics Director or Vice-President over Athletics to the NCCAA Annual Convention the first two years of membership.

XV. RECRUITING GUIDELINES

A. Campus Visitation
The NCCAA's perspective toward campus visitation of prospective students is formulated from the following three major principles:
1. The protection of the student in maintaining normal academic progress in high school and junior college.
2. The coordination of this rule with the overall policies of the institution affecting procurement of students with special talents.
3. The control of tryouts consistent with making the intercollegiate program an integral part of the total program without legislating against the student.

B. Tryouts
Individual or group tryouts may be conducted, on the member institution's campus only, for the purpose of assisting in the assessment of athletics promise if tryouts are a part of the general institutional policy in the evaluation and admission of students with special talents. Tryouts, where permitted, shall be limited to no more than two days for a specific student at a member institution.
1. Campus Location
   a. An institution's "campus" shall be defined as institutional property or the practice/playing area where an institution conducts its regular season practices and/or contests. Tryouts of prospective students, in accordance with NCCAA Bylaws, shall not constitute practice, although institutional team members may be involved.
   b. Tryouts must be institutional policy and must apply to all students with special talents. The policy cannot apply solely to athletes.
2. Coach Observation
   NCCAA coaches may attend high school and junior college competitions and/or practices to observe potential student-athletes. During these observation periods, the NCCAA coach cannot ask the student to exhibit a particular skill or direct or ask the coach to organize the workout in a particular manner. Further contact or discussion with the student must fall under the parameters of the recruiting bylaws.
3. Sport Clinics/Summer Camps
   Clinics and summer camps conducted by coaches and or sport programs shall not be considered tryouts if the coach conducting the clinic or camp does not:
   a. Give prospective student-athletes special instruction not offered to others in attendance.
   b. Give prospective student-athletes repeated use in drills or as the "example player."
   c. Give prospective student-athletes special treatment that the rest of the attendees do not receive (e.g., participate in the clinic without paying a fee which all other attendees must pay, free transportation from the coaches, etc.). These types of benefits shall constitute a violation of the Financial Aid Bylaw.
4. Summer Participation
   Prospective students (entering freshman and transfers) are allowed to engage in informal conditioning activities with continuing student-athletes. Prospective students are not permitted to practice or compete with an institution's team prior to the beginning of the 24-week season unless the student is enrolled full-time in summer coursework at the NCCAA institution or enrolled in 12 institutional credit hours for the fall term at the NCCAA institution.
5. Expenses
   a. No part of the travel expense, meals, and lodging of prospective students making visitations to an institution shall be paid by the institution unless such practice is a part of the general institutional policy in procurement of other students with special talents and not only for the express purpose of securing athletes.
   b. Expenses Paid by Institution
      It is permissible for an athletic department to provide meals and/or general expenses for prospective student-athletes only if it is part of the institution's general practice to do so for students with special talents who are participating in a campus visit or tryout. While there is no monetary limit, the athletic department should provide similarly priced meals and or reimbursement for travel, lodging, etc., to those provided for non-athletes in line with institutional policy.
6. Recruitment of an Enrolled Student-Athlete
   a. Contact by Student-Athlete
      1) If, during the school year or summer vacation period, the Athletics Director, Faculty Athletics Representative, Senior Woman Leader, Compliance Officer, or coach of a member institution is contacted or becomes aware of contact by an athlete who enrolled at another NCCAA-only institution, it shall be the responsibility of the contacted institution (Athletics Director, Faculty Athletics Representative, Senior Woman Leader, or Compliance Officer) to notify, in writing, the institution

(Athletics Director, Faculty Athletics Representative, Senior Woman Leader, or Compliance Officer) where the athlete is presently enrolled within 10 days following the first contact.

EXCEPTION: If an NCCAA student-athlete has a signed release or other documentation from their current Athletics Director permitting the student-athlete to participate in recruiting conversations with other NCCAA institutions, written notification is not required to be provided to the student's current NCCAA institution.

A coach or another representative of a member institution may respond to a contact by an athlete only after the enrolled athlete's institution (Athletics Director, Faculty Athletics Representative, Senior Woman Leader, or Compliance Officer) has been notified as prescribed above.

2) A coach or another representative of a member institution shall not initiate contact with an athlete who has enrolled at another NCCAA-only institution. It is permissible to contact a student who is currently enrolled at a two-year institution or four-year institution (not NCCAA-only), but it is still recommended to notify the institution since that is the most ethical process.

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

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

b. Responding to a Representative of a Student
Contact made by another individual (e.g., parent, high school coach, roommate) on behalf of the student, should be treated in the same manner as contact from the student. Contact regarding transferring with any of these individuals must be reported in the manner outlined in the recruiting bylaws.

c. Responding to a Potential Student-Athlete Not Currently Identified
If a potential student-athlete has identified at an institution of higher education but is not currently identified with another higher education institution, an NCCAA coach shall not be required to provide notice to the previous institution provided the registration period of the previous institution for the current academic term has passed. The NCCAA coach and institution shall bear the responsibility to ensure the student is not currently identified with any higher education institution. Identification of a student in a given term extends through to the registration period of the following term, e.g., identification in the spring term extends through the summer.

d. Notification Not Required
Initial emails, voicemails, and texts left by a prospective student-athlete for a member of the athletics department that are not responded to, addressed, or returned are not considered communications requiring notification. If at any point the prospective student-athlete does make contact with the Athletics Director, Faculty Athletics Representative, or coach which is not ignored in the same manner described above, notification must be made in writing to the prospective student's enrolled institution, if NCCAA-only, within 10 days of the contact.

7. Recruitment of a Graduate Student-Athlete
a. As soon as a student completes his/her undergraduate degree and graduates from a four-year institution, an NCCAA coach or institutional representative may initiate contact with the student. An NCCAA coach or institutional representative can initiate contact the day following a student's graduation date or completion of all academic requirements for his/her undergraduate degree, whichever is later.
b. If an Athletic Director, Faculty Athletics Representative, or coach of a member institution is contacted or initiates contact with such an athlete, written notification of the contact is not required to be provided to the student's undergraduate institution.

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

XVI. DECLARATION OF INTENT TO PARTICIPATE

Each institution must submit a Declaration of Intent to Participate in the championships and/or invitationals of the NCCAA. The following are the guidelines governing that declaration and form.

1. The institution declares its intent to participate in the indicated NCCAA Regional/National Championships. It is understood that by declaring to participate, the institution commits itself to represent its region should it win the Regional Championship, qualify as a region qualifier, or meet the national standard in sports without regionals. The only condition for waiving this declaration is the continued advancement in CCAA, NAIA, or NCAA postseason competition or one of the listed institutional limitations indicated.
2. Institutions may list limitations for their declaration to participate such as winning percentage, advancement in conference play, administrative approval, etc. Financial decisions should be made prior to submission of this document by the August 31 deadline.
3. Any condition requiring institutional approval (e.g., administration, Athletics Director, Vice-President, or other) requires said approval to be given/denied three weeks prior to the Regional Championship start date.
4. Any exception of an institution's policy to postseason play stated on its declaration MUST be approved by the NCCAA National Office three weeks prior to the Regional Championship start date.
5. Teams that advance to NCCAA National Championships/Invitational must arrive and participate in all required functions per the sport (e.g., Worship/Banquet Event, Christian Service Project, Coaches' Meeting, Contests, etc.). Arriving late or not participating shall be considered failure to comply with its Declaration of Intent to Participate.
6. Sanctions for Failure to Comply
   If an institution fails to comply with its Declaration of Intent to Participate in any sport, that sport shall be placed on Restrictive Probation for the following academic year, with the potential for additional penalties up to all sports at that institution being placed on Restrictive Probation (NCCAA Bylaws, Article VII, Section 7.10.a.2).

XVII. REGIONAL POSTSEASON COMPETITION

Regions are required to accommodate institutions' conference postseason (within NAIA/NCAA) when scheduling NCCAA Regional Championships. If conference postseason dates leave no time for NCCAA Regional Championships, regional leadership shall work in conjunction with the National Office to determine a plan.

XVIII. CHAMPIONSHIP AND INVITATIONAL SPORTS

A. Conditions for Establishing a Sport
   1. In the first full academic year following the point at which a sport attains invitational sport status, all institutions sponsoring an invitational sport must be aware of all NCCAA regulations.
   2. Beginning with the second full academic year following the point at which a sport attains invitational sport status, the following shall apply:
      a. Institutions competing in invitational sports are subject to the Constitution, Bylaws, and policies of the association. Student-athletes participating in an NCCAA invitational sport must be properly certified as eligible prior to any intercollegiate competition.
      b. The NCCAA shall sponsor national invitational competition for the sport. The Administration Committee must approve policies, procedures, and qualification plans for all invitational events.
      c. The Administration Committee shall evaluate the first invitational competition and recommend changes for a second invitational year.
   3. A sport shall remain an invitational sport until:
      a. At least two invitationals have occurred; and
      b. The number of institutions grows to 33%; and
      c. The Administration Committee approves championship sport status.
   4. If a sport is not approved for championship sport status following the second invitational, the Administration Committee shall continue to provide feedback, and the sport shall retain its invitational status until approved.
   5. An invitational sport shall remain in good standing provided a minimum of 15% of member institutions honor their Declaration of Intent to Participate. If fewer than 15% of member institutions honor their Declaration of Intent to Participate in a given year, the sport shall be considered at-risk the following academic year. If the

sport does not return to good standing and remains at-risk for a second consecutive year, the sport shall automatically return to non-invitational sport status. The sport shall not be permitted to request invitational sport status for the remainder of the current academic year or the subsequent academic year.

B. NCCAA Invitational Sport

NCCAA invitational sports must have 15% of the Division I NCCAA membership for uni-division sports, or 15% of divisional membership for separate Division I or II sports, to sponsor a varsity program in the sport. Only full members are used in these calculations.

1. The following shall be the next steps:
   a. An invitational sport shall establish a coaches' association to develop policies and procedures for the sport.
   b. The coaches' association must submit the Request for NCCAA Invitational Sport Status by May 1st and receive approval from the Administration Committee.
   c. The Administration Committee of the Board of Directors shall approve the sport's request for invitational sport status.
2. Invitational Sport Requirements
   a. The Invitational field shall be no more than 20% for Division I and 25% for Division II of the full members sponsoring a varsity program for that sport, per the varsity programs submitted at the time of dues.
   b. The coaches' association shall set criteria to select the participating teams. Host institutions shall be included in the field.
   c. To determine fields for Invitational sports that need standards for qualification (e.g., cross country and track and field), the coaches' association of the sport shall set national standards for teams and/or individuals to meet.
   d. Field size shall be set by the Administration Committee of the NCCAA Board of Directors, by the NCCAA Annual Convention.

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

1. Thirty three percent or more of member institutions declare intent to sponsor the sport.
2. The Administration Committee has approved the sport's request for championship sport status.
3. The sport meets the requirements for NCCAA championship competition.

D. Conditions for Maintaining a National Championship Sport

1. In the first full academic year following the point at which a sport attains championship sport status, the NCCAA shall sponsor National Championship competition for the sport. The Administration Committee must approve policies, procedures, and qualification plans for all championship events.
2. Institutions competing in championship sports are subject to the Constitution, Bylaws, and policies of the association. Student-athletes participating in an NCCAA championship sport must be properly certified as eligible prior to any intercollegiate competition.
3. A championship sport shall remain in good standing provided a minimum of 33% of member institutions sponsor the sport. If fewer than 33% of member institutions sponsor the sport in a given year, the sport shall be considered at-risk the following academic year. If the sport does not return to good standing and remains at-risk for a second consecutive year, the sport shall automatically return to invitational sport status.
4. Upon moving to invitational status, the sport must follow the above stated procedures to return to championship status.

E. Sanctioned Championship Requirements

1. NCCAA sanctioned championships must have 33% of the Division I NCCAA membership for uni-division sports, or 33% of divisional membership for separate Division I or Division II sports, to sponsor a varsity program in the sport. Only full members are used in these calculations.
2. For regional qualifying sports, the National Championship field shall be no more than 20% for Division I and 25% for Division II of the full members sponsoring a varsity program for that sport, per the varsity programs submitted at the time of dues.
3. Field size shall be set and reviewed every three years by the Administration Committee of the NCCAA Board of Directors. A three-year average over the past three years shall be used. The most recent review was before the 2024-25 academic year, and the next review shall be before the 2027-28 academic year. If the percentage number is 50% (e.g., 7.50) or higher for a team, the number of teams shall be rounded up to the next full team. If the next full team is unusable for normal tournament development, the number shall be rounded to the next number (e.g., 4.5 would round to 5. Five is difficult to form a tournament so round up to 6).
4. National Championship fields for non-regional qualifying sports (e.g., cross country and track and field) shall be determined by teams or individuals meeting the national standards set by the coaches' association of the sport.

5. Exceptions to field limitations must be approved by the Administration Committee of the NCCAA Board of Directors after review by the National Administrative Council (NAC).

F. National Championship Selection and Seeding Policy
   1. Sports must choose either Option A or Option B as their criteria for selecting at-large teams to the National Championship and seeding at the National Championship. If Option B is selected, sports may select items from the list to use as criteria and then identify the order of importance (power ratings must be included as the most important). Criteria selected and order of importance for Option B shall be the same for both at-large selection and seeding.
      a. Power Rating Option A - Power Ratings Only
         For at-large selection and seeding at the National Championship, teams within .250 rating points of each other shall switch places if they met during the regular season and the lower-rated team won the contest or series. Teams move only one place at a time, and movement is applied from bottom to top. This shall be reapplied as many times as necessary until no further changes in position take place. For at-large selections, only teams eligible for at-large selections shall be included in the list when determining teams within .250 rating points.
      b. Power Rating Option B - Power Ratings A La Carte Options
         1) Head-to-head
            Point of consideration: One team defeated another in a matchup or series of matchups.
         2) Common opponents
            Point of consideration: Teams being considered had the same opponent to compare results.
         3) Rankings (NCCAA, NAIA, NCAA II and III, and CCAA)
            Points of consideration: A team has been ranked higher than another all season; a team has been ranked this season and another has not; number of wins over ranked teams.
         4) Strength of region
            Points of consideration: One region has more teams ranked or ranked higher in NCCAA, NAIA, NCAA II and III, CCAA rankings, and/or NCCAA Power Ratings; one region has had teams defeat teams from another region.
   2. At-Large Selection: For a la carte items in Option B to be used, teams must be within .500 in power ratings. Committee shall examine and compare each bubble team under the threshold with each bubble team within the threshold from top to bottom. If a bubble team under the threshold and outside of .500 in power ratings of a bubble team within the threshold, that team (or teams) within the threshold are locked in for an at-large selection (see example at www.thenccaa.org/helpcenter).
   3. Selection Process (see example at www.thenccaa.org/helpcenter)
      Start with the highest bubble team and work down. Examine and compare, as necessary, with each bubble team using the criteria selected by the sport.
      NOTE: The selection committee must keep in mind that a team cannot be eliminated from consideration if a team greater than .500 below them is selected.
   4. Bubble Team Definition: A bubble team is a team that must be considered for an at-large selection within the .500 range of the threshold.
   5. Seeding: For a la carte items in Option B to be used, teams must be within .500 in power ratings, and a team may only move up or down three places in power ratings (see example at www.thenccaa.org/helpcenter).
   6. Items not permitted to use as criteria:
      a. Strength of schedule
      b. Region runner-up
   7. Regional Seeding Conflict: The tournament committee, in conjunction with the National Office, can adjust seeding to avoid regional opponents from playing each other in the first round (if possible), following these guidelines:
      a. Regional opponents must have played each other at least once during the regular season and/or postseason.
      b. A team may only be moved up or down one seed.
      c. Only one of the two regional teams shall be moved.
      d. If a new regional opponent conflict arises after this move, the team that was originally moved may not be moved again unless it is returning to its original seed.
      e. This process may also be followed for pool play in these scenarios:
         1) Two regional opponents together in a pool of three teams.
         2) Three regional opponents together in a pool of four or five teams.
   8. Selection committees should ideally be comprised of unbiased individuals and not include individuals who have qualified for the National Championship or are seeking an at-large selection. If that is not possible, at a

minimum, individuals who are seeking an at-large selection are not permitted to participate in the selection process.

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

H. Championship Travel Reimbursement Policy
1. Since 2014, National Championship travel reimbursement has been offered each academic year. In 2018, the Future Generations Endowment Fund was created to grow the amount of support and increase the number of sports eligible for reimbursement. The fund received its first one-million-dollar gift in 2019 with an initial goal of $2.5 million and a $10 million goal by 2030. As of 2024-25, all NCCAA sanctioned championship sports are eligible for reimbursement. The total amount of funds available per sport is in Appendix D. As the fund grows and meets fund covenants, the Administration Committee shall determine how increases shall be applied. Reimbursement funds shall be sent to the qualified institutions directly from the NCCAA National Office within 45 days of the conclusion of the championship.
2. Host institutions that have participating teams/individuals are eligible for reimbursement.
3. If a team that qualifies for a championship is a local team to the site or venue and does not use the host hotel, then reimbursement shall be prorated to 30% of the allotted reimbursement. This does not apply to the host institution.

XIX. MEDIA & BROADCASTING POLICIES FOR NATIONAL EVENTS

A. The NCCAA owns exclusive rights for all broadcasts (television, webcast, radio, etc.) and filming of its championship meets, tournaments, and games. When the NCCAA produces any form of a broadcast, the NCCAA reserves the right to deny any institution or entity from producing content in any form.

B. All institutions or entities interested in producing a broadcast of any kind must first obtain written approval from the Director of Communications. Approval is not guaranteed.

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

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

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

F. Rights Fees for NCCAA National Championships
1. Radio
   a. Baseball, Basketball, Soccer, Softball, Volleyball: $125/game (non-exclusive)
   b. Institutions covering only their games can choose the following non-exclusive packages:
      Two games: $225
      Three games: $325
      Four games: $400
      Five games: $525
      Six games: $650
   c. Cross Country, Golf, Indoor/Outdoor Track & Field: $100/sport (non-exclusive)
2. Webcasting
   a. When the NCCAA produces a webcast, no institution or entity is allowed to produce a webcast.
   b. For events with no NCCAA production, contact the Director of Communications.
3. Television
   Contact the Director of Communications.

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

H. Filming/Video Recording
   1. Institutions interested in filming/video recording games or event action for short highlight purposes must first obtain written approval from the Director of Communications. If approved, institutional sports information staff shall be given credentials for this purpose only.
      a. This filming/video recording is not permitted to be live streamed.
      b. Full-game filming/video recording is not permitted.
      c. Music may be added in accordance with the NCCAA music policy and copyright laws.
      d. Play-by-play is not permitted to be overlayed on the short highlight clips.
   2. Third party individuals or entities may not film/video record at NCCAA National Championships.

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

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

XX. APPROVED POSTSEASON

A. Criteria for Approved Conference Postseason
   1. Postseason contests of affiliated conferences within NCCAA, CCAA, NAIA, NCAA II, NCAA III, and U Sports are counted as postseason. An affiliated conference is defined as having official conference membership within the national association.
   2. Conferences not affiliated with the national associations listed above must meet the following requirements:
      a. The conference shall be organized under governing documents that include formal recognition of the responsibility to operate in a manner consistent with minimum standards established by the NCCAA.
      b. Governing documents of the conference shall clearly list with whom final authority for operations of the conference resides.
      c. Governing documents of the conference shall establish those matters fully within the direct control of said final authority, including, but no limited to:
         1) Amendments to the constitution, bylaws, and other governing documents;
         2) Budget approval and financial oversight;
         3) Employment and supervision of the conference commissioner;
         4) Conference membership; and
         5) Approval of the conference strategic plan.
      d. Said final authority shall exercise authority in matters under their direct control by convening at least one meeting annually, in which votes may be exercised only by those in attendance.
      e. The conference shall employ a commissioner to provide effective leadership and administrative support to the conference and may employ other professional staff determined by the conference necessary to ensure adherence to NCCAA standards.
      f. The conference must have full members that are:
         1) Four-year degree granting institutions
         2) Accredited by one of the six recognized accrediting bodies in the U.S., or Universities Canada, or with ABHE or TRACS.
      g. The conference must have a minimum of six institutions as full members.

B. Criteria for Approved National Postseason
   1. Postseason contests in national tournaments in NCCAA, CCAA, NAIA, NCAA II, NCAA III, and U Sports are counted as postseason.
   2. Requirements for future considerations for approved national postseason include:
      a. A recognized national organization that has a broad geographical footprint with a reasonable number of full members.
      b. The national organization has member institutions that are:
         1) Four-year degree granting institutions
         2) Accredited by one of the six recognized accrediting bodies in the U.S., or Universities Canada, or with ABHE or TRACS. (See section I.B.4.c.2 above.)

c. The sport within the national organization has a qualification process and is not by invitation.

XXI. RANKINGS AND STATISTICS

A. NCCAA National Rankings
1. The National Rankings voting shall be conducted by the National Chair, in conjunction with regional representatives, and be reported to the NCCAA Director of Communications.
2. Each Regional Sport Chair shall be the regional rater and voter.
3. Regional raters are responsible for submitting region ratings to the National Chair, who shall then send out all regional ratings to voters. Raters should include explanation/summary as to why teams are rated where they are. Raters may work to get feedback from regional teams when developing the regional ratings.
4. Regional raters shall then select the National Rankings and send to the National Chair. The National Chair shall tally all votes and must send the final ranking along with each regional rating to the Director of Communications by 11:00 a.m. (ET) each Tuesday that has a ranking.
5. When casting votes for the National Rankings, voters must follow the order of the regional ratings.
6. Ties shall be broken by:
   a. Number of ballot appearances;
   b. Most votes in highest place; and
   c. Winning percentage.
   d. The team winning the tie-breaker shall receive one additional point.
7. There shall be bi-weekly rankings through the conclusion of the regular season, with a final postseason ranking the week following the National Championship.
8. The National Office serves as the oversight committee.
9. Sports that conduct NCCAA National Rankings shall be limited to the number of teams included in the rankings based on the following criteria:
   a. Top 5 when there are 11-25 full NCCAA members who sponsor the sport.
   b. Top 10 when there are 26-50 full NCCAA members who sponsor the sport.
   c. Top 15 when there are 51-75 full NCCAA members who sponsor the sport.
   d. Top 20 when there are 76-100 full NCCAA members who sponsor the sport.
   e. Top 25 when there are 100+ full NCCAA members who sponsor the sport.
10. Number of full NCCAA members who sponsor the sport shall be determined at the beginning of the academic year.
11. When a sport reaches the number of members to increase or decrease the number of teams included in the rankings, the sport must stay in its current category for one additional year. If the sport still has enough teams to increase or decrease the following year, then the change in category shall proceed. In extreme circumstances, the Administration Committee may issue an immediate change in categories.

B. Statistics

Complete and accurate statistical information must be submitted to the NCCAA in the form of .XML game files, following the steps outlined at www.thenccaa.org/helpcenter, and using only one of the approved statistical programs (DakStats, Genius Sports, PrestoSports, StatCrew). Game files must be submitted to the NCCAA within 48 hours after the game. However, the mandatory deadline for weekly game files to be uploaded to the NCCAA website is Tuesday at noon ET. Any amount of missing game files in a week shall count as a missed report. Any game files submitted from a non-approved statistical program shall count as a missed report. Once statistical reporting begins, missing or incomplete game schedules may result in multiple penalties being issued at the discretion of the National Office.

The penalties for not reporting statistics or for being late are:
1. First offense: email or letter of notice of the violation.
2. Second offense: email or letter of warning of the violation.
3. Third offense: $100 fine paid within 30 days of the date of the invoice or before Regional Championships, whichever comes first.
4. Fourth offense: $250 fine paid within 30 days of the date of the invoice or before Regional Championships, whichever comes first, a loss of postseason awards for the applicable athletes and/or team, the team shall become ineligible for statistical reports and ratings for the remainder of the season, and any further penalties at the discretion of the Administration Committee (e.g., ineligible for postseason play).

It is the responsibility of each institution to contact the National Office regarding any technical problems experienced in submitting weekly statistics. Proper communication can prevent team penalties.

Regular Season Neutral Site Tournament Statistics: The host institution of regular season tournaments (e.g., classic, tri-match, or any multi-team event of the like that an institution hosts, regardless of venue or if the host institution is competing), is responsible for recording official statistics for all participating teams for those sports in which a weekly national statistical report is conducted. Missing statistics from a regular season tournament shall be considered a missing statistical report for the host institution regardless if the host competed (other participants of the tournament shall not be considered to have missed a stats report the first week, but the following week shall be considered to have missed a stats report if still missing). Note: If the host sent files to opponents and opponents failed to upload the files in time, the host shall not be penalized.

XXII. CRITERIA FOR ALL-AMERICAN AWARDS

NCCAA All-American Award Requirements:

1. The sport must be an NCCAA sanctioned championship.
2. The number of All-American Awards for a sport shall be based on a formula of 5% of the total number of starters from full members sponsoring a varsity program for that sport and division, per the varsity programs submitted at the time of dues. Each sport shall always receive at least two full All-American teams.
3. The number of All-American Awards awarded shall be set and reviewed every three years by the Administration Committee of the NCCAA Board of Directors. A three-year average over the past three years shall be used. The most recent review was before the 2025-26 academic year, and the next review shall be before the 2028-29 academic year. If the percentage is 50% or higher for a partial team, the number of awards shall round up to the next full team.

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

XXIII. UNIFORM RULES MODIFICATION

NCCAA institutions are permitted to have a sponsor logo or patch during competition in baseball, basketball, cross country, golf, soccer, softball, track & field, and volleyball with the following requirements:

1. Limit of one sponsor logo or patch on a uniform;
2. The logos may not exceed a standard size of 2.25 inches square;
3. Sponsor logos must be in the same location on each set of uniforms (e.g., if the home whites patch is on the neckline, all home whites must be the same; away jerseys could be in a different permissible location).
4. Sponsors of beer, wine, liquor, or other forms of alcoholic beverages, non-therapeutic drugs, tobacco, or gambling shall be prohibited.
5. Sponsor logos/marks shall not include political (politics, causes, movements, etc.) messaging, coloring, etc., nor shall they include QR codes.

XXIV. NATIONAL ADMINISTRATIVE COUNCIL

The National Administrative Council (NAC) shall make recommendations to the Administration Committee of the Board of Directors. Each committee shall consist of six to eight members.

A. NAC consists of the following committees and overview of responsibilities:
   1. Sports Information Committee: statistics, power ratings, awards.
   2. Competition Experience Committee: rules, regional championships, national championships.
   3. Division I Regional Experience Committee: competition within the region, regional awards, regional championships.
   4. Division II Regional Experience Committee: competition within the region, regional awards, regional championships.

B. Council Voting
   1. Voting in the committees shall be tallied with each member of the committee having a single vote, with a simple majority passing the considered motion.
   2. Individuals are expected to recuse themselves from voting on a particular issue if they have prior knowledge or previous involvement in the situation to the extent they cannot be unbiased, or there is likely to be a presumption that the individual has a bias. The Administration Committee is also authorized to initiate a member's recusal, if necessary.

C. Meetings

Committees shall meet up to four times per year via Zoom, with a minimum of two times per year. Meetings shall be held in August, November, February, and April.

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

A. Bylaws and Constitution Proposals

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

B. Handbook Proposal Process

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

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

Appendix A
Expectations of Behavior at an NCCAA Event

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

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

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

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

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

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

Appendix B
2025-2026 National Championships & Invitationals Calendar

2025

MEN'S GOLF – October 20-22
National Championship
Hammock Beach Resort, The Conservatory Course
Palm Coast, Florida

WOMEN'S GOLF – October 20-22
National Championship
Hammock Beach Resort, The Conservatory Course
Palm Coast, Florida

M&W CROSS COUNTRY II – November 14
National Championships
Tom Rutledge Cross Country Course
Joplin, Missouri

M&W CROSS COUNTRY I – November 14
National Championships
Tom Rutledge Cross Country Course
Joplin, Missouri

MEN'S SOCCER II – November 17-22
National Championship
Austin-Tindall Sports Complex
Kissimmee, Florida

WOMEN'S SOCCER II – November 17-21
National Championship
Austin-Tindall Sports Complex
Kissimmee, Florida

WOMEN'S VOLLEYBALL II – November 19-22
National Championship
Ozark Christian College
Joplin, Missouri

MEN'S SOCCER I – December 1-6
National Championship
Austin-Tindall Sports Complex
Kissimmee, Florida

WOMEN'S SOCCER I – December 1-6
National Championship
Austin-Tindall Sports Complex
Kissimmee, Florida

WOMEN'S VOLLEYBALL I – December 3-6
National Championship
College of the Ozarks
Point Lookout, Missouri

2026

M&W INDOOR TRACK & FIELD – February 13-14
National Championships
Cedarville University
Cedarville, Ohio

BASEBALL II – February 19-21
National Invitational
TBA

MEN'S BASKETBALL II – March 11-14
National Championship
North Central University
Minneapolis, Minnesota

WOMEN'S BASKETBALL II – March 11-14
National Championship
Crown College
Minneapolis, Minnesota

MEN'S BASKETBALL I – March 18-21
National Championship
College of the Ozarks
Point Lookout, Missouri

WOMEN'S BASKETBALL I – March 18-21
National Championship
College of the Ozarks
Point Lookout, Missouri

MEN'S VOLLEYBALL – April 24-25
National Championship
Judson University
Elgin, Illinois

M&W TRACK & FIELD – May 6-8
National Championships
TBA

BASEBALL – May 16-20
National Championship
Kansas City Urban Youth Academy
Kansas City, Missouri

SOFTBALL – May 18-20
National Championship
Oak Grove Softball Complex
Grapevine, Texas

As of 6/5/2025

Appendix C
NCCAA National Championship & Invitational Calendar: 2025-2030

Men's Golf
October 20-22, 2025 October 19-21, 2026
October 18-20, 2027 October 23-25, 2028
October 22-24, 2029

Women's Golf
October 20-22, 2025 October 19-21, 2026
October 18-20, 2027 October 23-25, 2028
October 22-24, 2029

Men's & Women's Cross Country II
November 14, 2025 November 13, 2026
November 12, 2027 November 10, 2028
November 9, 2029

Men's & Women's Cross Country I
November 14, 2025 November 13, 2026
November 12, 2027 November 10, 2028
November 9, 2029

Men's Soccer II
November 17-22, 2025 November 16-21, 2026
November 15-20, 2027 November 13-18, 2028
November 12-17, 2029

Women's Soccer II
November 17-21, 2025 November 16-20, 2026
November 15-19, 2027 November 13-17, 2028
November 12-16, 2029

Women's Volleyball II
November 19-22, 2025 November 18-21, 2026
November 17-20, 2027 November 15-18, 2028
November 14-17, 2029

Men's Soccer I
December 1-6, 2025 Nov. 30-Dec. 5, 2026
Nov. 29-Dec. 4, 2027 Nov. 27-Dec. 2, 2028
Nov. 26-Dec.1, 2029

Women's Soccer I
December 1-6, 2025 Nov. 30-Dec. 5, 2026
Nov. 29-Dec. 4, 2027 Nov. 27-Dec. 2, 2028
Nov. 26-Dec.1, 2029

Women's Volleyball I
December 3-6, 2025 December 2-5, 2026
December 1-4, 2027 Nov. 29-Dec. 2, 2028
Nov. 28-Dec. 1, 2029

Men's & Women's Indoor Track & Field
February 13-14, 2026 February 12-13, 2027
February 11-12, 2028 February 9-10, 2029
February 8-9, 2030

Baseball II
February 19-21, 2026 TBA
TBA TBA
TBA

Men's Basketball II
March 11-14, 2026 March 10-13, 2027
March 8-11, 2028 March 7-10, 2029
March 6-9, 2030

Women's Basketball II
March 11-14, 2026 March 10-13, 2027
March 8-11, 2028 March 7-10, 2029
March 6-9, 2030

Men's Basketball I
March 18-21, 2026 March 17-20, 2027
March 15-18, 2028 March 14-17, 2029
March 13-16, 2030

Women's Basketball I
March 18-21, 2026 March 17-20, 2027
March 15-18, 2028 March 14-17, 2029
March 13-16, 2030

Men's Volleyball
April 24-25, 2026 April 23-24, 2027
April 28-29, 2028 April 27-28, 2029
April 26-27, 2030

Men's & Women's Track & Field
May 6-8, 2026 May 12-14, 2027
May 10-12, 2028 May 9-11, 2029
May 8-10, 2030

Baseball
May 16-20, 2026 May 22-26, 2027
May 20-24, 2028 May 19-23, 2029
May 18-22, 2030

Softball
May 18-20, 2026 May 24-26, 2027
May 22-24, 2028 May 21-23, 2029
May 20-22, 2030

As of 6/5/2025
Tentative and subject to change

Appendix D
2025-26 NCCAA Championship Travel Reimbursement Model

Sport	Total Funds	Payout Structure
Baseball (10 teams)	$ 10,000	$1,000 per team
DI Men's Basketball (8 teams)	$ 8,000	$1,000 per team
DI Women's Basketball (8 teams)	$ 8,000	$1,000 per team
DII Men's Basketball (10 teams)	$ 15,000	$1,500 per team
DII Women's Basketball (10 teams)	$ 15,000	$1,500 per team
Cross Country	$ 17,000	$450/team; $75/individual* (max 4)
Men's Golf (9 teams and medalists)	$ 7,050	$750/team; $100/medalist*
Women's Golf (6 teams and medalists)	$ 4,800	$750/team; $100/medalist*
Indoor Track & Field	$ 17,500	$35/registered individual (max 25)
Outdoor Track & Field	$ 17,500	$35/registered individual (max 25)
DI Men's Soccer (9 teams)	$ 9,000	$1,000 per team
DI Women's Soccer (9 teams)	$ 9,000	$1,000 per team
DII Men's Soccer (8 teams)	$ 12,000	$1,500 per team
DII Women's Soccer (6 teams)	$ 9,000	$1,500 per team
Softball (8 teams)	$ 8,000	$1,000 per team
Men's Volleyball (4 teams)	$ 2,000	$500 per team
DI Women's Volleyball (8 teams)	$ 8,000	$1,000 per team
DII Women's Volleyball (8 teams)	$ 12,000	$1,500 per team
Total	$188,850	

**Individuals unattached to a team*

For sports with an unknown number of teams/individuals attending (e.g., Cross Country, Golf, and Indoor/Outdoor Track & Field), the total funds listed is the maximum that shall be given. If following the payout structure equates to more than the total funds listed, the payout shall be prorated for each team.

For sports with a set number of teams attending, if the format changes and fewer teams attend (e.g., fewer teams were available due to not meeting declarations), the per team payout structure shall not change.

Appendix E
NCCAA Rules Education Verification Form
Due August 31

ANNUAL RULES EDUCATION

All staff members involved in the administration of athletics shall complete an annual online rules education training program. For NCCAA-only members, this includes the faculty athletics representative, registrar, and all identified athletic department administrators and coaches, including but not limited to all paid and voluntary head, associate, assistant, and graduate assistant coaches. For dually affiliated members, this includes all identified athletic department administrators and head coaches. For each individual required to participate in the training program, comprehensive rules education is required upon initial appointment to his/her role.

New coaches must complete the required training within the first 60 days of hire or prior to the coach's first competition, whichever is earlier. New staff members must complete the required training within the first 60 days of hire or prior to the institution's next certification, whichever is earlier. Returning coaches and staff members must complete the required training prior to the earliest starting date for competition for any sport sponsored by the institution. Each institution shall verify that its staff members complete the requisite training every year. Institutions failing to have all staff complete the training as required shall be subject to disciplinary penalties.

Each individual required to participate in the training program must achieve an 80% grade in each required training within his/her track. Individuals can retake any quiz as many times as needed until the 80% grade is achieved. Athletic Directors shall manage this requirement internally and annually sign a form that the institution is in compliance.

I attest that each individual required to participate in the training program has achieved (or will achieve) at least an 80% grade in each required training within his/her track prior to the earliest starting date for competition for any sport sponsored by the institution. I further attest that all new coaches & staff members will complete the required training in the timeframe as outlined above.

Institution _____

Athletic Director _____

Athletic Director's Signature _____ **Date** _____

NATIONAL CHRISTIAN COLLEGE ATHLETIC ASSOCIATION

Baseball

Division II

Division II Baseball

I. GENERAL ADMINISTRATION

A. Administration

The NCCAA Division II Baseball National Invitational and all events related thereto are under the control and supervision of the NCCAA Division II Baseball coaches and are subject to standards developed by these respective coaches and subsequent approval of the NCCAA Board of Directors. These standards shall receive annual review and approval by the National Sport Committee for Division II Baseball by the end of each year.

B. National Sport Committee for Division II Baseball

1. Composition and Term of Office
   a. The National Baseball Committee shall consist of the National Baseball Chair (who serves as chair of the committee), the National Baseball Vice-Chair, and three additional coaches. Non-voting members include the Tournament Director of the National Invitational and an NCCAA National Office representative.
   b. The National Baseball Chair shall serve a three-year term of office and shall be succeeded by the National Baseball Vice-Chair.
2. Election
   a. The Regional Coaches, in conjunction with the Regional Coordinator, shall conduct an election of the Regional Baseball Chair to the National Baseball Committee at an appropriate time. The term of office for the Regional Baseball Chair shall be determined by each individual region.
   b. If a vacancy occurs on the National Baseball Committee, the National Baseball Chair shall, in coordination with the Regional Coordinator and upon approval of the National Baseball Committee, appoint a replacement or conduct an election.
3. Duties of the National Baseball Committee (see Bylaws section)
   a. Represent the interests of coaches and student-athletes.
   b. Propose revisions of the National Invitational operating policies and procedures to the Board of Directors.
   c. Assist in solicitation of bids for future National Invitational sites.
4. Duties of the National Baseball Chair (also see National Sport Chair Job Description in Forms & Procedures section)
   a. Initiate, direct, and control the work of the National Baseball Committee.
   b. Communicate with the National Baseball Committee on issues requiring their input.
   c. Conduct meetings of the coaches and the committee at the National Invitational to provide opportunities for questions, suggestions, and recommendations regarding the conduct of the National Invitational.
   d. Supervise and assist the Tournament Director of the National Invitational with planning and conducting the National Invitational.
   e. Invite coaches of all NCCAA participating institutions to the coaches' meeting and request agenda items.
   f. Submit proposed revisions of the operating procedures (Baseball section of the NCCAA Handbook) to the NCCAA Director of Membership no later than May 15.
   g. Assist Regional Coordinators in selecting Regional Sport Chairs as needed.

C. National Invitational Committee for Baseball

In concert with the NCCAA Director of Championships, the National Invitational Committee shall be responsible for the administration of the National Invitational.

1. Membership
   a. The committee shall be composed of the Tournament Director of the National Invitational, the National Baseball Chair, or his/her appointee from the National Baseball Committee, and the NCCAA Director of Championships or an NCCAA National Office representative.
   b. If a member of the Invitational Committee is directly or indirectly involved in a protest submitted, this individual shall be replaced by an appointee of the National Baseball Chair.
   c. Three members must be present for action to be taken.
2. Responsibilities
   a. Ethical Behavior
      1) Observe the behavior of the student-athletes, coaches, and other team personnel for the duration of the National Invitational.
      2) Promote standards of ethical behavior during competitive events and throughout the invitational. This can be accomplished by general reminders to individuals and teams during the National Invitational and reinforced by more specific communication. If unacceptable behavior occurs, this committee has

the right and obligation to act on the issue. This may include a reprimand with official notice to the institution with and via the NCCAA Director of Membership.

b. Write a report of all cases on which this committee acts.
c. Make on-site decisions concerning extenuating circumstances that affect the conduct of the National Invitational (e.g., extreme weather conditions).
d. Make sure all teams follow the NCCAA #KingChasing Code of Ethics signed by coaches and the NCCAA #KingChasing Commitment by student-athletes (on file in the National Office).

3. Protests
   a. Ensure that protest procedures, as indicated in the National Collegiate Athletic Association (NCAA with NAIA modifications) Rule Book, have been followed.
   b. Act on all appropriate protests.

D. Tournament Director of the National Invitational
1. Plans the National Invitational with the approval of the NCCAA Director of Championships and the National Baseball Chair.
2. Sends all National Invitational information and deadlines to the NCCAA, eligible institutions, and head coaches.
3. Plans emergency medical procedures.
4. Contacts all media for coverage.
5. Keeps a detailed accounting of all income and expenditures.
6. Obtains information pertaining to the National Invitational and distributes this to appropriate coaches.
7. Submits a National Championship Reporting Form (see *Forms and Procedures* section, Item 26) to the NCCAA Director of Championships within five days of the event.
8. Emails a high-resolution photograph of the winning team to the NCCAA National Office within an hour of the event.
9. Submits the championship results in real time to the NCCAA National Office or directly to the NCCAA website.
10. Provides game statistics.

E. Election of Sport Chair and Vice-Chair
A National Baseball Chair and a Vice-Chair are elected to serve three-year terms. The Vice-Chair replaces the National Baseball Chair after three years to serve as the National Baseball Chair. Selection must be by more than 50% of the total number of coaches in the NCCAA and shall be conducted by email vote.

F. Officers
Chair: Colton Wolfe, Grace Christian University
Vice-Chair: TBA

II. ELIGIBILITY

A. Institution Eligibility
Only teams that are in good standing with the NCCAA shall be eligible. Good standing shall include all dues paid in full and free from any sanctions imposed by the NCCAA restricting institutional eligibility.

B. Team Eligibility
All NCCAA member institutions must file a completed Declaration of Intent to Participate form by August 31 for all varsity sports with the National Office (see Forms & Procedures section).

C. Individual Eligibility
NCCAA-only member institutions must file an affidavit of eligibility (see Eligibility section) to the NCCAA Director of Membership no later than the date of their first contest (including scrimmage). Dual members with CCAA, NAIA, NCAA II, and NCAA III must confirm eligibility is being filed for all sports in compliance with their primary affiliation on the Membership Directory & Dues Form.

III. PLAYING RULES AND REGULATIONS

A. Official Rule Book
Baseball: NCAA baseball rule book with NAIA Baseball Coaches Association modifications. (See Appendix A.) To obtain rules, visit www.ncaapublications.com.

B. Bat testing is required for all NCCAA competition during regular and postseason play. See the full policy in Appendix B.

C. Statistics
Complete and accurate statistical information must be submitted to the NCCAA in the form of .XML game files, following the steps outlined at www.thenccaa.org/helpcenter and using only one of the approved statistical programs (DakStats, Genius Sports, PrestoSports, StatCrew). Game files must be submitted to the NCCAA within 48 hours after the game. However, the mandatory deadline for weekly game files to be uploaded to the NCCAA website is Tuesday at noon ET. Any amount of missing game files in a week shall count as a missed report. Any game files submitted from a non-approved statistical program shall count as a missed report. Once statistical reporting begins, missing or incomplete game schedules may result in multiple penalties being issued at the discretion of the NCCAA National Office.

The penalties for not reporting statistics or for being late are:
1. 1st offense: email or letter of notice of the violation.
2. 2nd offense: email or letter of warning of the violation.
3. 3rd offense: $100 fine paid within 30 days of the date of the invoice or before Regional Championships, whichever comes first.
4. 4th offense: $250 fine paid within 30 days of the date of the invoice or before Regional Championships, whichever comes first, a loss of postseason awards for the applicable athletes and/or team, the team shall become ineligible for statistical reports and ratings for the remainder of the season, and any further penalties at the discretion of the Administration Committee (e.g., ineligible for postseason play).

It is the responsibility of each institution to contact the National Office regarding any technical problems experienced in submitting weekly statistics. Proper communication can prevent team penalties.

Regular Season Neutral Site Tournament Statistics: The host institution of regular season tournaments (e.g., classic, tri-match, or any multi-team event of the like that an institution hosts, regardless of venue or if the host institution is competing) is responsible for recording official statistics for all participating teams for those sports in which a weekly national statistical report is conducted. Missing statistics from a regular season tournament shall be considered a missing statistical report for the host institution regardless if the host competed (other participants of the tournament shall not be considered to have missed a statistical report the first week, but the following week shall be considered to have missed a statistical report if still missing). Note: If the host sent files to opponents and opponents failed to upload the files in time, the host shall not be penalized.

D. Official Speed-Up and Invitational Rules Mandatory for the National Invitational
1. There shall be a 10-minute warm-up period for each team between games. A National Baseball Committee member shall be charged with timing the warm-up. The home team shall take infield practice first.
2. Teams transitioning out after their game is complete should remove all gear and conduct any team meetings outside of the field area to allow the next game teams to begin their warmup.
3. Infielders shall be allowed to throw the ball around infield while the pitcher takes five warm-up pitches. RECOMMENDATION: The pitcher in the game is permitted to use the bullpen between innings to stay loose if he does not delay the start of the next half-inning.
4. Relief pitchers shall be allowed eight warm-up pitches when entering a game.
5. Batter must be on deck when his turn at bat comes around.
6. On an intentional walk, the batter is waved to first base (no pitches to be thrown).
7. ENFORCE the 20-second rule: The pitcher shall deliver the ball or make a play, or an attempted play, within 20 seconds after receiving the ball.
8. Umpire shall insist that both the pitcher and batter be ready in a reasonable time. If not, they shall be penalized. If the batter delays, the umpire shall instruct the pitcher to pitch and shall call "strike" on each such pitch. If the pitcher delays, a "ball" shall be called under normal pitching rules.
9. The Ten-Run Rule shall be in effect at the end of seven innings or any inning thereafter. This is applicable only to the first complete round of play, including the loser's bracket games in the Regional Championships.

10. All batters/runners are required to wear a double earflap helmet. The same helmet, worn while batting, shall be worn on the base paths.
11. It is mandatory that teams use a courtesy runner for the pitcher or catcher with two men out in all National Invitational games. With less than two outs, this rule is optional. NOTE: A team may not use the same runner for the pitcher and catcher in the same inning. If the pitcher is also designated hitter for the game, a courtesy runner is allowed. A player removed from the line-up may not be used as a courtesy runner.
12. A pitcher is permitted to go to his mouth on the dirt portion of the mound if he is not on the rubber and that he wipes off before going to the rubber.

E. Frequency of Play and Practice Guidelines

Each sport in the NCCAA has 24 weeks between August 1 and May 15 to conduct practices and competitions. Each sport has a maximum and minimum number of contests in the regular season. Baseball has a maximum of 50 contests and a minimum of 16 contests. Each sport has a specified date to begin practice and to conduct its first contest. Baseball's start date for practices, scrimmages, and exhibitions is September 1 or the start of the institution's fall term, whichever is earlier. Baseball is permitted two scrimmage dates plus three additional scrimmage dates to be conducted before the end of the fall term. The first allowable contest is the Thursday of the last full weekend in January. More details can be found in the Sport Policies and Procedures section of the NCCAA Handbook.

F. Rules Education

All coaches, new and returning, must complete an annual online rules education training program. This includes all paid and voluntary head, associate, assistant, and graduate assistant coaches. New coaches must complete the required training within the first 60 days of hire or prior to the coach's first competition, whichever is earlier. Returning coaches and staff members must complete the required training prior to the earliest start date for competition for any sport sponsored by the institution. More details can be found online at the NCCAA Member Help Center.

IV. GENERAL GUIDELINES FOR POSTSEASON COMPETITION

A. Site and Date

1. Bids to host the NCCAA Baseball National Invitational shall be submitted to the National Office and reviewed by the National Baseball Chair.
2. Dates of the National Invitational for the upcoming year is as follows:

National Invitational	Site
February 19-21, 2026	TBD

B. General Guidelines

1. National Invitational Broadcasting
   The NCCAA owns exclusive rights for all broadcasts (television, webcast, radio, etc.). When the NCCAA produces a webcast, no institution or entity is allowed to produce a webcast. All institutions interested in producing a broadcast of any kind must first obtain written approval from the NCCAA Director of Communications. Approval is not guaranteed. More information, including rights fees, is in the Sports Policies and Procedures section. Each qualifying team must submit the following in the team's folder in the Google Drive five days prior to the championship: Up to date full season stats (individual & team), schedule with results, story lines for broadcasters; a TRO roster file, and action shots.
2. Required Functions to Attend
   Teams that participate in the Division II Baseball National Invitational are required to attend and participate in the National Invitational Banquet, the Christian Service Project, the Coaches Meeting, and Contests. Arriving late to the invitational or not attending/participating in these required functions would be considered failure to comply with its Declaration of Intent to Participate. The sanction for failure to comply with the Declaration of Intent to Participate is the sport being placed on Restrictive Probation for the following academic year with the potential for additional penalties up to all sports at that institution being placed on Restrictive Probation.
3. National Invitational Christian Service Project (CSP) Each player and coach participating in the National Championship shall be asked to donate up to, but not more than, two hours of his time to serve in a CSP. The host Tournament Director of the National Invitational, in concert with the NCCAA Director of Championships, is responsible to secure the sites and set up the times for the service.
4. Roster Size and Official Traveling Party
   The official party is made up of participants, defined as student-athletes, coaches, managers, athletic trainers, additional student-athletes not in uniform, and any staff member who travels with a competing team.

The official party for each team participating in NCCAA National Baseball Invitational competition is 34 individuals, which includes 28 student-athletes in uniform and 6 additional personnel (which can include coaches, managers, athletic trainers, sports information staff, additional student-athletes not in uniform, bullpen catcher, and/or other institutional personnel) to be used at the discretion of each participating institution. Only members of the official travel party shall be permitted in the team areas and/or/dugout.

Each qualifying team must submit the following in the team's folder in the Google Drive 10 days prior to the National Invitational: Official team roster and travel party on Google Docs Form (completely filled out), high resolution team photo, player headshots, and any other requested information.

A player may be replaced on the official roster between the Regional Championship and the NCCAA National Baseball Invitational by any eligible player whose name is included on the Official Eligibility Form for the current season.

When a roster is submitted to the NCCAA National Office, it shall serve as the Official Roster for the National Invitational competition.

a. Each head coach can amend his/her roster with the NCCAA Director of Championships at the invitational coaches meeting on site.
b. Once the coaches' meeting is concluded, a team's roster shall be deemed certified, and no changes can be made for the duration of the invitational.
c. Once the invitational begins, no player may play that is not on the official roster with no exceptions including the event of injury, illness, or family emergency.
d. Additional people (which can include coaches, managers, athletic trainers, sports information staff, additional student-athletes not in uniform, and/or other institutional personnel) must also be registered on the Official Roster to be permitted in the team only areas.
e. Any additional university personnel above the travel and roster numbers need to be outside of official invitational areas (e.g., dugout, bullpen, batting cages, etc.), and the university shall assume any additional cost associated with additional numbers to the travel party.

5. Umpires

The Tournament Director of the National Invitational shall secure all the officials for the National Invitational. The Tournament Director of the National Invitational shall assign officials for all games through, and including, the finals. Umpires shall be NCAA or NAIA rated umpires. A minimum of two officials shall be provided for National Invitational games except for the semifinals and finals where three officials shall be used (unless the schedule is altered by rain).

6. Home and Away Protocol

The home team shall occupy the third base dugout with the exception that the same team that played in the previous game already is occupying a dugout. Said team shall NOT move dugouts. Existing protocol shall be followed as to which team is designated home or away.

In the first round of games in the NCCAA National Invitational, the home team shall be the higher seed. In subsequent games, the home team shall be determined according to the following procedures by the invitational committee:

a. The institution that has been the home team the fewer number of times shall be designated the home team.
b. If the two teams are equal in this respect but unequal in the number of times they were the visitor, then the team that has been the visitor more often shall be designated the home team.
c. If the two teams are equal in the number of times that they have been home and visitor, the games committee or the committee representative shall observe the following procedures in the order stated:
    1) The team that was visitor in its preceding game shall be the home team, unless both teams were visitors in their preceding games; or
    2) If the two teams have met previously in that tournament, the visitor in the previous game shall be the home team in the game in question.
    3) If the above procedures do not resolve the matter, a coin flip shall determine the home team. The coin toss shall be held on the field immediately after the game that caused the situation to develop and both coaches (or designated team representative) are requested to be in attendance.

NOTE: In an "if-necessary" game, the teams shall reverse home and away designation regardless of the above guidelines but remain in the same dugout and same uniforms. All other games: flip of the coin with higher seed calling.

7. Thirty minutes shall be allowed between games and follow the 10 minute-10 minute-10 minute format. Infield, if requested, shall be home team first 30 minutes prior to first pitch and visiting team 10 minutes immediately following home team I/O's.
8. National Invitational Housing
   All teams are required to lodge in the hotel designated by the host institution or city for this invitational.
9. The schedule of games and/or matches shall be determined in conjunction with the National Chair, the host invitational director and the NCCAA National Office. Preference shall be given to the higher seeded teams to advance with the most amount of rest and/or best playing conditions. The host shall be given the opportunity to schedule one round robin game at a time that allows for the best hometown fan attendance. Game times and dates may be adjusted to accommodate any Seventh Day Adventist member institution's Sabbath or rain delays.
10. Rainout Policy
    a. Every effort shall be made to complete the invitational as structured.
    b. If rainouts occur and result in the cancellation of a partial day, full day, or multiple days, the Invitational Committee, in conjunction with the host and National Office, shall determine any adjustments to the schedule and/or format.
    c. Possible adjustments include:
       1) adjusting the schedule to retain the round robin format.
       2) changing to a single elimination format.
    d. If the National Invitational is completely rained out, it shall be considered a no contest.
    e. If the round robin was completed but the championship game is rained out and adjustments cannot be made, the National Invitational Champion shall be the undefeated team after round robin. Should there not be an undefeated team, the National Invitational Champion shall be selected by round robin head-to-head between the two teams in the championship game.
    f. The Invitational Committee reserves the right to adjust times of the schedule as needed due to weather considerations. When rainouts occur, the Invitational Committee, in conjunction with the host and National Office, shall make every attempt to utilize a possible adjustment but shall make the best decision possible based on the circumstances.

C. National Invitational Format
The invitational format shall be round robin with a championship game between the top two round robin teams. All games shall be nine-inning games with a ten run rule in seven innings. The championship game shall be a nine-inning game without a run rule.

D. Selection of Teams
Teams included shall be the host institution and the three highest teams in NCCAA Power Ratings with the following criteria:
1. Teams must have declared to participate in the Division II Baseball Invitational.
2. Use the NCCAA Power Rating from the previous school year.
3. NCCAA Power Rating Option A shall be used. Teams within .250 rating points of each other shall switch places if they met during the regular season and the lower-rated team won the contest or series. Teams move only one place at a time, and movement is applied from bottom to top. This shall be reapplied as many times as necessary until no further changes in position take place. For at-large selection, only teams eligible for at-large selection shall be included in the list when determining teams within .250 rating points.

E. Seeding
The Invitational seeding shall be as follows:
1. Seeding shall be the responsibility of the National Baseball Committee.
2. Seeding shall be based upon the following criteria:
   a. Use the NCCAA Power Rating (See Appendix C) from the previous school year.
   b. NCCAA Power Rating Option A shall be used. Teams within .250 rating points of each other shall switch places if they met during the regular season and the lower-rated team won the contest or series. Teams move only one place at a time, and movement is applied from bottom to top. This shall be reapplied as many times as necessary until no further changes in position take place.

V. AWARDS

The NCCAA maintains a standardized awards program for all National Invitationals and Championships. Team, Most Outstanding Player and All-Tournament Awards are ordered and paid for by the NCCAA National Office.

A. Invitational Awards
The National Invitational team shall receive a plaque. The Second Place Team shall receive a plaque designating its finish.

B. National Invitational All-Tournament Team
A total of nine players including Most Outstanding Player of the Tournament (with plaque) shall be selected to the All-Tournament Team during the National Invitational. Each coach shall nominate the appropriate number of players from his/her team based on the team's final place in the National Invitational. The number of players selected per team is as follows:

First Place team	3 players (including the Most Outstanding Player)
Second Place through Fourth Place teams	2 players for each team

C. Student-Athlete of the Week
The NCCAA Student-Athlete of the Week award shall be given to one student-athlete in Division II Baseball during the regular season, chosen from the list of nominees submitted by institutions. Only one student-athlete per school may be nominated. See the full procedures and instructions in the Forms & Procedures section of the Handbook.

D. Scholar Team Award
The Scholar Team nomination ballot must be submitted by May 31. The form must be submitted to the National Office via Teamworks.

E. Scholar-Athlete Award
All candidates shall be submitted via Teamworks four weeks prior to the uni-division Baseball World Series.
Candidates to be considered must meet the following criteria:
1. Be of junior, senior, or graduate student academic standing making normal progress toward a degree.
2. Have completed at least one semester or quarter at the nominating institution.
3. Be a competing student-athlete or a varsity letter winner or that institution's equivalent in the sport for which nominated.
4. Player must have a minimum cumulative GPA of 3.40, which must be confirmed by the Registrar.

VI. MISCELLANEOUS

A. NCCAA Certified Athletic Trainer Policy
Certified Athletic Trainers (ATC) are required at each hosted NCCAA member's home event, NCCAA Regional Championship, and National Championship and Invitational. For hosted contest in cross country, and golf, institutions may have a trainer able to respond within three to five minutes or athletic personnel with training in CPR, AED usage, first aid, and prevention of disease transmission present at the event. The ATC must be certified by the National Athletic Trainers' Association Board of Certification (NATABOC), or an equivalent affiliation, and maintain a current license in the state of practice. Please reference the policy in the Sports Policies and Procedures section.

B. Code of Conduct
Conduct in competition policy found in Infractions and Penalties section IV.A. shall be followed by all NCCAA-only institutions during regular season and postseason competition. It shall be followed by all NCCAA institutions for Regional and National Championship/Invitational competition. Any coach or student-athlete ejected from play shall be subject to penalties found in this policy. It is the responsibility of the offending institution to provide a report to the NCCAA Director of Membership and its Regional Coordinator within 48 hours of the incident. Please see the Infractions and Penalties section noted above for more details related to the Conduct in Competition Policy.

C. Handbook Proposal Process
Should changes to a sport specific section or the Sports Policies and Procedures section of the NCCAA Handbook be desired, the following process shall be followed:
1. Coaching group may propose changes to their sport handbook.
2. Coaching group votes to present proposal(s) to the Administration Committee.
3. Administration Committee votes to accept or reject the proposal.
4. Proposals for change may also come from the National Administrative Council (Sports Information Committee, Competition Experience Committee, and Regional Experience Committee), Eligibility Committee, or Handbook Committee, which are all subcommittees of the Administration Committee.

5. All proposals must come in written form and identify which section of the NCCAA Handbook is being addressed.
6. All proposals must have a vote of support.
7. All proposals must be submitted for consideration to the Administration Committee by May 15 for possible inclusion for the upcoming academic year.

Appendix A
NAIA Baseball — Rule Modifications

NCCAA baseball shall follow NCAA Baseball Playing Rules with approved NAIA modifications. With the change in NCAA rules, the modifications listed below are the only current modifications to the NCAA Baseball Rules that shall be in effect for the NCCAA Baseball season. Any future modifications to the NCAA Rules must be passed by the NAIA Baseball Coaches Association (NAIA-BCA) and approved by the NAIA National Administrative Council (NAC).

A. NCAA Rule 5-5 – NAIA Re-Entry Rule Modification
Any of the starting players, except for the pitcher and the designated hitter, may withdraw from the game and re-enter once, provided such players occupy the same batting position whenever they re-enter the lineup. Starting pitchers and designated hitters who change positions later in the same game are NOT eligible to re-enter, because their original starting position was either pitcher or designated hitter. A defensive substitution cannot be made unless the team wanting to make the substitution is playing defense at the time.

B. NCAA Rule 5-5 – NAIA Courtesy Runner Rule Modification
Teams have the option to use a courtesy runner for the pitcher/designated hitter or catcher at any time. For speed-up purposes, it is recommended that the courtesy runner be used with two men out in all games. The courtesy runner, although never officially in the game, shall be credited with the following:
1. Run scored
2. Stolen base
3. Caught stealing

The courtesy runner rule does not apply to a pinch-hitter for the catcher unless the catcher has been re-entered. However, it is permissible to re-enter a catcher for his pinch-hitter and subsequently use the courtesy runner. A team may not use the same runner for the pitcher/designated hitter and catcher in the same inning. The courtesy runner may not be removed from a base to become a pinch hitter. A player removed from the game may not be used as a courtesy runner. Should the courtesy runner pinch hit, pinch run or enter the game at any position, he will no longer be eligible to be a courtesy runner.

C. NCAA Rule 5-8.A – NAIA Seven-Inning Game Option
Teams may adopt a rule providing that a game(s) shall be seven innings. In such games, any of these rules applying to the ninth inning shall apply to the seventh inning. The nine-inning rule may be waived and shortened to seven innings prior to the game if both coaches agree to the waiver. If both coaches do not agree, the nine-inning rule shall be in effect. Teams playing multiple games versus different opponents on the same day may play seven inning games if coaches agree. This applies to regular season games only.

D. NCAA Rule 5-8.C – NAIA Regulation Game
A game shortened due to a time limit by a facility or tournament committee shall be a regulation game provided the conditions of Rule 5-8.B are met.

E. NCAA Rule Appendix F – Visible Action Clock
Use of a visible clock is recommended during all times of the game to enforce all timing rules equitably. A visible clock is not required.

Appendix B
Bat Testing

All bats used during Regional and National Invitational/Championship competition must appear on the NCAA Approved Bat List, pass the barrel ring test, and barrel compression testing. Bat testing is required for all NCCAA competition during regular and postseason play. Bat Testing Procedures consist of three parts:

1. Visual Inspection of the Bat
   a. Ensure that the bat model appears on the approved bat list.
   b. Ensure the bat does not have a predominantly white barrel.
   c. Ensure the bat does not have flat spots.
   d. Ensure the bat does not have an audible rattle.
   e. Ensure the bat does not have a cracked or loose knob or end caps and attachments. (By NCAA rule, attachments are not permitted on the end cap or knob of the baseball bat.)

2. Ring Test
   a. Place the bat end cap on the ground and place the bat ring over the knob letting it fall.
   b. If the ring passes over the bat from gravity alone (without force), the diameter passes.
   c. If the bat passes through the ring, it proceeds to barrel compression testing.
   d. If the ring does not pass over the bat, the bat is unacceptable for play and is surrendered for the duration of the game/series.

3. Barrel Compression Test Procedure
   a. Calibrate fixture: It is important to check the calibration of the bat testing fixture before testing occurs. To check the calibration of the device, insert the calibration cylinder (provided with the tester) just as you would a bat. Be sure to center the cylinder under the anvil. Turn the gauge until it reads "0 lbs." and pull the cam level. The compression should meet the tolerance engraved on the cylinder.
   b. Barrel Compression Testing: Each bat shall be tested approximately 6 inches from the end of the barrel. The bat shall then be rotated 90 degrees and tested again. Bats shall be tested a maximum of 3 times until it receives 2 passing results or 2 failing results, whichever comes first.
   c. If after tests the bat has two passing results, the bat shall be considered approved for competition. If the bat has one passing result and one failing result, the bat shall be removed from the machine and be visually inspected for cracks. If no cracks are found, the bat shall be tested a third time for a final result. If the bat has two failing results, the bat shall be considered unacceptable for play and is surrendered for the duration of the game/series.
   d. Identifying Approved Bats: Bats passing bat testing shall be identified as approved with a tamper proof sticker at the taper area of the bat. The taper area is the area at the bottom of the barrel, just above the handle. Bat stickers shall be supplied by the NCCAA.
   e. Bats shall be tested prior to the first contest and shall be identified as passing with the applicable tamper proof sticker.
   f. The tamper proof sticker shall be applied to the same location on the bat to identify the bat as compliant.
   g. Location and Time of Testing: The location for bat testing shall be determined by the host and shall be communicated to participating teams.
   h. Testing must be conducted by the host with a team representative present.
   i. Coaches or team designee shall bring all bats to the testing location.
   j. Testing should not be conducted in public view or near fans/media.
   k. Procedure for Failed Bats: Bats that fail any part of the bat testing protocol shall be surrendered to the host/site supervisor and be retained for the duration of the Regional or National Championship/Invitational or when the team is eliminated.

Appendix C
NCCAA Power Ratings

I. FORMULA

(Results Pts + Location Pts) x (Opp. Affiliation + Opp. Win % + Ranked Opp.) = Individual Game Power Points

1. Results						
	Baseball/Softball	Basketball	Football	Soccer	Volleyball	
a. if win by	6+ runs	15+ points	14+ points	3+ goals	in 3 sets	3 points
b. if win by	-	11-14 points		-	-	2.75 points
c. if win by	3-5 runs	8-10 points	7-13 points	2 goals	in 4 sets	2.5 points
d. if win by	-	4-7 points		-	-	2.25 points
e. if win by	1-2 runs	1-3 points	1-6 points	1 goal	in 5 sets	2 points
f. if a tie	-	-	-	-	-	1.75 points
g. if a loss by	1-2 runs	1-3 points	1-6 points	1 goal	in 5 sets	1.5 points
h. if a loss by	-	4-7 points		-	-	1.25 points
i. if a loss by	3-5 runs	8-10 points	7-13 points	2 goals	in 4 sets	1 point
j. if a loss by	-	11-14 points		-	-	0.75 points
k. if a loss by	6+ runs	15+ points	14+ points	3+ goals	in 3 sets	0.5 points

2. Location					
a. if away	0.25 points	b. if neutral	0.125 points	c. if home	0 points

3. Opponent's Affiliation (multiplier)	
a. NCAA I	x 2.9
b. NCAA II / U Sports	x 2.5
c. NAIA	x 2.2
d. NCAA III / NCCAA I / CCAA	x 1.8
e. NCCAA II	x 1.5
f. Other Countable Opponents^	x 1.0

4. Opponent's Winning %*	
a. .1.000 %	Add 1.00
b. .800 - .999 %	Add 0.80
c. .600 - .799 %	Add 0.60
d. .400 - .599 %	Add 0.40
e. .200 - .399 %	Add 0.20
f. .000 - .199 %	Add 0.00

5. Ranked Opponent*
National rankings of affiliations in lines a. - e.
Add 0.20

II. POWER POINTS

A. The sum of the criteria of Nos. 1-2, multiplied by the sum of Nos. 3-5 determines power points for a game. The maximum points for a contest is 13.325 (win on the road against 1.000 NCAA I Top 25 team). The minimum points for a game is 0.5 (loss at home against .199 or lower other countable opponent).

B. The power rating is determined by adding the power points for the regular season and dividing them by the number of games (to the third decimal place). Postseason contests shall not be included.

III. FORFEITS

Forfeits awarded for completed contests shall count toward power ratings (e.g., ineligible player, conduct issues, etc.). Forfeits awarded for games not played shall not count toward power ratings or minimum number of games requirement for inclusion in power ratings (e.g., teams not showing up, not honoring contracts, etc.).

IV. REPORTING

The National Office shall calculate each school's power rating. Each institution and region is responsible for reviewing the release to ensure their rating's accuracy. See sport handbooks for reporting dates and how power ratings are used within each sport. Power ratings shall be released by Wednesday evening per each sport's reporting dates. See region handbooks for how ratings are used within the region. Visit www.thenccaa.org/handbook.

*Opponent's winning percentage and national ranking shall be through the Sunday before the reporting date. When a report is released, winning percentages and rankings for that report shall not be updated for future reports. National rankings only include teams within the rankings. Teams who receive votes are not considered ranked.

continued

Appendix C, Page Two
NCCAA Power Ratings

^Other countable opponents must be an NCCAA countable game per definition in Frequency of Contest section of the NCCAA handbook. Uni-Division sports, such as Baseball & Softball, follow Division I countable opponents rules.

A final power rating shall only be given to teams who meet the minimum number of games requirement for the specific sport. Each sport has a progression of min. number of games (listed below) to be included in each rating that is released. (R1=Report 1, etc.)
Baseball - R1=10, R2=13, R3=16; Basketball - R1=12, R2=15, R3=18; Soccer - R1=8, R2=10; Softball - R1=10, R2=13, R3=16; Volleyball (M) – R1=7, R2=8, R3=9; Volleyball (W) – R1=10, R2=13, R3=15.

Note: These Power Ratings are designed to measure past performance, not necessarily to predict future outcomes.

NATIONAL CHRISTIAN COLLEGE ATHLETIC ASSOCIATION

Men's Basketball

Division II

Men's Basketball Division II

I. GENERAL ADMINISTRATION

A. Administration

The NCCAA Division II Men's Basketball National Championship and all events related thereto are under the control and supervision of the NCCAA Division II Men's Basketball coaches and are subject to standards developed by these respective coaches and subsequent approval of the NCCAA Board of Directors.

B. National Committee for Basketball

The National Committee to oversee regular competition.

1. Composition and Term of Office
   a. The National Basketball Committee shall consist of the National Basketball Chair (who serves as chair of the committee), the National Basketball Vice-Chair, and the Regional Basketball Chairs. Non-voting members include the Tournament Director of the National Championship and an NCCAA National Office representative.
   b. The National Basketball Chair shall serve a three-year term of office and shall be succeeded by the National Basketball Vice-Chair.
2. Election
   a. The Regional Coaches, in conjunction with the Regional Coordinator, shall conduct an election of the Regional Basketball Chair to the National Basketball Committee at an appropriate time. The term of office for the Regional Basketball Chair shall be determined by each individual region.
   b. If a vacancy occurs on the National Basketball Committee, the National Basketball Chair shall, in coordination with the Regional Coordinator, upon approval of the rest of the committee, appoint a replacement or conduct an election.
3. Duties of the National Basketball Committee (see Bylaws section)
   a. Represent the interests of coaches and student-athletes.
   b. Propose revisions of the National Championship operating policies and procedures to the Board of Directors.
   c. Assist in solicitation of bids for future championship sites.
   d. Submit the top players in each region as All-American nominees.
4. Duties of the National Basketball Chair (also see National Sport Chair Job Description in Forms & Procedures section)
   a. Initiate, direct, and control the work of the National Basketball Committee.
   b. Communicate with the National Basketball Committee on issues requiring its input.
   c. Conduct meetings of the coaches and the committee at the National Championship to provide opportunities for questions, suggestions, and recommendations regarding the conduct of the championships.
   d. Supervise and assist the Tournament Director of the National Championship with planning and conducting the National Championship.
   e. Invite coaches of all NCCAA participating institutions to the coaches' meeting and request agenda items.
   f. Submit proposed revisions of the operating procedures (Basketball section of the NCCAA Handbook) to the NCCAA Director of Membership no later than one month after the championship.
   g. Assist Regional Coordinators in selecting Regional Sport Chairs as needed.

C. Championship Committee

The National Basketball Committee shall be officially determined by October 15 of each year.

1. Membership
   a. The committee shall be composed of the Tournament Director of the National Championship, the National Basketball Chair, or his/her appointee from the National Basketball Committee, and an NCCAA National Office representative.
   b. If a member of the Championship Committee is directly or indirectly involved in a protest submitted, this individual shall be replaced by an appointee of the National Basketball Chair.
   c. Three members must be present for action to be taken.
2. Responsibilities
   a. Ethical Behavior
      1) Observe the behavior of the student-athletes, coaches, and other team personnel for the duration of the National Championship.
      2) Promote standards of ethical behavior during competitive events and throughout the championship. This can be accomplished by general reminders to individuals and teams during the championship and

reinforced by more specific communication. If unacceptable behavior occurs, this committee has the right and obligation to act on the issue with/via the Director of Membership.

b. Write a report of all cases on which this committee acts.
c. Make on-site decisions concerning extenuating circumstances that affect the conduct of the championship (e.g., extreme weather conditions).
d. Make sure all teams follow the NCCAA #KingChasing Code of Ethics signed by coaches and the NCCAA #KingChasing Commitment by student-athletes (on file in the National Office).

3. Protests
   a. Ensure that protest procedures, as indicated in the National Collegiate Athletic Association (NCAA with NAIA modifications) Rulebook, have been followed.
   b. Act on all appropriate protests.

D. Officers
Chair: Brian Fincham, Faith Baptist Bible College
Vice-Chair: Michael McCarty, Boyce College

E. Election of Sport Chair and Vice-Chair
A National Basketball Chair and a Vice-Chair are elected to serve 3-year terms. The Vice-Chair replaces the National Basketball Chair after 3 years to serve as the National Basketball Chair. Selection must be by more than 50% of the total number of coaches in the NCCAA and shall be conducted by email vote.

II. ELIGIBILITY

A. Institution Eligibility
Only teams that are in good standing with the NCCAA shall be eligible. Good standing shall include all dues paid in full and free from any sanctions imposed by the NCCAA restricting institutional eligibility.

B. Team Eligibility
All NCCAA member institutions must file a completed Declaration of Intent to Participate form by August 31 for all varsity sports with the National Office (see Forms & Procedures section).

C. Individual Eligibility
NCCAA-only member institutions must file an affidavit of eligibility (see Eligibility section) to the NCCAA Director of Membership no later than the date of their first contest (including scrimmage). Dual members with CCAA, NAIA, NCAA II, and NCAA III must confirm eligibility is being filed for all sports in compliance with their primary affiliation on the Membership Directory & Dues Form.

III. PLAYING RULES AND REGULATIONS

A. Official Rule Book
Basketball (Men): National Collegiate Athletic Association (NCAA) Men's Basketball Rules. To obtain rules, visit www.ncaapublications.com.

B. Game Limits
There is a 28 game limit. (A student who participates in a varsity contest and a junior varsity contest on the same day and at the same location, is considered to have participated only in one game. A student may invoke this exception a maximum of 10 times during an academic year.) It is the responsibility of each coaching staff to ensure that each student-athlete does not exceed the maximum of 10 exceptions in an academic year.

C. Procedure for Reporting Statistics
Complete and accurate statistical information must be submitted to the NCCAA in the form of .XML game files, following the steps outlined at www.thenccaa.org/helpcenter and using only one of the approved statistical programs (DakStats, Genius Sports, PrestoSports, StatCrew). Game files must be submitted to the NCCAA within 48 hours after the game. However, the mandatory deadline for weekly game files to be uploaded to the NCCAA website is Tuesday at noon ET. Any amount of missing game files in a week shall count as a missed report. Any game files submitted from a non-approved statistical program shall count as a missed report. Once statistical reporting begins, missing or incomplete game schedules may result in multiple penalties being issued at the discretion of the National Office.

The penalties for not reporting statistics or for being late are:

1. 1st offense: email or letter of notice of the violation.
2. 2nd offense: email or letter of warning of the violation.
3. 3rd offense: $100 fine paid within 30 days of the date of the invoice or before Regional Championships, whichever comes first.
4. 4th offense: $250 fine paid within 30 days of the date of the invoice or before Regional Championships, whichever comes first, a loss of postseason awards for the applicable athletes and/or team, the team shall become ineligible for statistical reports and ratings for the remainder of the season, and any further penalties at the discretion of the Administration Committee (e.g., ineligible for postseason play).

It is the responsibility of each institution to contact the National Office regarding any technical problems experienced in submitting weekly statistics. Proper communication can prevent team penalties.

Regular Season Neutral Site Tournament Statistics: The host institution of regular Season tournaments (e.g., classic, tri-match, or any multi-team event of the like that an institution hosts, regardless of venue or if the host institution is competing) is responsible for recording official statistics, for all participating teams, for those sports in which a weekly national statistical report is conducted. Missing statistics from a regular season tournament shall be considered a missing statistical report for the host institution, regardless if the host competed (other participants of the tournament shall not be considered to have a missed statistical report the first week, but the following week shall be considered to have missed a statistical report if still missing). Note: If the host sent files to opponents and opponents failed to update the files in time, the host shall not be penalized.

D. National Rankings
   1. There shall be six Regional Sport Chairs to serve on the Division II Men's Basketball Rating Committee.
   2. National Rankings Voting Procedures
      a. The coaches' poll voting shall be conducted by the National Chair, in conjunction with regional representatives, and be reported to the NCCAA Director of Communications.
      b. Each Regional Sport Chair shall be the regional rater and voter.
      c. Regional raters are responsible for submitting regional ratings to the National Chair, who shall then send out all regional ratings to voters. Raters should include explanation/summary as to why teams are rated where they are. Raters may work to get feedback from region teams when developing the regional ratings.
      d. Regional raters shall then select the top 10 teams nationally and send to the National Chair. The National Chair shall tally all votes and must send the final ranking along with each regional rating to the NCCAA Director of Communications by 11:00 a.m. (ET) each Tuesday that has a ranking.
      e. When casting votes for the national rankings, voters must follow the order of the regional ratings.
      f. Ties shall be broken by: 1) number of ballot appearances; 2) most votes in highest place; and 3) winning percentage. The team winning the tie-breaker shall receive one additional point.
      g. There shall be bi-weekly rankings through the conclusion of the regular season, with a final postseason ranking the week following the National Championship.
      h. National Office serves as the oversight committee.

E. NCCAA Power Rating System
   1. See Appendix D for the NCCAA Power Rating System.
   2. Each member institution must meet all statistical requirements (see section III.C above).
   3. The power rating dates shall start four weeks prior to the week of the National Championship. There shall be a total of three consecutive weeks of power ratings. If a team has regular season games after the final power rating, the final power rating shall be updated with the additional regular season dates for the National Basketball Committee to use in selection and seeding.

F. Frequency of Play and Practice Guidelines

Each sport in the NCCAA has 24 weeks between August 1 and May 15 to conduct practices and competitions. Each sport has a maximum and minimum number of contests in the regular season. Basketball has a maximum of 28 games and a minimum of 18 games. Each sport has a specified date to begin practice and to conduct their first contest. Basketball's start date for practices, scrimmages, and exhibitions is 38 days prior to the first allowable competition date. The first allowable contest is the fourth Thursday in October. More details can be found in the Sport Policies and Procedures section of the NCCAA Handbook.

G. Rules Education

All coaches, new and returning, must complete an annual online rules education training program. For NCCAA-only members, this includes all paid and voluntary head, associate, assistant, and graduate assistant coaches. For dually affiliated members, this includes all head coaches. New coaches must complete the required training within the first 60 days of hire or prior to the coach's first competition, whichever is earlier. Returning coaches and staff members must complete the required training prior to the earliest start date for competition for any sport sponsored by the institution. More details can be found online at the NCCAA Member Help Center.

IV. GENERAL GUIDELINES FOR POSTSEASON COMPETITION

A. Site and Date

1. Regional finals must be concluded on or before the Saturday two weeks prior to the week of the National Championship. Regions with dually affiliated members (e.g., NCAA III) must conclude on or before the Wednesday one week prior to the week of the National Championship.
2. Dates of the National Championship for the upcoming years are as follows:

Regionals Completed	National Championship	Site
February 28, 2026*	March 11-14, 2026	North Central University, Minneapolis, MN
February 27, 2027*	March 10-13, 2027	TBA
February 26, 2028*	March 8-11, 2028	TBA
February 24, 2029*	March 7-10, 2029	TBA
February 23, 2030*	March 6-9, 2030	TBA

*Regions with dually affiliated members (e.g., NCAA III) must conclude on or before the Wednesday one week prior to the week of the National Championship.

B. Bid Procedure for Hosting

1. Institutions shall submit the bid form (sample bid form found in the Forms & Procedures section) to the National Office.
2. A copy of the bid shall be sent to the National Chair and Vice-Chair.
3. The bid shall be reviewed by the coaches at the National Coaches' meeting or via email and they shall make a recommendation to the National Sports Chair and the National Office. The final decision shall be made by the National Office in concert with the sport leadership.
4. Sites for all championship games must conform to all minimum regulations with reference to the court and all related appurtenances as listed in the official NCAA Rule Book.

C. General Guidelines

1. Publicity

   Each qualifying team must submit the following in the team's folder in the Google Drive 10 days prior to the National Championship: Official team roster and travel party on Google Docs Form (completely filled out), high resolution team photo, player headshots, and any other requested information. Each qualifying team must submit the following in the team's folder in the Google Drive five days prior to the National Championship: Up-to-date full season statistics (individual & team), schedule with results, story lines for broadcasters; a BRO roster file, and action photos.
2. Squad Size and Traveling Party

   The official party is made up of participants, defined as student-athletes, coaches, managers, athletic trainers, and any staff member who travels with a competing team.

   The official party for each team participating in NCCAA National Basketball Championship competition is 23 individuals, which includes 17 student-athletes in uniform and six additional personnel (which can include coaches, managers, athletic trainers, sports information staff, additional student-athletes not in uniform, and/or other institutional personnel) to be used at the discretion of each participating institution.

   A player may be replaced on the official roster between the Regional Tournament and the NCCAA National Championship by any eligible player whose name is included on the Official Eligibility Form for the current season.

   When a roster is submitted to the NCCAA National Office, it shall serve as the Official Roster for the National Championship competition.

a. Each Head Coach can amend his/her roster with the NCCAA Director of Championships at the championship coaches' meeting on site.
b. Once the coaches' meeting is concluded, a team's roster shall be deemed certified, and no changes can be made for the duration of the championship.
c. Once the championship begins, no player may play that is not on the official roster with no exceptions, including the event of injury, illness, or family emergency.
d. Additional people (which can include coaches, managers, athletic trainers, sports information staff, additional student-athletes not in uniform, and/or other institutional personnel) must also be registered on the Official Roster to be permitted in the team only areas.
e. Any additional university personnel above the travel and roster numbers needs to be outside of official championships areas (e.g., bench areas, batting cages, etc.), and the university shall assume any additional cost associated with additional numbers to the travel party.

3. Championship Reimbursement Policy
A Championship reimbursement fund called Future Generations shall reimburse member schools for championship expenses when teams qualify. The amounts and policy guidelines are listed in the Sports Policies and Procedures section of the NCCAA Handbook.
4. Required Functions to Attend
Teams that advance to the Men's Basketball National Championship are required to attend and participate in the National Championship Banquet/Worship Event, the Christian Service Project, the Coaches Meeting, and Contests. Arriving late to the championship or not attending/participating in these required functions shall be considered failure to comply with its Declaration of Intent to Participate. The sanction for failure to comply with the Declaration of Intent to Participate is the sport being placed on Restrictive Probation for the following academic year with the potential for additional penalties up to all sports at that institution being placed on Restrictive Probation.
5. Practice
Practice for participating teams shall be arranged through the Tournament Director of the National Championship.
6. Game Link
All National Championship participating teams shall make the most recent games available for sharing with opponents within 48 hours of the National Championship field being set.
7. Timeouts
Teams shall receive the allotted number of timeouts per game as stipulated in the NCAA Rule Book (four 75-second timeouts that can be used at any time plus two 30-second timeouts that can be used at any time), in addition to one media timeout per half at the first dead ball after the 10 minute mark that shall be a 75-second timeout. If a full 75-second timeout is called before the 10 minute mark by either team in each half, that timeout becomes the media timeout for that half.
8. Warmup
When the championship for both men and women are held at one site, warmup time between games for the first two days shall be 10 minutes with a 10-minute halftime. Teams for the next game can shoot around for seven minutes at halftime. Saturday schedule shall resume normal game procedures: 20 minutes warmup and 15 minutes half. When the men are separate, then the warmup shall be 20 minutes pregame and 15 minutes halftime.
9. Shoot Around
Shoot around protocol at halftime of previous game shall be that the teams in the upcoming game shall receive seven minutes to shoot around and the teams playing in the game shall receive three minutes to shoot around.
10. Insurance
Each participating institution shall be required to furnish its own accident, medical, life, and travel insurance.
11. National Basketball Chair
At the time the National Basketball Chair arrives at the championship site, he/she shall become the Tournament Director of the National Championship. If the National Basketball Chair is a participant in the championship, the Vice-Chair shall assume these responsibilities. If the Vice-Chair is also involved, then a duly designated representative of the NCCAA shall assume these responsibilities. His/her expenses to and from the National Championship, and those incurred while there, are to be covered by the Host Institution.
12. Game Equipment
a. Uniforms: Each participating team in the National Championship shall bring a complete set of light and dark uniforms for the championship. These uniforms should meet all rule specifications in numbering and lettering.
b. Basketballs: The ball used during the games at the National Championship shall be provided by Wilson and the model is the EVO NXT. Upon completion of the National Championship, each participating

institution shall receive one of the balls provided by Wilson. Six practice balls are available to participating teams during practice times and before the start of each half of the game in which they are participating.

13. Game Officials – Policy for National Championship Officials
    a. Game referees are to be assigned by a collegiate assignor and be an NCAA or NAIA certified official.
    b. A three-man crew shall be assigned to all games.
    c. Auxiliary Officials
    The official scorekeeper and the official timekeeper of the National Championship shall wear striped officials' shirts to better facilitate visibility by players and referees alike. These officials (along with the public address announcer) shall be assigned by the Tournament Director of the National Championship and shall be considered representatives of the national organization.
    d. Official individual and team statistics of each championship game shall be kept by an official statistician and shall be provided to the National Office and made available to all NCCAA coaches in attendance.
14. Decorum
    a. Bench Decorum: All coaches are reminded to know the NCCAA Code of Conduct and read Rule 10.9 and 10.10 in the NCAA Rulebook concerning the bench behavior of coaches and players. The National Basketball Chair has the right to discuss such behavior with any offending coach or player and/or to bring the matter before the entire body for corrective action.
    b. Fan Decorum:
        1) All fans are to remain in the spectator area during the games and during the warm-up period immediately prior to each game. No fans shall be on the playing surface until after the final game of the day.
        2) The National Basketball Chair, or his/her delegated representative(s), have the right to confront unsportsmanlike behavior on the part of a fan or fan groups. Artificial noisemakers are not allowed.
    c. All signs posted in the gym during the National Championship must have the approval of the Tournament Director of the National Championship.
15. Tickets
    Each member of the official party (coaches, players, managers, cheerleaders, and institution administrators) of the participating teams shall be provided a championship pass in the packet given to each coach as they check in at the host hotel. **NOTE**: A maximum of 23 passes shall be allotted.
16. National Championship Broadcasting
    The NCCAA owns exclusive rights for all broadcasts (television, webcast, radio, etc.). When the NCCAA produces a webcast, no institution or entity is allowed to produce a webcast. All institutions interested in producing a broadcast of any kind must first obtain written approval from the NCCAA Director of Communications. Approval is not guaranteed. More information, including rights fees, is found in the Sports Policies and Procedures section.
17. National Anthem
    Each game shall begin with prayer and each session with the *Star Spangled Banner*.
18. Game Times
    The schedule of games and/or matches shall be determined in conjunction with the National Chair, the Tournament Director of the National Championship, and the NCCAA National Office. Preference shall be given to the higher seeded teams to advance with the most amount of rest and/or best playing conditions. The host shall be given the opportunity to schedule its opening round game at a time that allows for the best hometown fan attendance. Game times and dates may be adjusted to accommodate any Seventh Day Adventist member institution's Sabbath.
19. National Championship Housing
    All teams are required to lodge in the hotel designated by the host institution or city for this championship.
20. Christian Service Project
    Each team shall be expected to be involved in ministry that shall provide service to the community. This shall be coordinated by the Tournament Director of the National Championship.

D. Format of Championship
1. The NCCAA Men's Division II National Championship shall be a 10-team championship (see Appendix A). The championship shall involve the six Regional Champions, the host team, and at-large teams. Seeding of the 10 teams shall be done by the National Basketball Committee following the seeding guidelines in the Handbook. There shall be no byes in the 10-team format.
2. The host institution shall receive an automatic bid. An institution who is the host of an NCCAA National Championship may allow its team to participate in the National Championship if that team meets its institution's Declaration of Intent requirements. The host institution, via the Declaration of Intent process, can

choose to accept an automatic bid to National Championships without competing in the Regional Championship or choose to participate in the Regional Championship to earn a place in the National Championship.

3. If a region has only one team available to participate in the Regional Championship or Regional Qualifier Process, that team shall be declared the Regional Representative and receive the region's automatic bid provided they have a record of .500 or better in addition to being declared to accept a Regional Representative bid.
4. At-Large Berths
   a. At-Large Teams shall be selected using the NCCAA Power Rating Option B. Criteria from the a la carte options shall be as follows (in order of importance):
      1) Head-to-head.
      2) Common opponents.
      3) Strength of Region.
      4) NCCAA National Ranking.
   b. For a la carte items to be used, teams must be within .500 in power ratings.
   c. The selection committee should ideally be comprised of unbiased individuals and not include individuals who have qualified for the National Championship or are seeking an at-large selection. If that is not possible, at a minimum, individuals who are seeking an at-large selection are not permitted to participate in the selection process.
5. Seeding Guidelines
   a. **NOTE**: The National Basketball Committee for Division II shall be responsible for seeding all teams in the National Championship.
   b. Criteria for seeding shall be the NCCAA Power Rating Option B. Criteria from the a la carte options shall be as follows (in order of importance):
      1) Head-to-head.
      2) Common opponents.
      3) Strength of Region.
      4) NCCAA National Ranking.
   c. For a la carte items to be used, teams must be within .500 in power ratings and a team may only move up or down three places in power ratings.
   d. The National Men's Basketball Committee, in conjunction with the National Office, can adjust seeding to avoid regional opponents playing each other in the first round (if possible), following the Regional Seeding Conflict Guidelines in the Sports Policies and Procedures section of the handbook.
6. Selection and Seeding Process
   There shall be a conference call of the Basketball Committee to select and seed the field on the Saturday regional completion deadline.
7. Qualifier Packet and Qualifier Call
   The NCCAA Director of Championships, in concert with the Tournament Director of the National Championship and the National Sport Leadership, shall prepare a Qualifier Packet detailing key information about the championship event such as lodging information, schedule, CSP, and other important information. The Qualifier Packet shall be made available on the NCCAA website and sent to each qualifier. Additionally, a mandatory Qualifier Call shall be scheduled once all teams have qualified and before teams travel to the championship site.

V. AWARDS

The NCCAA maintains a standardized awards program for all National Championships. Team, Most Valuable Player, National Coach of the Year, and All-American awards are ordered and paid for by the National Office.

A. All-Tournament Team
The All-Tournament Team shall be selected from the semifinalists. Semifinal coaches shall be responsible to select one player from their team. The championship team shall receive two selections, including the Most Outstanding Player of the National Championship.

B. Championship Awards
1. The awards presentation shall be held at the conclusion of the championship game on Saturday.
2. There shall be a presentation of plaques to the second, third, and fourth place finishers.
3. There shall be a presentation of championship medallions to the individuals on the championship team.
4. There shall be a presentation of the championship banner and trophy to the first place team.

5. There shall be a presentation of the All-Tournament Team (five members) and the Most Outstanding Player of the National Championship.

C. Pete Maravich Award
1. The recipient
   The outstanding Christian basketball player from the NCCAA for each of Divisions I and II.
2. Recipients of this award must:
   a. Have a clear Christian testimony both on and off the court, including Christian service activities.
   b. Be an excellent/highly skilled student-athlete.
   c. Be a junior, senior, or graduate student academically and a varsity team member.
   d. Demonstrate leadership ability.
   e. Possess a cumulative GPA of 3.00 or higher on a 4.00 scale.
3. Purpose: To enhance the Christian purpose of athletic excellence in Christian athletic competition, and to perpetuate the Christian philosophy and faith in evangelical Christian colleges and universities across our nation.
4. Procedures:
   a. Student-athletes must be nominated by the head coach, Athletics Director, or Sports Information Director (SID). Only one nominee allowed per institution.
   b. The nomination form (see Appendix C) must be used and submitted to the National Office by February 1.
   c. Final selection shall be made by the National Basketball Committee.
   d. The award shall be presented every year at the National Championship for each Division.
   e. The recipient shall be encouraged to be present at the banquet. The National Office shall contribute up to $250 toward travel expenses.
   f. The recipient of the Pete Maravich award shall subsequently be a nominee for the year-end NCCAA GP4L Student-Athlete Character Award. It is encouraged that one letter of recommendation from an Athletic Director, opponent coach, or member of the institution faculty or staff be included with the nomination.
5. "Pistol Pete" Maravich was known for his ball handling, shooting abilities, and creative passing. He was an NBA All-Star, named one of NBA's 50 greatest players, and inducted in the Basketball Hall of Fame in 1987. He came to know Christ later in his life and spent the last years of his life pointing people to Christ.

D. All-American Selections (see Appendix E)
1. The player must play a full season to be considered for first or second team honors.
2. The National Basketball Committee accepts the nominees for All-Americans in ranked order from each region. No region shall submit more than five nominees.
3. The All-American form (see Appendix B) shall be completed by the respective player's coach and submitted to the Regional Basketball Chair or the Regional Representative attending the Championship. The All-American nomination form must be completed in its entirety for a player to be eligible for recognition.
4. Before the National Championship begins, the All-American Team shall be selected by the National Basketball Committee attending the Championship, using the All-American Forms as the official nominations from each region. The Division II National Basketball Chair shall chair the All-American Selection Committee. This team shall be announced at the Division II National Championship. The first and second All-American Teams shall consist of five members each.
5. There shall be an NCCAA representative (National Office personnel or Administration Committee member) in the room or on the call for the voting to oversee that the process is followed.
6. Copies of the voting procedure shall be provided to each voting member of the committee at least a week prior to the vote.
7. The criteria for this selection shall be:
   a. Area outlined on the All-American Form
   b. On-court performance
   c. Contribution to their team
   d. Christian character
   e. Scholastic standing
8. Player of the Year
   The top player in NCCAA Division II Men's Basketball shall be chosen each year and shall be awarded a "Player of the Year" plaque by the National Office.
9. The All-American Committee may decide by consent to vote for both teams at once. This allows for discussion of all nominated players and then rank in order all 10 players and the vote would determine who is first and second team.

E. Coach of the Year
   1. Must be the head varsity coach of a basketball team at an institution holding full participation status and in good standing with the NCCAA.
   2. Shall be nominated by the coaches from the region, either by ballot or by designation of the regional winner by a vote. Only one nomination shall be received from each region.
   3. The Coach of the Year Form (see Forms & Procedures section) shall be completed for each nominee by the coach or Athletics Director of the respective institution.
   4. The National Basketball Committee, chaired by the National Basketball Chair, shall select the Coach of the Year before the National Championship begins.
   5. This award is announced at the Division II National Championship.

F. Scholar-Athletes
   1. The Scholar-Athlete Nomination Ballot (see Forms and Procedures section) must be submitted to the National Office four weeks prior to the National Championship via Teamworks.
   2. The Registrar from each institution must sign the form to verify the GPA.
   3. The nominee must have a 3.4 GPA, or above, through five semesters or seven quarters of attendance.

G. Scholar Team Award
   The Scholar Team nomination ballot must be submitted by May 31. The form must be submitted to the National Office via Teamworks.

H. The NCCAA Student-Athlete of the Week award shall be given to one student-athlete in Division II Men's Basketball during the regular season, chosen from the list of nominees submitted by institutions. Only one student-athlete per school per award may be nominated. See the full procedures and instructions in the Forms & Procedures section of the handbook.

VI. MISCELLANEOUS

A. Code of Conduct
   Conduct in competition policy found in Infractions and Penalties section IV.A. shall be followed by all NCCAA-only institutions during regular season and postseason competition. It shall be followed by all NCCAA institutions for Regional and National Championship competition. Any coach or student-athlete ejected from play shall be subject to penalties found in this policy. It is the responsibility of the offending institution to provide a report to the NCCAA Director of Membership and its Regional Coordinator within 48 hours of the incident. Please see the Infractions and Penalties section noted above for more details related to the Conduct in Competition Policy.

B. NCCAA Certified Athletic Trainer Policy
   Certified Athletic Trainers (ATC) are required at each hosted NCCAA Member home event, NCCAA Regional Championship, and National Championship. For hosted contest in cross country, and golf, institutions may have a trainer able to respond within three to five minutes or athletic personnel with training in CPR, AED usage, first aid, and prevention of disease transmission present at the event. The ATC must be certified by the National Athletic Trainers' Association Board of Certification (NATABOC), or an equivalent affiliation, and maintain a current license in the state of practice. Please reference the policy in the Sports Policies and Procedures section.

D. Handbook Proposal Process
   Should changes to a sport specific section or the Sports Policies and Procedures section of the NCCAA Handbook be desired, the following process shall be followed:
   1. Coaching group may propose changes to their sport handbook.
   2. Coaching group votes to present proposal(s) to the Administration Committee.
   3. Administration Committee votes to accept or reject the proposal.
   4. Proposals for change may also come from the National Administrative Council (Sports Information Committee, Competition Experience Committee, and Regional Experience Committee), Eligibility Committee, or Handbook Committee, which are all subcommittees of the Administration Committee.
   5. All proposals must come in written form and identify which section of the NCCAA Handbook is being addressed.
   6. All proposals must have a vote of support.
   7. All proposals must be submitted for consideration to the Administration Committee by May 15 for possible inclusion for the upcoming academic year.

DIVISION II MEN'S BASKETBALL REGIONAL PLAYOFF HANDBOOK

A Handbook of Policies and Procedures for Governing and Conducting
NCCAA Division II Regional Playoff Contests

I. BACKGROUND AND PURPOSE

The heart of Division II basketball is the regional playoff. All member institutions in good standing are eligible and all are encouraged to participate. A championship for NCCAA Division II member institutions was authorized in March of 1975. The first National Championship was held at Baptist Bible College (PA) in March of 1976 and won by Summit Christian College (Ft. Wayne, IN) in a thrilling 81-80 victory over the host institution. The 1977 champion was Western Baptist Bible College (Salem, OR). Again, Baptist Bible College (PA) was the national runner-up. The site for this championship was moved from Pennsylvania to Missouri and Baptist Bible College of Springfield, Missouri became the official Division II host. The championship has been held by various member institutions over the years.

The purpose of this handbook is to provide a uniform operating code for all Division II teams who play on the regional level. The Division II National Basketball Committee and the NCCAA Board of Directors request the cooperation of all Division II institutions in the use of this handbook.

II. GENERAL ORGANIZATION

All regional playoffs are under the direct control and supervision of the respective NCCAA Division II Regional Basketball Chairs in conjunction with the Regional Coordinator and the Athletics Directors of the region. The Regional Basketball Chair shall run the region with either (1) the Regional Basketball Chair and two appointed members or (2) all the coaches in the region. The Regional Basketball Chair shall be sensitive to the desires of the region when appointing members to the committee.

A. The Regional Basketball Chair's responsibilities are:
   1. Ensure that the playoff competition is conducted in a fair, ethical, and professional manner.
   2. Approve the regional playoff plan, including:
      a. Dates of playoffs.
      b. Type of playoffs, including number of teams and bracketing format.
      c. Method of team selection.
      d. Method of site selection.
      e. Obtaining a list of approved officials from each participating institution.
      f. Obtaining a list of approved sites.
   3. Serve as the communication link between the National Basketball Chair and the individual institutions as it pertains to the general operation and requirements of a Division II basketball program.
   4. Each regional host is required to video each semifinal game and the championship game. Each regional basketball chair is responsible to coordinate film exchange with the National Championship opponent(s) by the day after the seeds are announced.
   5. Submit weekly regional reports and national rankings votes to the National Basketball Chair.

B. Regional Basketball Chairs must notify the National Basketball Chair as well as the National Office about regional championship format, dates, site, and other pertinent information.

III. SELECTION OF PARTICIPATING TEAMS

A. The Regional Basketball Chair, or regional coaches, are responsible for administering the regional playoff and must maintain a close contact with the participating institutions. The team selection policy shall fairly represent the interests and desires of the participating institutions.

B. Following are possible playoff alternatives (host teams must meet the site criteria):
   1. An All-Regional Championship at highest seeded team's gymnasium
   2. Teams to play each other based on final regional ranking (#1 vs. #8, #2 vs. #7, #3 vs. #6, and #4 vs. #5).
   3. An All-Regional Championship is played at a predetermined site as agreed upon by the regional members with pairings based on final regional ranking.

4. Multi-site competition based on regional final standing (#8 travels to #1, #7 travels to #2, #6 travels to #3, and #5 travels to #4). If #1, #2, #3 and #4 win, then #4 travels to #1 and #3 travels to #2. The highest seeded winner shall then host the final game for the Regional Championship.
5. Same as Item 4. above, but sites to be determined by geographical location within the region, such as South Region, East Region, Central Region, etc. with the highest seeded team hosting each pairing.
6. The top four teams meet at a single site for a championship. Pairings shall be by regional ranking.
7. The top two teams play the best two out of three. Alternate site: highest seed, site for games one and three, and second seed for game two.

IV. SELECTION OF GAME SITE

A. All games are to be played on courts that meet the following specifications:
   1. Dimensions must be 94' x 50' (maximum).
   2. Rectangular plexiglass backboards.
   3. Acceptable playing surface and court safety.
   4. Adequate seating. **NOTE**: See Administrative Procedures, Item F below.

B. A team without such a facility may rent one when it qualifies to host a regional game. The Regional Basketball Committee shall determine if the site is acceptable for championship games and if the games can be appropriately administered by the National Basketball Committee.

C. Sites not meeting the criteria may not be approved.

V. ADMINISTRATIVE PROCEDURES

A. It is mandatory that all championship games be conducted in accordance with the NCCAA Regional and National Guidelines and Bylaws.

B. Game officials shall be NCAA and NAIA certified officials and approved by the regional body of coaches.

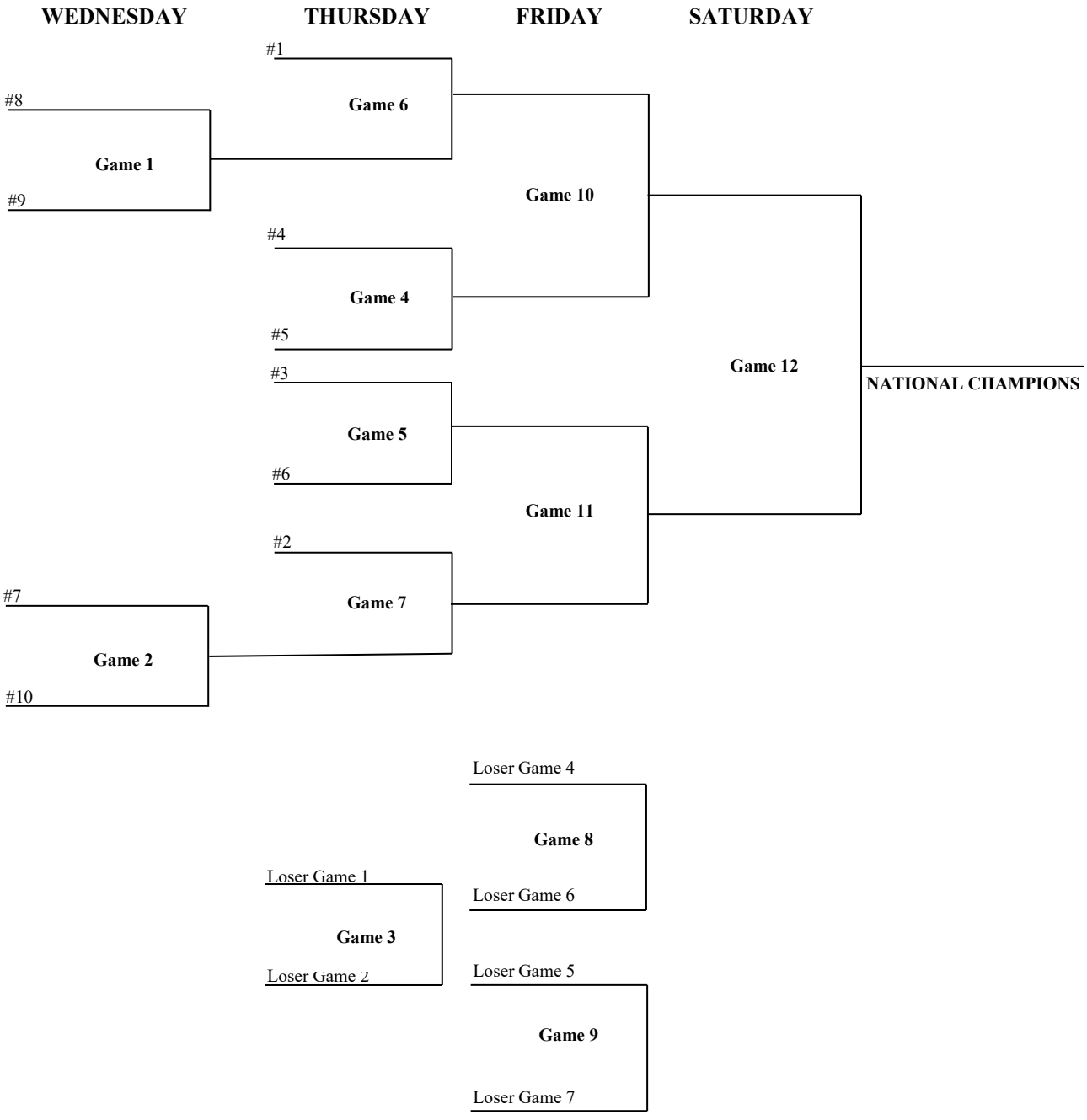
C. The NCCAA provides a standard banner or plaque for all regional basketball team champions. This shall be paid for by the respective region. This award shall be ordered in advance by the Regional Coordinator from the NCCAA National Office and shipped directly to that Regional Coordinator to be distributed.

D. Expense allowance: In regional championships, all teams shall assume all of their own expenses, including travel, meals, housing, officials, and gymnasium rentals. This shall allow the regional representative to the National Championship greater financial assistance.

E. The ball used during the Regional Championship shall be the same as the ball used at the National Championship.

F. NCCAA certified athletic trainer policy: Certified Athletic Trainer (ATC) is required at each hosted NCCAA member home event, NCCAA Regional Championship, and National Championship. For hosted contests in cross country, and golf, institutions may have a trainer able to respond within three to five minutes or athletic personnel with training in CPR, AED usage, first aid, and prevention of disease transmission present at the event. The ATC must be certified by the National Athletic Trainers' Association Board of Certification (NATABOC), or an equivalent affiliation, and maintain a current license in the state of practice. Please reference the policy in the Sports Policies and Procedures section.

Appendix A
NCCAA Division II Men's Basketball Championship Brackets
All Times TBA



Appendix B
NCCAA Division II Basketball All-American
Regional Nomination Form

To be completed by the nominating coach

Region _____ Regional Sport Chair _____

Player's Name _____ Class _____

Hometown, State _____

Institution _____ Coach _____

Position _____ Date of Birth _____ Height _____

20_____ - 20_____ Season Record: Won_____ Lost _____

STATISTICS:

Games Played _____ Total Points _____ PPG_____ F.T._____/_____ 3pt. FG _____/_____

Off. Rebounds _____ Def. Rebounds _____ RPG _____ Total Assists _____ Total Turnovers _____

Total Steals _____ Total Minutes Played_____

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

_____

_____

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

_____

_____

Christian Character _____

_____

Honors Received (Athletic)

Individual_____

_____

Team _____

_____

Comments and/or recommendations_____

_____

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

_____ _____

Coach's signature Date

SAMPLE

Appendix C
Division II Men's Basketball
The Pete Maravich Award Nomination Form
Game Plan 4 LIFE Award Series

Student-Athlete's Name First _____ Last _____

Student-Athlete's Hometown and State _____ Year: ___JR ___SR ___G

Institution _____ Position_____ Coach _____

Christian Character
Describe student-athlete's faith story and character on/off the court.

_____

_____

_____

Christian Service
List student-athlete's specific activities in Christian service and outreach.

_____

_____

_____

Current Season Stats (Games Played: _____) (Season Team Record: W_____ L_____)

_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
PTS	FGM	FGA	3PM	3PA	FTM	FTA	OREB	DREB	AST	STL	BLK

Current Season Averages & Percentages

_____	_____	_____	_____	_____	_____	_____	_____
PPG	FG%	3P%	FT%	RPG	APG	SPG	BPG

Career Stats (Games Played: _____) (Career Team Record: W_____ L_____)

_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
PTS	FGM	FGA	3PM	3PA	FTM	FTA	OREB	DREB	AST	STL	BLK

Career Averages & Percentages

_____	_____	_____	_____	_____	_____	_____	_____
PPG	FG%	3P%	FT%	RPG	APG	SPG	BPG

Other Stats Notes (Top 10 national statistical rankings, defensive effectiveness, etc.)

_____

_____

_____

continued

SAMPLE

Appendix C, Page Two
Division II Men's Basketball - The Pete Maravich Award Nomination Form

Athletic Honors Received (Individual and/or Team)
List athletic awards/honors from the institution, conference, regional, and national level)

_____

_____

_____

Academic Honors Received (Major _____ GPA _____)
List academic honors.

_____

_____

_____

Leadership
Describe student-athlete's leadership characteristics and qualities. Give examples of leadership in action.

_____

_____

_____

Additional Comments
Share any other information on why student-athlete is deserving of this award.

_____

_____

_____

Required with Nomination Form

- High resolution headshot AND action photo of student-athlete
- Current season schedule with results.

Nominee Eligibility Requirements

- Be a junior, senior, or graduate student academically and a varsity team member
- Have a clear Christian testimony both on and off the court, including Christian service activities
- Demonstrate leadership ability
- Cumulative GPA must be 3.00 or higher on a 4.00 scale
- Be an excellent/highly skilled student-athlete

I attest that the nominee meets the eligibility requirements and nomination data is accurate.

_____ _____
Nominator Signature (Coach, SID, or AD) Date

Due by February 1 to jcampbell@thenccaa.org.

SAMPLE

Appendix D
NCCAA Power Rating

I. FORMULA

(Results Pts + Location Pts) x (Opp. Affiliation + Opp. Win % + Ranked Opp.) = Individual Game Power Points

1. Results						
	Baseball/Softball	Basketball	Football	Soccer	Volleyball	
a. if win by	6+ runs	15+ points	14+ points	3+ goals	in 3 sets	3 points
b. if win by	-	11-14 points		-	-	2.75 points
c. if win by	3-5 runs	8-10 points	7-13 points	2 goals	in 4 sets	2.5 points
d. if win by	-	4-7 points		-	-	2.25 points
e. if win by	1-2 runs	1-3 points	1-6 points	1 goal	in 5 sets	2 points
f. if a tie	-	-	-	-	-	1.75 points
g. if a loss by	1-2 runs	1-3 points	1-6 points	1 goal	in 5 sets	1.5 points
h. if a loss by	-	4-7 points		-	-	1.25 points
i. if a loss by	3-5 runs	8-10 points	7-13 points	2 goals	in 4 sets	1 point
j. if a loss by	-	11-14 points		-	-	0.75 points
k. if a loss by	6+ runs	15+ points	14+ points	3+ goals	in 3 sets	0.5 points

2. Location					
a. if away	0.25 points	b. if neutral	0.125 points	c. if home	0 points

3. Opponent's Affiliation (multiplier)	
a. NCAA I	x 2.9
b. NCAA II / U Sports	x 2.5
c. NAIA	x 2.2
d. NCAA III / NCCAA I / CCAA	x 1.8
e. NCCAA II	x 1.5
f. Other Countable Opponents^	x 1.0

4. Opponent's Winning %*	
a. .1.000 %	Add 1.00
b. .800 - .999 %	Add 0.80
c. .600 - .799 %	Add 0.60
d. .400 - .599 %	Add 0.40
e. .200 - .399 %	Add 0.20
f. .000 - .199 %	Add 0.00

5. Ranked Opponent*
National rankings of affiliations in lines a. - e.
Add 0.20

II. POWER POINTS

A. The sum of the criteria of Nos. 1-2, multiplied by the sum of Nos. 3-5 determines power points for a game. The maximum points for a contest is 13.325 (win on the road against 1.000 NCAA I Top 25 team). The minimum points for a game is 0.5 (loss at home against .199 or lower other countable opponent).

B. The power rating is determined by adding the power points for the regular season and dividing by the number of games (to the third decimal place). Postseason contests shall not be included.

III. FORFEITS

Forfeits awarded for completed contests shall count toward power ratings (e.g., ineligible player, conduct issues, etc.). Forfeits awarded for games not played shall not count toward power ratings or minimum number of games requirement for inclusion in power ratings (e.g., teams not showing up, not honoring contracts, etc.).

IV. REPORTING

The National Office shall calculate each school's power rating. Each institution and region is responsible for reviewing the release to ensure their rating's accuracy. See sport handbooks for reporting dates and how power ratings are used within each sport. Power ratings shall be released by Wednesday evening per each sport's reporting dates. See region handbooks for how ratings are used within the region. Visit www.thenccaa.org/handbook.

*Opponent's winning percentage and national ranking shall be through the Sunday before the reporting date. When a report is released, winning percentages and rankings for that report shall not be updated for future reports. National rankings only include teams within the rankings. Teams who receive votes are not considered ranked.

continued

Appendix D, Page Two
NCCAA Power Ratings

^Other countable opponents must be an NCCAA countable game per definition in Frequency of Contest section of the NCCAA handbook. Uni-Division sports, such as Baseball & Softball, follow Division I countable opponents rules.

A final power rating shall only be given to teams who meet the minimum number of games requirement for the specific sport. Each sport has a progression of min. number of games (listed below) to be included in each rating that is released. (R1=Report 1, etc.)
Baseball - R1=10, R2=13, R3=16; Basketball - R1=12, R2=15, R3=18; Soccer - R1=8, R2=10; Softball - R1=10, R2=13, R3=16; Volleyball (M) – R1=7, R2=8, R3=9; Volleyball (W) - R1=10, R2=13, R3=15.

Note: These Power Ratings are designed to measure past performance, not necessarily to predict future outcomes.

Appendix E
NCCAA All-American Voting Procedures

The All-American Voting Procedure for NCCAA Division II Men's Basketball is as follows:

1. All-Regional Teams shall be selected and submitted to the National Chair before the NCCAA National Championship. The regional team shall be listed in rank order with most points to least with all ties broken.

2. All nominations to the All-American process shall come from the All-Regional Team selections.
   a. The NCCAA shall recognize an NCCAA All-American First Team. A five-member squad shall be selected.
   b. The NCCAA shall recognize an NCCAA All-American Second Team. The Second Team shall be a five-member squad.

3. A meeting shall be set during the National Championship, overseen by the National Chair with a member of the National Office present and assisting where needed.

4. An order of nominating by region shall be determined by the Regional Chair (e.g. West first, Central second, etc.).

5. The process shall begin with each regional representative nominating the top players (limit of five nominations from a region) from his/her region. The representative shall briefly (30 seconds to 1 minute) discuss the nominations. Regional representatives are responsible for doing any necessary research of individuals on the All-Regional Team and be fully prepared to promote each individual. Players must be nominated in the rank order from the selection of the regional team.

6. Then the regional representatives shall each vote for his/her top five players. Voting by the regional representative must be in the rank order of the region. Voting can occur in a couple of ways. They can share their vote verbally to the National Chair who records it, or an electronic method can be determined to have vote emailed or texted to the National Chair.

7. The National Chair shall tabulate the vote and share with the voting members the total points for each nominated player. Points are allocated to players with highest to lowest (e.g., five players on a team, top player receives five points, second four, third three, etc.). The top number of players to fill the number of slots designated for First Team shall earn First Team honors.

8. In the event of a tie in any position, there shall be an additional vote to break the tie. If a tie remains in the voting, then further analysis or discussion shall occur and another vote shall be conducted. If still tied, the tie shall be broken by the National Chair unless involving his/her players, then by the National Vice-Chair.

9. The All-American Second Team selection shall proceed in the same manner as the First Team.

10. The Player of the Year shall be voted on after the full All-American Team selections.

11. The All-American Committee may decide by consent to vote for both teams at once. This shall allow for discussion of all nominated players and then rank in order all 10 players. The vote shall determine who is first and second team.

12. There are no honorable mention teams in the NCCAA.

13. Once the team is selected, it is reviewed by the sport leadership and the National Office before being announced on the NCCAA website.

NATIONAL CHRISTIAN COLLEGE ATHLETIC ASSOCIATION

Women's Basketball

Division II

Women's Basketball
Division II

I. GENERAL ADMINISTRATION

A. The NCCAA Division II Women's Basketball National Championship and all events related thereto are under the control and supervision of the NCCAA Division II Women's Basketball coaches and are subject to standards developed by these respective coaches and subsequent approval of the NCCAA Board of Directors.

B. National Committee for Basketball
The National Committee shall oversee regular competition.
1. Composition and Term of Office
    a. The National Basketball Committee shall consist of the National Basketball Chair (who serves as chair of the committee), the National Basketball Vice-Chair, and the Regional Basketball Chairs. Non-voting members include the National Tournament Director of the National Championship and an NCCAA National Office representative.
    b. The National Basketball Chair shall serve a three-year term of office and shall be succeeded by the National Basketball Vice-Chair.
2. Election
    a. The Regional Coaches, in conjunction with the Regional Coordinator, shall conduct an election of the Regional Basketball Chair to the National Basketball Committee at an appropriate time. The term of office for the Regional Basketball Chair shall be determined by each individual region.
    b. If a vacancy occurs on the National Basketball Committee, the National Basketball Chair shall, in coordination with the Regional Coordinator, upon approval of the rest of the committee, appoint a replacement or conduct an election.
3. Duties of the National Basketball Committee (see Bylaws section)
    a. Represent the interests of coaches and student-athletes.
    b. Propose revisions of the National Championship operating policies and procedures to the Board of Directors.
    c. Assist in solicitation of bids for future championship sites.
    d. Submit the top players in each region as All-American nominees.
4. Duties of the National Basketball Chair (also see National Sport Chair Job Description in Forms & Procedures section)
    a. Initiate, direct, and control the work of the National Basketball Committee.
    b. Communicate with the National Basketball Committee on issues requiring its input.
    c. Conduct meetings of the coaches and the committee at the National Championship to provide opportunities for questions, suggestions, and recommendations regarding the conduct of the championships.
    d. Supervise and assist the Tournament Director of the National Championship with planning and conducting the National Championship.
    e. Invite coaches of all NCCAA participating institutions to the coaches' meeting and request agenda items.
    f. Conduct the seeding of the National Championship.
    g. Submit proposed revisions of the operating procedures (Basketball section of the NCCAA Handbook) to the NCCAA Director of Membership no later than one month after the championship.
    h. Assist Regional Coordinators in selecting Regional Sport Chairs as needed.
    i. Lead the National Basketball Committee to select the national ranking each week.

C. National Championship Committee
1. Membership
    a. The committee shall be composed of the Tournament Director of the National Championship, the National Women's Basketball Chair, or his/her appointee from the National Women's Basketball Committee, and an NCCAA National Office representative.
    b. If a member of the Championship Committee is directly or indirectly involved in a protest submitted, this individual shall be replaced by an appointee of the National Women's Basketball Chair.
    c. Three members must be present for action to be taken.
2. Responsibilities
    a. Ethical Behavior
        1) Observe the behavior of the student-athletes, coaches, and other team personnel for the duration of the National Championship.

2) Promote standards of ethical behavior during competitive events and throughout the championship. This can be accomplished by general reminders to individuals and teams during the championship and reinforced by more specific communication. If unacceptable behavior occurs, this committee has the right and obligation to act on the issue with/via the Director of Membership.

b. Write a report of all cases on which this committee acts.
c. Make on-site decisions concerning extenuating circumstances that affect the conduct of the championship (e.g., extreme weather conditions).
d. Make sure all teams follow the NCCAA #KingChasing Code of Ethics signed by coaches and the NCCAA #KingChasing Commitment by student-athletes (on file in the National Office).

3. Protests
   a. Ensure that protest procedures, as indicated in the National Collegiate Athletic Association (NCAA with NAIA modifications) Rule Book, have been followed.
   b. Act on all appropriate protests.

D. Administrative
National Chair: Kyle Wicklund, Ozark Christian College
Vice-Chair: Katie Bryan, Welch College

E. Duties of the Vice-Chair
1. Assist the National Women's Basketball Chair.
2. Attend the National Championship and all necessary meetings.
3. Work with the National Women's Basketball Chair to advance the sport.
4. Assume the position of National Women's Basketball Chair at the conclusion of the three-year term of the National Women's Basketball Chair.

F. Election of Sport Chair and Vice-Chair
A National Women's Basketball Chair and a Vice-Chair are elected to serve 3-year terms. The Vice-Chair replaces the National Women's Basketball Chair after 3 years to serve as the National Women's Basketball Chair. Selection must be by more than 50% of the total number of coaches in the NCCAA and shall be conducted by email vote.

II. ELIGIBILITY

A. Institution Eligibility
Only teams that are in good standing with the NCCAA shall be eligible. Good standing shall include all dues paid in full and free from any sanctions imposed by the NCCAA restricting institutional eligibility.

B. Team Eligibility
All NCCAA member institutions must file a completed Declaration of Intent to Participate form by August 31 for all varsity sports with the National Office (see Forms & Procedures section).

C. Individual Eligibility
NCCAA-only member institutions must file an affidavit of eligibility (see Eligibility section) to the NCCAA Director of Membership no later than the date of their first contest (including scrimmage). Dual members with CCAA, NAIA, NCAA II, and NCAA III must confirm eligibility is being filed for all sports in compliance with their primary affiliation on the Membership Directory & Dues Form.

III. PLAYING RULES AND REGULATIONS

A. Official Rule Book
Basketball (Women): National Collegiate Athletic Association (NCAA) Women's Basketball Rules. To obtain rules, visit www.ncaapublications.com.

B. Game Limits
There is a 28 game limit. (A student who participates in a varsity contest and a junior varsity contest on the same day and at the same location, is considered to have participated only in one game. A student may invoke this exception a maximum of 10 times during an academic year.) It is the responsibility of each coaching staff to ensure that each student-athlete does not exceed the maximum of 10 exceptions in an academic year.

C. Statistics

1. Deadlines
   By October 1, schedules must be uploaded to the NCCAA website. Teams playing only second semester must upload their schedules to the National Office no later than December 15.
2. Reporting
   a. Individual game files are to be reported to the NCCAA website beginning with the first contest.
   b. The report must be posted on the NCCAA website no later than each Tuesday at noon (ET) throughout the season.
3. Complete and accurate statistical information must be submitted to the NCCAA in the form of .XML game files, following the steps outlined at www.thenccaa.org/helpcenter and using only on of the approved stats programs (DakStats, Genius Sports, PrestoSports, StatCrew) Game files must be submitted to the NCCAA within 48 hours after the game. However, the mandatory deadline for weekly game files to be uploaded to the NCCAA website is Tuesday at noon (ET). Any amount of missing game files in a week shall count as a missed report. Any game files submitted from a non-approved stats program shall count as a missed report. Once statistical reporting begins, missing or incomplete game schedules may result in multiple penalties being issued at the discretion of the National Office.

   The penalties for not reporting statistics or for being late are:
   a. 1st offense: email or letter of notice of the violation.
   b. 2nd offense: email or letter of warning of the violation.
   c. 3rd offense: $100 fine paid within 30 days of the date of the invoice or before Regional Championships, whichever comes first;
   d. 4th offense: $250 fine paid within 30 days of the date of the invoice or before Regional Championships, whichever comes first, a loss of postseason awards for the applicable athletes and/or team, the team shall become ineligible for statistical reports and ratings for the remainder of the season, and any further penalties at the discretion of the Administration Committee (e.g., ineligible for postseason play).

   It is the responsibility of each institution to contact the National Office regarding any technical problems experienced in submitting weekly statistics. Proper communication can prevent team penalties.

   Regular Season Neutral Site Tournament Statistics: The host institution of regular season tournaments (e.g., classic, tri-match, or any multi-team event of the like that an institution hosts, regardless of venue or if the host institution is competing) is responsible for recording official statistics, for all participating teams, for those sports in which a weekly national statistical report is conducted. Missing statistics from a regular season tournament shall be considered a missing statistical report for the host institution, regardless if the host competed (other participants of the tournament shall not be considered to have a missed stats report the first week, but the following week shall be considered to have missed a statistical report if still missing). Note: If the host sent files to opponents and opponents failed to update the files in time, the host shall not be penalized.

D. National Rankings

When casting votes for the national rankings, regional voters must follow the order of the regional polls when casting their vote.

1. The coaches' poll voting shall be conducted by the National Chair, in conjunction with regional representatives, and be reported to the NCCAA Director of Communications.
2. In Division II, each Regional Sport Chair shall be the region rater and voter.
3. Regional raters are responsible for submitting region ratings to the National Chair, who shall then send out all region ratings to voters. Raters should include explanation/summary as to why teams are rated where they are. Raters may work to get feedback from region teams when developing the region ratings.
4. Regional raters shall then select the top 10 teams nationally and send to the National Chair. The National Chair shall tally all votes and must send the final ranking along with each regional rating to the NCCAA Director of Communications by 11:00 a.m. (ET) each Tuesday that has a ranking.
5. When casting votes for the national rankings, voters must follow the order of the regional ratings.
6. Ties shall be broken by:
   a. Number of ballot appearances;
   b. Most votes in highest place; and
   c. Winning percentage.

   The team winning the tie-breaker shall receive one additional point.
7. There shall be bi-weekly rankings through the conclusion of the regular season, with a final postseason ranking the week following the National Championship.

8. The National Office serves as the oversight committee.

E. NCCAA Power Rating System
   1. See Appendix E for the NCCAA Power Rating System.
   2. Each member institution must meet all statistical requirements (see section III.C above).
   3. The power rating dates shall start four weeks prior to the week of the National Championship. There shall be a total of three consecutive weeks of power ratings. If a team has regular season games after the final power rating, the final power rating shall be updated with the additional regular season dates for the National Basketball Committee to use in selection and seeding.

F. Frequency of Play and Practice Guidelines
   Each sport in the NCCAA has 24 weeks between August 1 and May 15 to conduct practices and competitions. Each sport has a maximum and minimum number of contests in the regular season. Basketball has a maximum of 28 games and a minimum of 18 games. Each sport has a specified date to begin practice and to conduct their first contest. Basketball's start date for practices, scrimmages, and exhibitions is 38 days prior to the first allowable competition date. The first allowable contest is the fourth Thursday in October. More details can be found in the Sport Policies and Procedures section of the NCCAA Handbook.

G. Rules Education
   All coaches, new and returning, must complete an annual online rules education training program. For NCCAA-only members, this includes all paid and voluntary head, associate, assistant, and graduate assistant coaches. For dually affiliated members, this includes all head coaches. New coaches must complete the required training within the first 60 days of hire or prior to the coach's first competition, whichever is earlier. Returning coaches and staff members must complete the required training prior to the earliest start date for competition for any sport sponsored by the institution. More details can be found online at the NCCAA Member Help Center.

IV. GENERAL INFORMATION FOR POSTSEASON COMPETITION

A. Site and Date
   1. Regional finals must be concluded on or before the Saturday two weeks prior to the week of the National Championship. Regions with dually affiliated members (e.g., NCAA III) must conclude on or before the Wednesday one week prior to the week of the National Championship.
   2. Dates of the National Championship for the upcoming years are as follows:

Regionals Completed	National Championship	Site
February 28, 2026*	March 11-14, 2026	Crown College, St. Bonifacius, MN
February 27, 2027*	March 10-13, 2027	TBA
February 26, 2028*	March 8-11, 2028	TBA
February 24, 2029*	March 7-10, 2029	TBA
February 23, 2030*	March 6-9, 2030	TBA

   *Regions with dually affiliated members (e.g., NCAA III) must conclude on or before the Wednesday one week prior to the week of the National Championship.
   3. Coaches' Attendance at the National Championship
      All coaches are encouraged to attend the National Championship, if at all possible, in order to have a very productive coaches' meeting.
   4. Hosting the National Championship
      a. All bids must be submitted using the proper bid form (see Forms & Procedures section).
      b. All bids shall be submitted to the National Office prior to the National Women's Basketball meeting.

B. General Guidelines
   1. Publicity
      Each qualifying team must submit the following in the team's folder in the Google Drive five days prior to the National Championship: Up to date full season statistics (individual & team), schedule with results, story lines for broadcasters, a BRO roster file, and action shots.

      Each qualifying team must submit the following in the team's folder in the Google Drive by 10 days prior to the National Championship: Official team roster and travel party on Google Docs Form (completely filled out), high resolution team photo, player headshots, and any other requested information.

2. Squad Size and Traveling Party
   The official party is made up of Participants, defined as student-athletes, coaches, managers, athletic trainers, and any staff member who travels with a competing team.

   The official party for each team participating in NCCAA National Basketball Championship competition is 23 individuals, which includes 17 student-athletes in uniform and six additional personnel (which can include coaches, managers, athletic trainers, sports information staff, additional student-athletes not in uniform, and/or other institutional personnel) to be used at the discretion of each participating institution.

   A player may be replaced on the official roster between the Regional Tournament and the NCCAA National Championship by any eligible player whose name is included on the Official Eligibility Form for the current season.

   When a roster is submitted to the NCCAA National Office, it shall serve as the Official Roster for the National Championship competition.
   a. Each Head Coach can amend his/her roster with the NCCAA Director of Championships at the championship coaches' meeting on site.
   b. Once the coaches' meeting is concluded, a team's roster shall be deemed certified, and no changes can be made for the duration of the championship.
   c. Once the championship begins, no player may play that is not on the official roster with no exceptions, including the event of injury, illness, or family emergency.
   d. Additional people (which can include coaches, managers, athletic trainers, sports information staff, additional student-athletes not in uniform, and/or other institutional personnel) must also be registered on the Official Roster to be permitted in the team only areas.
   e. Any additional university personnel above the travel and roster numbers needs to be outside of official championships areas (e.g., bench areas, batting cages, etc.), and the university shall assume any additional cost associated with additional numbers to the travel party.
3. Championship Reimbursement Policy
   A Championship reimbursement fund called Future Generations shall reimburse member schools for championship expenses when teams qualify. The amounts and policy guidelines are listed in the Sports Policies and Procedures section of the NCCAA Handbook.
4. Required Functions to Attend
   Teams that advance to the Women's Basketball National Championship are required to attend and participate in the National Championship Banquet/Worship Event, the Christian Service Project, the Coaches Meeting, and Contests. Arriving late to the championship or not attending/participating in these required functions shall be considered failure to comply with its Declaration of Intent to Participate. The sanction for failure to comply with the Declaration of Intent to Participate is the sport being placed on Restrictive Probation for the following academic year with the potential for additional penalties up to all sports at that institution being placed on Restrictive Probation.
5. Practice
   Practice for participating teams may be arranged through the Tournament Director of the National Championship. Because of traveling times, the Tournament Director of the National Championship may arrange one or two practice sessions if possible.
6. Timeouts
   NCCAA Women's Basketball National Championship Timeouts
   All participating teams shall be given the following:
   a. Three 30-second timeouts can be used at any time during the game.
   b. One full timeout (60 seconds) to be used at any time during the game.
   c. Two end-of-quarter intermissions of 75 seconds (end of first and third quarters).
   d. One media timeout ONLY in the second and fourth quarters (which is an NCCAA modification from the NCAA Rule Book). The electronic/media timeouts shall occur at or below the five-minute mark in the second and fourth quarters. The first timeout requested by either team in the second and fourth quarters shall become the electronic/media timeout for that quarter. No media timeouts shall be given in the first and third quarters.
   e. Extra periods shall be five minutes each in length with a one-minute intermission before each.
   f. Each team shall be entitled to one additional 30-second timeout during each extra period in addition to any timeouts it has not used previously.
   g. There shall be no media timeouts in the extra period(s).

7. Insurance
   Each participating institution shall be required to furnish its own accident, medical, life, and travel insurance.
8. Game Equipment
   a. Uniforms
      Each participating team in the National Championship should bring a complete set of light and dark colored uniforms for the championship. Uniforms should meet all the rule specifications in numbering and lettering.
   b. Basketballs
      The ball used during the games at the National Championship shall be the official basketball of the NCCAA which is the Wilson EVO NXT women's ball. Six practice balls are available to participating teams during the practice and before the start of each half of the game in which they are participating.
9. Game Officials
   a. Selection of officials
      1) Officials for the four-day championship must be credentialed college/university women's officials who have been officiating women's basketball throughout the year. Gender of the officials is not an issue; efficiency and effectiveness are. However, since this is a women's National Championship, it is strongly suggested that the women's championship utilize officials that are top quality, seasoned women available to the host institution.
      2) Officials for the four-day championship should not be obtained from the local pool used by the host institution, nor by any other participating team. It is essential to guard against the potential problems that familiarity with players, coaches, or institutions might encourage.
      3) The team of officials for each game shall be a three-person team. The number of officials to be used per game should be included in the host bid.
      4) There should be a sufficient number of officials from which to draw to allow for energy and sharpness throughout the championship. No official shall call more than one game per day, except in the case of an emergency.
      5) Officials assigned for the first round must be posted by the opening event of the championship.
      6) Coaches in the final game may object to an official or officials (team) assigned to the championship game. However, this must be done within one hour after completion of the last game on Friday. The host institution shall attempt to make satisfactory adjustment from the pool of available officials on Saturday. Game referees are to be assigned by a collegiate assignor and be an NCAA or NAIA certified official.
   b. Auxiliary Officials
      1) The official scorekeeper and the official timekeeper of the National Championship should wear a striped official's shirt so that the players and referees can spot them easily. These officials (along with the public address announcer) shall be assigned by the host institution and shall be considered representatives of the NCCAA.
      2) Official individual and team statistics of each championship game shall be kept by an official Championship Statistician and shall be made available to all participating NCCAA coaches, Sports Information Directors and the National Office within 30 minutes after the completion of each game.
10. Decorum
    a. Bench Decorum
       All coaches are reminded to read the current rules concerning the bench behavior of coaches and players. The National Women's Basketball Chair has the right to discuss such behavior with the offending coach.
    b. Fan decorum
       1) All fans must remain in the spectator area during all the games and during the warm-up period immediately prior to each game. No fans shall be on the playing surface until after the final game of the day. The National Women's Basketball Chair and host have the right to curtail unsportsmanlike behavior on the part of a fan or fan groups.
       2) Pep bands and organized noisemakers shall be allowed to play only during dead ball periods of the game.
11. Host Institution Responsibilities
    The host institution shall be responsible for all items as required and agreed upon on the Bid Contract Form (see Forms & Procedures section).
12. Tickets
    Each member of the official party of the participating teams shall be provided a championship pass in the packet given to each coach at the opening event of the championship. NOTE: A maximum of 23 passes shall be allotted.

13. National Championship Broadcasting
    The NCCAA owns exclusive rights for all broadcasts (television, webcast, radio, etc.). When the NCCAA produces a webcast, no institution or entity is allowed to produce a webcast. All institutions interested in producing a broadcast of any kind must first obtain written approval from the NCCAA Director of Communications. Approval is not guaranteed. More information, including rights fees, is found in the Sports Policies and Procedures section.
14. Warmup
    Warmup time between games when both men and women are on one court is as follows: for the first two days, there shall be 10 minutes with a 10 minute halftime. Teams for the next game can shoot around for seven minutes of halftime. Friday and Saturday schedule shall resume normal game procedures: 20 minutes warmup and 15 minutes halftime. When the women are separate, then the warmup shall be the 20 minutes pregame and 15 minutes halftime.
15. National Championship Housing
    All teams are required to lodge in the hotel designated by the host institution or city for this championship.
16. Christian Service Project (CSP)
    Each team shall be expected to be involved in ministry that shall provide service to the community. This shall be coordinated by the Tournament Director of the National Championship.
17. Game Times
    The schedule of games and/or matches shall be determined in conjunction with the National Chair, the Tournament Director of the National Championship, and the National Office. Preference shall be given to the higher seeded teams to advance with the most amount of rest and/or best playing conditions. The host shall be given the opportunity to schedule its opening round game at a time that allows for the best hometown fan attendance. Game times and dates may be adjusted to accommodate any Seventh Day Adventist member institution's Sabbath.

C. Team Selection
The championship shall consist of the six Regional Champions, the host team, and enough at-large teams to make a championship field of 10 teams.

1. Regional Champions shall receive automatic bids.
2. The host institution shall receive an automatic bid. An institution who is the host of an NCCAA National Championship may allow its team to participate in the National Championship if that team meets its institutions Declaration of Intent requirements. The host institution, via the Declaration of Intent process, can choose to accept an automatic bid to National Championships without competing in the Regional Championship or choose to participate in the Regional Championship to earn a place in the National Championship.
3. If a region has only one team available to participate in the Regional Championship or Regional Qualifier Process, that team shall be declared the Regional Representative and receive the region's automatic bid provided they have a record of .500 or better in addition to being declared to accept a Regional Representative bid.
4. Each team shall indicate on the Declaration of Intent to Participate form (see Forms & Procedures section) its willingness to participate in the National Championship as an at-large team.
5. The Championship bracket (see Appendix C) shall be designed to place opponents in game times where rest for the first round winners shall be compatible with their opponents in the second round and to give maximum rest to the #1 seed.
6. At-Large Berths
    a. At-Large Teams shall be selected using the NCCAA Power Rating Option B. Criteria from the a la carte options shall be as follows (in order of importance):
        1) Head-to-head.
        2) Common opponents.
        3) NCCAA National Ranking.
        4) Strength of Region.
    b. For a la carte items to be used, teams must be within .500 in power ratings.
    c. The selection committee should ideally be comprised of unbiased individuals and not include individuals who have qualified for the National Championship or are seeking an at-large selection. If that is not possible, at a minimum, individuals who are seeking an at-large selection are not permitted to participate in the selection process.
7. Qualifier Packet and Qualifier Call
    The NCCAA Director of Championships, in concert with the Tournament Director of the National Championship and the National Sport Leadership, shall prepare a Qualifier Packet detailing key information about the championship event, such as lodging information, schedule, CSP, and other important information.

The Qualifier Packet shall be made available on the NCCAA website and sent to each qualifier. Additionally, a mandatory Qualifier Call shall be scheduled once all teams have qualified and before teams travel to the championship site

8. Selection and seeding shall be handled via a conference telephone or video call on the Sunday following the regional completion deadline, time to be determined (eastern time).
9. Seeding Guidelines
   a. The National Basketball Committee for Division II shall be responsible for seeding all teams in the National Championship.
   b. The 10 participating teams shall be seeded using the NCCAA Power Rating Policy Option B. The a la carte criteria order shall be as follows (in order of importance):
      1) Head-to-Head.
      2) Common Opponents.
      3) NCCAA National Ranking.
      4) Strength of Region.
   c. For a la carte items to be used, teams must be within .500 in power ratings and a team may only move up or down three places in power ratings.
   d. The National Women's Basketball Committee, in conjunction with the National Office, can adjust seeding to avoid regional opponents playing each other in the first round (if possible), following the Regional Seeding Conflict Guidelines in the Sports Policies and Procedures section of the handbook.
   e. Seeding Tie-Breaking Procedures
      Should two institutions be tied after the initial vote for a specific seed, then the following steps are to be considered by the National Women's Basketball Chair on the conference call, until the tie is broken:
      1) Take one re-vote of the National Basketball Committee on only the institutions involved.
      2) A coin-toss shall be conducted by the National Women's Basketball Chair, or uninvolved party (i.e. National Vice-Chair, National Statistician). Each of the institutions involved shall be designated as either "heads" or "tails."

V. AWARDS

The NCCAA maintains a standardized awards program for all National Championships. Team, Most Valuable Player, National Coach of the Year, and All-American awards are ordered and paid for by the National Office.

A. Championship Awards
   1. All-Tournament Team
      The All-Tournament Team shall be selected from the semifinalists. Semifinal coaches shall be responsible to select one player from their team. The championship team shall receive two selections, including the Most Outstanding Player of the National Championship.
   2. Championship Awards
      The awards presentation shall be held at the conclusion of the championship game on Saturday evening.
      a. There shall be a presentation of plaques to the second, third, and fourth place finishers.
      b. There shall be a presentation of an award to each member of the championship team (medallions).
      c. There shall be a presentation of the championship banner and trophy as well as an award to the first place team.
      d. There shall be a presentation of the All-Tournament Team (five players) including the Most Outstanding Player of the Championship.
      e. The All-Tournament Team shall be selected by halftime of the championship game.

B. Dr. Marti MacCullough Award
   1. The recipient shall be an outstanding Christian women's basketball player from the NCCAA for Division II.
   2. Recipients of this award must:
      a. Have a clear Christian testimony both on and off the court, including Christian service activities.
      b. Be an excellent/highly skilled student-athlete.
      c. Be a junior, senior, or graduate student academically and a varsity team member.
      d. Demonstrate leadership ability.
      e. Possess a cumulative GPA of 3.00 or higher on a 4.00 scale.
   3. Purpose
      a. To enhance the Christian purposes of athletic excellence in Christian athletic competition.
      b. To perpetuate the Christian philosophy and faith in evangelical Christian colleges and universities across our nation.

c. The award is in honor of Marti MacCullough and her long and faithful service to the NCCAA, particularly in women's basketball. Marti was a fierce competitor and just as fierce in her love for Jesus Christ. This standard was set for her work with her teams and the NCCAA.

4. Nature of Award
   An award shall be given to the recipient to commemorate the occasion.
5. Procedures
   a. Student-athletes must be nominated by their head coach, Athletics Director, or Sports Information Director. Only one nominee allowed per institution.
   b. The nomination form (see Appendix B) must be used, submitted, and received by the National Office by February 15.
   c. Final selection shall be made by the National Championship Selection Committee.
   d. Awards shall be presented annually at the National Championship.
   e. The recipient shall be encouraged to be present at the banquet. The National Office shall contribute up to $250 toward travel expenses.
   f. The recipient of the Dr. Marti MacCullough Award shall subsequently be a nominee for the year-end NCCAA GP4L Student-Athlete Character Award. It is encouraged that one letter of recommendation from an Athletic Director, opponent coach, or member of the institution faculty or staff be included with the nomination.

C. All-American Selections (see Appendix D and Appendix F)
   Please note that the following section applies to selection of NCCAA Division II All-American awards only. However, all nominees forwarded to the National Committee MUST be eligible under all guidelines below.
   1. The player must have been certified eligible and appeared on the roster of an NCCAA Division II member institution in both semesters of the current season.
   2. The player shall be one of the top five players from within the region that she represents. No region shall submit more than five nominees.
   3. The All-American Form (see Appendix D) is to be completed and submitted to the Regional Sport Chairs or the regional representatives attending the championship.
   4. The All-American team shall be selected by the National Women's Basketball Chair and the Regional Basketball Chairs (or representatives) before the National Championship begins.
   5. The criteria for selection are outlined on the All-American Form and include: on-court performance, contribution to team, Christian character and scholastic standing (minimum 2.00 GPA on a 4.00 scale).
   6. The First and Second All-American Teams shall consist of five members each. All First Team members shall receive plaques. Second Team members shall receive certificates.
   7. There shall be an NCCAA representative (National Office personnel or Administration Committee member) in the room or on the call for the voting to oversee that the process is followed.
   8. Copies of the voting procedure shall be provided to each voting member of the committee at least a week prior to the vote.
   9. The All-American Committee may decide by consent to vote for both teams at once. This allows for discussion of all nominated players and then rank in order all 10 players and the vote would determine who is first and second team.

D. National Player of the Year Award
   The National Player of the Year Award shall be awarded to the top player in NCCAA Division II Women's Basketball for that year regardless of class. She shall be chosen by the committee that selects the First Team All-American awards. This selection shall come from the five First Team All-Americans.

E. Coach of the Year
   1. Must be the head varsity coach of a basketball team at an institution holding full participation status and in good standing in the NCCAA.
   2. The coach shall be nominated by the regional coaches from within his/her own region (see Appendix A). This could be done by ballot or by designation of the regional winner by a vote of the region. Only one nomination shall be received from each region.
   3. The proper documentation shall be completed on each nominee using Appendix A, then submitted by the Regional Coordinator to the National Chair prior to the coaches meeting.
   4. The National Women's Basketball Chair and the Regional Basketball Chairs or representatives at the National Championship shall select the Coach of the Year before the National Championship begins.

F. Scholar-Athlete Award
1. The Scholar-Athlete Nomination Ballot (see Forms and Procedures section) must be submitted to the National Office four weeks prior to the National Championship via Teamworks.
2. The Registrar from each institution must sign the form to verify the GPA.
3. The nominee must have a 3.4 GPA, or above, through five semesters or seven quarters of attendance.

G. Scholar Team Award
The Scholar Team nomination ballot must be submitted by May 31. The form must be submitted to the National Office via Teamworks.

H. The NCCAA Student-Athlete of the Week award shall be given to one student-athlete in Division II Women's Basketball during the regular season, chosen from the list of nominees submitted by institutions. Only one student-athlete per school per award may be nominated. See the full procedures and instructions in the Forms & Procedures section of the handbook.

VI. MISCELLANEOUS

A. Code of Conduct
Conduct in competition policy found in Infractions and Penalties section IV.A. shall be followed by all NCCAA-only institutions during regular season and postseason competition. It shall be followed by all NCCAA institutions for Regional and National Championship competition. Any coach or student-athlete ejected from play shall be subject to penalties found in this policy. It is the responsibility of the offending institution to provide a report to the NCCAA Director of Membership and its Regional Coordinator within 48 hours of the incident. Please see the Infractions and Penalties section noted above for more details related to the Conduct in Competition Policy.

B. NCCAA Certified Athletic Trainer Policy Certified Athletic Trainers (ATC) are required at each hosted NCCAA Member home event, NCCAA Regional Championship, and National Championship. For hosted contests in cross country, and golf, institutions may have a trainer able to respond within three to five minutes or athletic personnel with training in CPR, AED usage, first aid, and prevention of disease transmission present at the event. The ATC must be certified by the National Athletic Trainers' Association Board of Certification (NATABOC), or an equivalent affiliation, and maintain a current license in the state of practice. Please reference the policy in the Sports Policies and Procedures section.

C. Handbook Proposal Process
Should changes to a sport specific section or the Sports Policies and Procedures section of the NCCAA Handbook be desired, the following process shall be followed:
1. Coaching group may propose changes to their sport handbook.
2. Coaching group votes to present proposal(s) to the Administration Committee.
3. Administration Committee votes to accept or reject the proposal.
4. Proposals for change may also come from the Sports National Administrative Council (Sports Information Committee, Competition Experience Committee, and Regional Experience Committee), Eligibility Committee, or Handbook Committee, which are all subcommittees of the Administration Committee.
5. All proposals must come in written form and identify which section of handbook is being addressed.
6. All proposals must have a vote of support.
7. All proposals must be submitted for consideration to the Administration Committee by May 15 for possible inclusion for the upcoming academic year.

D. Historical Perspective
In 1983, the first Division II Women's Basketball Invitational was held. It was a four-team invitational championship. In 1984, the championship was expanded to six teams. The 1984 championship became a fully sanctioned National Championship. The championship was expanded to an eight-team structure in 1988, with all places played out.

DIVISION II WOMEN'S BASKETBALL REGIONAL PLAYOFF HANDBOOK

A Handbook of Policies and Procedures for Governing and Conducting
NCCAA Division II Women's Basketball Regional Playoff Contests

I. BACKGROUND AND PURPOSE

The heart of Division II basketball is the Regional Playoff. All participating institutions in good standing are eligible and are encouraged to participate. The purpose of this handbook is to provide a uniform operating code for all Division II teams that play on the regional level. The Division II National Basketball Committee and the NCCAA Board of Directors request the cooperation of all Division II institutions in the use of this handbook.

II. GENERAL DIVISION II ORGANIZATION FOR REGIONAL PLAY-OFFS

All regional playoffs are under the direct control and supervision of the respective NCCAA Division II Regional Basketball Committees in conjunction with the Regional Coordinator and the Athletics Directors of the region. The composition of these committees shall be either: 1) the Regional Basketball Chair and two appointed members or 2) all the coaches in the region. The Regional Basketball Chair shall be sensitive to the desires of his/her region when appointing members to the committee.

The committee's responsibilities are:

1. Ensure that the playoff competition is conducted in a fair, ethical, and professional manner.
2. Ensure that all participating institutions have submitted a Declaration of Intent to Participate Form (see Forms & Procedures section), with proper signatures.
3. Approve the regional playoff plan, including:
   a. Date of the playoffs.
   b. Type of playoffs, including number of teams and bracketing format.
   c. Method of team selection.
   d. Method of site selection.
   e. Obtaining a list of approved officials from each participating institution.
   f. Obtaining a list of approved sites.

III. SELECTION OF PARTICIPATING TEAMS

A. The Regional Basketball Committee, or regional coaches, are responsible for administering playoffs and must maintain close contact with the region's participating institutions. The team selection policy should fairly represent the interests and desires of the participating institutions. (See Appendix C for brackets.)

B. The following are possible playoff alternatives (host teams must meet the site criteria):
   1. An All-Regional Championship at highest seeded team's gymnasium.
   2. Teams to play each other based on final regional ranking: 1 vs 8, 2 vs 7, 3 vs 6, 4 vs 5.
   3. An All-Regional Championship at a pre-determined site, as agreed upon by the regional members, with pairings based on final regional rankings.
   4. Multi-site competition based on regional final standings:
      a. 8 travels to 1
      b. 7 travels to 2
      c. 6 travels to 3
      d. 5 travels to 4
      e. The highest seeded winner shall then host the final game for the Regional Championship
   5. Same as Item 4 above; sites to be determined by geographical location, such as southern area, northern area, central area, etc. Again, the highest seeded team shall host each pairing.
   6. The top four teams meet at a single site for a championship. Pairings are made according to regional rankings.
   7. The top two teams play the best two out of three. Alternate site (highest seed site for games one and three, and second seed for game two).
   8. If a region is made up of the same teams that form a conference, then a conference championship may be run to determine a champion.
   9. A multiple site arrangement is suggested in order to generate the greatest amount of income.
   10. Rotate the site from regional member to regional member so that all schools have the opportunity to host an NCCAA Regional Championship.

IV. SELECTION OF GAME SITE

A. All games are to be played on courts that meet the following specifications (as approved by the Regional Basketball Committee):
   1. Dimensions shall be 94' by 50'.
   2. Rectangular plexiglass backboards.
   3. Acceptable playing surface and court safety.
   4. Adequate seating. **NOTE**: See Section V.F. below.

B. A team without such a facility may rent one when they qualify to host a regional game. The Regional Basketball Committee shall determine whether the site is acceptable for playoff games and whether the games can be appropriately administered by the committee.

C. Before the season begins, the Division II Regional Basketball Chair and the Regional Basketball Committee, or body of coaches, shall choose the site in conjunction with the Regional Coordinator.

V. ADMINISTRATIVE PROCEDURES

A. It is mandatory that all playoff games be conducted in accordance with the NCCAA National and Regional Guidelines and Bylaws.

B. Collegiate game officials are to be approved by the regional body of coaches.

C. The NCCAA provides a standard banner or plaque for all Regional Basketball Champions. This award is to be ordered in advance through the National Office and shipped directly to the Regional Coordinator. It is to be paid for by the region.

D. Expense Allowance
In regional playoffs, all teams are encouraged to carry all their own expenses, which include travel, meals, housing, officials, and gym rentals. This shall allow the regional representative to the National Championship greater financial assistance.

E. Rule Book
Official National Collegiate Athletic Association (NCAA) Women's Basketball Rules. To obtain rules, visit www.ncaapublications.com.

Appendix A
Regional Coach of the Year Nomination Form
Submit to the DII Women's Basketball National Chair prior to the Coaches meeting

Region _____ Chair _____

Coach's Name _____

Institution _____

Address _____ Telephone (_____)_____-_____

City _____ State _____ Zip _____

20_____ to 20_____ Season Record: Won _____ Loss _____

Comments on the following areas:

Coaching aptitude for the 20_____ to 20_____ Season _____

_____

_____

_____

Christian Character _____

_____

_____

_____

Leadership Qualities _____

Players _____

_____

Coaches _____

_____

Contribution to the National Christian College Athletic Association _____

_____

_____

_____

Signature: _____ Title: _____ Date: _____

SAMPLE

Appendix B
Division II Women's Basketball
Dr. Marti MacCullough Award Nomination Form
Game Plan 4 LIFE Award Series

Student-Athlete's Name First _____ Last _____

Student-Athlete's Hometown and State _____ Year: ___JR ___SR ___G

Institution _____ Position_____ Coach _____

Christian Character
Describe student-athlete's faith story and character on/off the court.

_____

_____

_____

_____

Christian Service
List student-athlete's specific activities in Christian service and outreach.

_____

_____

_____

_____

Current Season Stats (Games Played: _____) (Season Team Record: W_____ L_____)

PTS	FGM	FGA	3PM	3PA	FTM	FTA	OREB	DREB	AST	STL	BLK

Current Season Averages & Percentages

PPG	FG%	3P%	FT%	RPG	APG	SPG	BPG

Career Stats (Games Played: _____) (Career Team Record: W_____ L_____)

PTS	FGM	FGA	3PM	3PA	FTM	FTA	OREB	DREB	AST	STL	BLK

Career Averages & Percentages

PPG	FG%	3P%	FT%	RPG	APG	SPG	BPG

Other Stats Notes (Top 10 national statistical rankings, defensive effectiveness, etc.)

_____

_____

_____

SAMPLE

Appendix B, Page Two
Division II Women's Basketball
Dr. Marti MacCullough Award Nomination Form
Game Plan 4 LIFE Award Series

Athletic Honors Received (Individual and/or Team)
List athletic awards/honors from the institution, conference, regional, and national level)

_____

_____

_____

Academic Honors Received (Major _____ GPA _____)
List academic honors.

_____

_____

_____

Leadership
Describe student-athlete's leadership characteristics and qualities. Give examples of leadership in action.

_____

_____

_____

Additional Comments
Share any other information on why student-athlete is deserving of this award.

_____

_____

_____

Required with Nomination Form

- High resolution headshot AND action photo of student-athlete
- Current season schedule with results.

Nominee Eligibility Requirements

- Be a junior, senior, or graduate student academically and a varsity team member
- Have a clear Christian testimony both on and off the court, including Christian service activities
- Demonstrate leadership ability
- Cumulative GPA must be 3.00 or higher on a 4.00 scale
- Be an excellent/highly skilled student-athlete

I attest that the nominee meets the eligibility requirements and nomination data is accurate.

_____ _____
Nominator Signature (Coach, SID, or AD) Date

Due by February 15 to jcampbell@thenccaa.org.

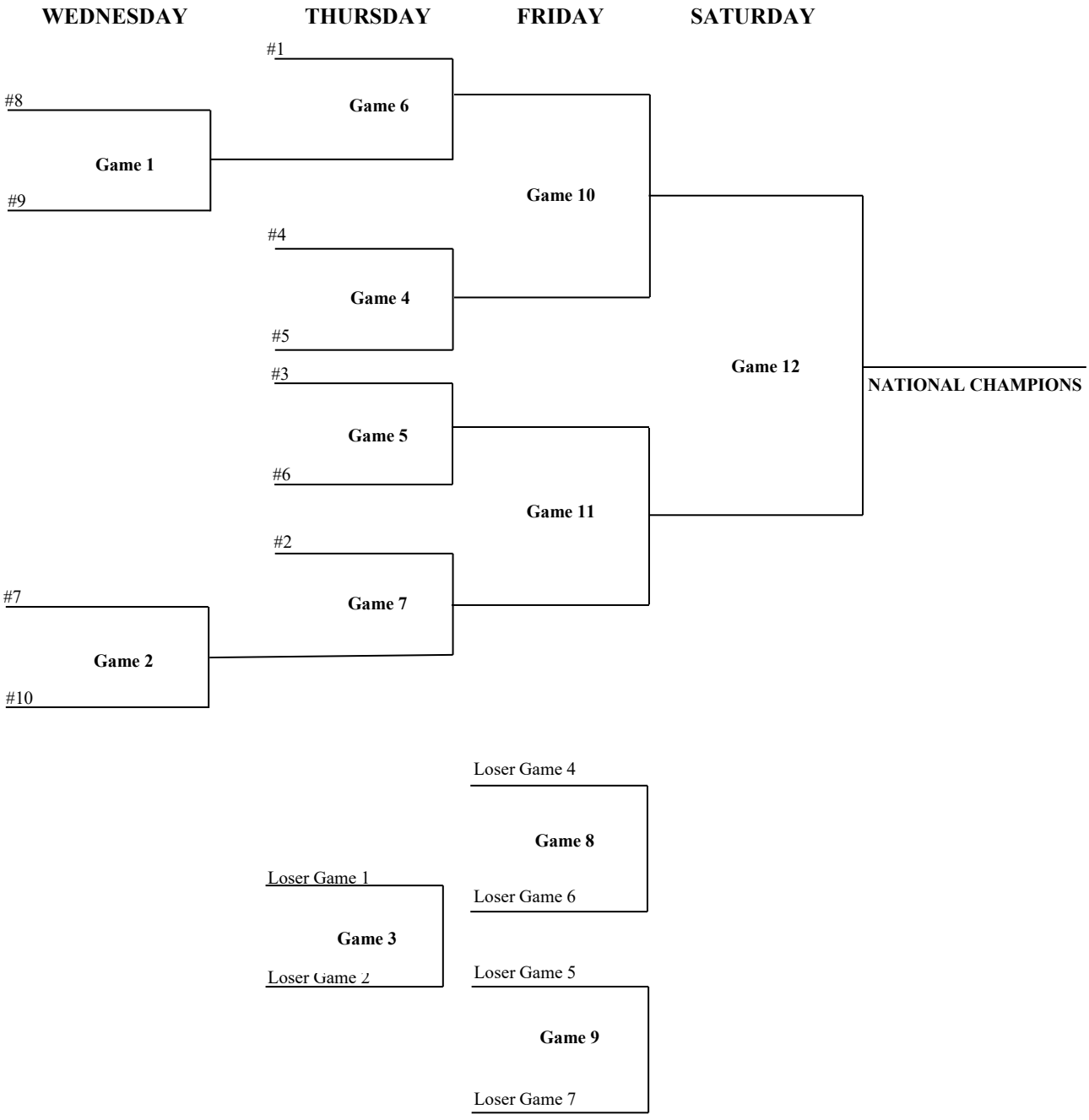
SAMPLE

Appendix C

Division II Women's Basketball National Championship Bracket

Championship Brackets

All Times TBA



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

To be completed by the nominating coach

Region _____ Regional Sport Chair _____

Player's Name _____ Class _____

Hometown, State _____

Institution _____ Coach _____

Position _____ Date of Birth _____ Height _____

20_____ - 20_____ Season Record: Won_____ Lost _____

Scoring

Points Per Game Average _____ Total Season Points _____

High Game _____ vs. _____ Date _____
opposing team

Individual Field Goal Percentage _____ Foul Shot Percentage _____

Team Field Goal Percentage _____ Team Foul Shot Percentage _____

Rebounding

Rebounds Per Game Average _____ Total Season Rebounds _____

High Game _____ vs. _____ Date _____
opposing team

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

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

_____

_____

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

_____

_____

Scholarship (Academic)

Degree Program _____ GPA _____

Honors _____

_____

_____

SAMPLE

Appendix D, Page Two
NCCAA Division II Basketball All-American Regional Nomination Form

Christian Character and Service _____

_____

_____

Honors Received (Athletic)

Individual_____

_____

_____

Team _____

_____

_____

Comments and/or recommendations

_____

_____

_____

_____

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

_____ _____

Coach's signature Date

SAMPLE

Appendix E
NCCAA Power Ratings

I. FORMULA

(Results Pts + Location Pts) x (Opp. Affiliation + Opp. Win % + Ranked Opp.) = Individual Game Power Points

1. Results						
	Baseball/Softball	Basketball	Football	Soccer	Volleyball	
a. if win by	6+ runs	15+ points	14+ points	3+ goals	in 3 sets	3 points
b. if win by	-	11-14 points		-	-	2.75 points
c. if win by	3-5 runs	8-10 points	7-13 points	2 goals	in 4 sets	2.5 points
d. if win by	-	4-7 points		-	-	2.25 points
e. if win by	1-2 runs	1-3 points	1-6 points	1 goal	in 5 sets	2 points
f. if a tie	-	-	-	-	-	1.75 points
g. if a loss by	1-2 runs	1-3 points	1-6 points	1 goal	in 5 sets	1.5 points
h. if a loss by	-	4-7 points		-	-	1.25 points
i. if a loss by	3-5 runs	8-10 points	7-13 points	2 goals	in 4 sets	1 point
j. if a loss by	-	11-14 points		-	-	0.75 points
k. if a loss by	6+ runs	15+ points	14+ points	3+ goals	in 3 sets	0.5 points

2. Location					
a. if away	0.25 points	b. if neutral	0.125 points	c. if home	0 points

3. Opponent's Affiliation (multiplier)	
a. NCAA I	x 2.9
b. NCAA II / U Sports	x 2.5
c. NAIA	x 2.2
d. NCAA III / NCCAA I / CCAA	x 1.8
e. NCCAA II	x 1.5
f. Other Countable Opponents^	x 1.0

4. Opponent's Winning %*	
a. .1.000 %	Add 1.00
b. .800 - .999 %	Add 0.80
c. .600 - .799 %	Add 0.60
d. .400 - .599 %	Add 0.40
e. .200 - .399 %	Add 0.20
f. .000 - .199 %	Add 0.00

5. Ranked Opponent*
National rankings of affiliations in lines a. - e.
Add 0.20

II. POWER POINTS

A. The sum of the criteria of Nos. 1-2, multiplied by the sum of Nos. 3-5 determines power points for a game. The maximum points for a contest is 13.325 (win on the road against 1.000 NCAA I Top 25 team). The minimum points for a game is 0.5 (loss at home against .199 or lower other countable opponent).

B. The power rating is determined by adding the power points for the regular season and dividing by the number of games (to the third decimal place). Postseason contests shall not be included.

III. FORFEITS

Forfeits awarded for completed contests shall count toward power ratings (e.g., ineligible player, conduct issues, etc.). Forfeits awarded for games not played shall not count toward power ratings or minimum number of games requirement for inclusion in power ratings (e.g., teams not showing up, not honoring contracts, etc.).

IV. REPORTING

The National Office shall calculate each school's power rating. Each institution and region is responsible for reviewing the release to ensure their rating's accuracy. See sport handbooks for reporting dates and how power ratings are used within each sport. Power ratings shall be released by Wednesday evening per each sport's reporting dates. See region handbooks for how ratings are used within the region. Visit www.thenccaa.org/handbook.

*Opponent's winning percentage and national ranking shall be through the Sunday before the reporting date. When a report is released, winning percentages and rankings for that report shall not be updated for future reports. National rankings only include teams within the rankings. Teams who receive votes are not considered ranked.

continued

Appendix E, Page Two
NCCAA Power Ratings

^Other countable opponents must be an NCCAA countable game per definition in Frequency of Contest section of the NCCAA handbook. Uni-Division sports, such as Baseball & Softball, follow Division I countable opponents rules.

A final power rating shall only be given to teams who meet the minimum number of games requirement for the specific sport. Each sport has a progression of min. number of games (listed below) to be included in each rating that is released. (R1=Report 1, etc.)
Baseball - R1=10, R2=13, R3=16; Basketball - R1=12, R2=15, R3=18; Soccer - R1=8, R2=10; Softball - R1=10, R2=13, R3=16; Volleyball (M) – R1=7, R2=8, R3=9; Volleyball (W) - R1=10, R2=13, R3=15.

Note: These Power Ratings are designed to measure past performance, not necessarily to predict future outcomes.

Appendix F
NCCAA All-American Voting Procedures

The All-American Voting Procedure for NCCAA Division II Women's Basketball is as follows:

1. All-Regional Teams shall be selected and submitted to the National Chair before the NCCAA National Championship. The regional team shall be listed in rank order with most points to least with all ties broken.

2. All nominations to the All-American process shall come from the All-Regional Team selections.
   a. The NCCAA shall recognize an NCCAA All-American First Team. A five-member squad shall be selected.
   b. The NCCAA shall recognize an NCCAA All-American Second Team. The Second Team shall be a five-member squad.

3. A meeting shall be set during the National Championship, overseen by the National Chair with a member of the National Office present and assisting where needed.

4. An order of nominating by region shall be determined by the National Chair (e.g. West first, Central second, etc.).

5. The process shall begin with each regional representative nominating the top players (limit of five nominations from a region) from his/her region. The representative shall briefly (30 seconds to one minute) discuss the nominations. Regional representatives are responsible for doing any necessary research of individuals on the All-Regional Team and be fully prepared to promote each individual. Players must be nominated in the rank order from the selection of the regional team.

6. The Player of the Year shall be voted on before the full All-American team selections.

7. Then the regional representatives shall each vote for their top five players. Voting by the regional representative must be in the rank order of the region. Voting can occur in a couple of ways. They can share their vote verbally to the National Chair who records it or an electronic method can be determined to have vote emailed or texted to the chair.

8. The chair shall tabulate the vote and share with the voting members the total points for each nominated player. Points are allocated to players with highest to lowest (e.g., five players on a team, top player receives five points, second four, third three, etc.). Top number of players to fill the number of slots designated for First Team shall earn First Team honors.

9. In the event of a tie in any position, there shall be an additional vote to break the tie. If a tie remains in the voting, then further analysis or discussion shall occur and another vote shall be conducted. If still tied, the tie shall be broken by the National Chair unless involving their players then by the National Vice-Chair.

10. The All-American Second Team selection shall proceed in the same manner as the First Team selection.

11. The All-American Committee may decide by consent to vote for both teams at once. This shall allow for discussion of all nominated players and then rank in order all 10 players. The vote shall determine who is first and second team.

12. There are no honorable mention teams in the NCCAA.

13. Once the team is selected, it is reviewed by the sport leadership and the National Office before being announced on the NCCAA website.

NATIONAL CHRISTIAN COLLEGE ATHLETIC ASSOCIATION

Men's and Women's Cross Country

Division II

Division II Men's & Women's Cross Country

I. GENERAL ADMINISTRATION

A. The NCCAA Cross Country Season and National Championship and all events related thereto are under the control and supervision of the NCCAA Cross Country coaches and are subject to standards developed by these coaches and subsequent approval of the NCCAA Board of Directors. These standards shall receive an annual review and approval by the National Cross Country Committee.

1. Composition and Term of Office
   a. The National Cross Country Committee shall consist of the National Cross Country Chair (who serves as chair of the committee), and the National Cross Country Vice-Chair. Non-voting members include the Tournament Director of the National Championship and an NCCAA National Office representative.
   b. The National Cross Country Chair shall serve a three-year term of office and shall be succeeded by the National Cross Country Vice-Chair.
2. Duties of the National Cross Country Sport Committee (see Bylaws section)
   a. Represent the interests of coaches and student-athletes.
   b. Propose revisions of the National Championship operating policies and procedures to the Board of Directors.
   c. Assist in solicitation of bids for future championship sites.
3. Duties of the National Cross Country Chair (also see National Sport Chair Job Description in Forms & Procedures section)
   a. Initiate, direct, and control the work of the National Cross Country Committee.
   b. Communicate with the National Cross Country Committee on issues requiring its input.
   c. Conduct meetings of the coaches and the committee at the National Championship to provide opportunities for questions, suggestions, and recommendations regarding the conduct of the championships.
   d. Supervise and assist the Tournament Director of the National Championship with planning and conducting the National Championship.
   e. Invite coaches of all NCCAA participating institutions to the coaches' meeting and request agenda items.
   f. Submit proposed revisions of the operating procedures (Cross Country section of the NCCAA Handbook) to the NCCAA Director of Membership no later than one month after the championship.

B. Cross Country Championship Committee
The Championship Committee shall be appointed and approved annually. This committee shall have responsibility to administer the Cross Country National Championship.

1. Membership
   a. The committee shall be composed of the Tournament Director of the National Championship, the National Cross Country Chair (who shall serve as chair of the Championship Committee) or his/her appointee from the National Cross Country Committee, an NCCAA National Office representative, and the NCCAA National Cross Country Vice-Chair or Past Chair.
   b. If a member of the Championship Committee is directly or indirectly involved in a protest submitted, this individual shall be replaced by an appointee of the National Cross Country Chair.
   c. Three members must be present for action to be taken.
2. Responsibilities
   a. Ethical Behavior
      1) Observe the behavior of the student-athletes, coaches, and other team personnel for the duration of the National Championship.
      2) Promote standards of ethical behavior during competitive events and throughout the championship. This can be accomplished by general reminders to individuals and teams during the championship and reinforced by more specific communication. If unacceptable behavior occurs, this committee has the right and obligation to act on the issue. This may include a reprimand with official notice to the institution with/via the NCCAA Director of Membership.
   b. Write a report of all cases on which this committee acts.
   c. Make on-site decisions concerning extenuating circumstances that affect the conduct of the championship (e.g., extreme weather conditions).
   d. Ensure all teams follow the NCCAA #KingChasing Code of Ethics signed by coaches and the NCCAA #KingChasing Commitment by student-athletes (on file in the National Office).
3. Protests
   a. Ensure that protest procedures, as indicated in the National Collegiate Athletic Association Rulebook, have been followed.

b. Act on all appropriate protests.

C. Officers
Chair: Ryan Long, Faith Baptist Bible College
Vice-Chair: Grant DeWitt, Crown College

D. Election of Sport Chair and Vice-Chair
A National Cross Country Chair and a Vice-Chair are elected to serve three-year terms. The Vice-Chair replaces the National Cross Country Chair after three years to serve as the National Cross Country Chair. Selection must be by more than 50% of the total number of coaches in the NCCAA and shall be conducted by email vote.

II. ELIGIBILITY

A. Institution Eligibility
Only teams that are in good standing with the NCCAA shall be eligible. Good standing shall include all dues paid in full and free from any sanctions imposed by the NCCAA restricting institutional eligibility.

B. Team Eligibility
All NCCAA member institutions must file a completed Declaration of Intent to Participate form by August 31 for all varsity sports with the National Office (see Forms & Procedures section).

C. Individual Eligibility NCCAA-only member institutions must file an affidavit of eligibility (see Eligibility section) to the NCCAA Director of Membership no later than the date of their first contest (including scrimmage). Dual members with CCAA, NAIA, NCAA II, and NCAA III must confirm eligibility is being filed for all sports in compliance with their primary affiliation on the Membership Directory & Dues Form.

III. RULES AND REGULATIONS

A. Official Rule Book
Official National Collegiate Athletic Association (NCAA) Track and Field/Cross Country Rules. To obtain rules, visit www.ncaapublications.com.

B. Reporting Times
All institutions are required to report their best team (calculated using 5K for women and 8K for men) or individual times of the season to the National Office by noon on Tuesday (ET). Each institution shall record its total team time (top five runners) as well as its top five individuals' times, only if the times are faster than previously recorded. The National Office shall provide the official reporting form, and the stats shall be recorded on the NCCAA website. This report is the official method to report times for qualifying for the National Championship.

C. Conversions are accepted using www.hillrunner.com, only for the 10K race for men and 6K race for women (no other conversions are accepted for this chart).

D. Rules for the Championship
1. Any individual runner who runs a time during the season in a collegiate race and whose time is equal to or faster than the set qualifying time shall be an "Automatic Qualifier" to the current year's National Championship. Any team who runs a team time in a collegiate race and has five or more individuals, whose team average is equal to or faster than the qualifying team time shall be an "Automatic Team Qualifier" to the current year's National Championship. Qualifying Times:

   Individual Women's (5K): 24:30
   Individual Men's (8K): 34:00

   Women's Team (5K): 2:05:00 (25:00 average)
   Men's Team (8K): 3:00:00 (36:00 average)
2. Any team that has three or four individuals hit the individual qualifying mark (but not the team time mark) can choose to participate as a team.
3. The Cross Country National Championship shall follow the NCAA Rule Book.
   a. The distance of the race shall be 5,000 meters for women.
   b. The distance of the race shall be 8,000 meters for men.
   c. Ties shall be broken by the NAIA/NCAA tie procedures.

d. Guidelines for apparel should be consistent with those of the NCAA.

4. When the race is run with both Division I and Division II runners, it is important to distinguish them from each other. Therefore, bibs with a distinguishing color shall be worn on the front and the back by all Division II runners. It is expected that each coach will enforce this with his/her team. Members of the NCCAA or meet management shall do a check before the race to verify each team is in compliance with this expectation.

E. Frequency of Play and Practice Guidelines

Each sport in the NCCAA has 24 weeks between August 1 and May 15 to conduct practices and competitions. Each sport has a maximum and minimum number of contests in the regular season. Cross Country has a maximum of seven total meets. Each sport has a specified date to begin practice and to conduct their first contest. Cross Country's start date for practice is 17 days prior to the first allowable meet. The first allowable contest is the fourth Thursday in August. More details can be found in the Sport Policies and Procedures section of the NCCAA Handbook.

F. Rules Education

All coaches, new and returning, must complete an annual online rules education training program. For NCCAA-only members, this includes all paid and voluntary head, associate, assistant, and graduate assistant coaches. For dually affiliated members, this includes all head coaches. New coaches must complete the required training within the first 60 days of hire or prior to the coach's first competition, whichever is earlier. Returning coaches and staff members must complete the required training prior to the earliest start date for competition for any sport sponsored by the institution. More details can be found online at the NCCAA Member Help Center.

IV. GENERAL GUIDELINES FOR THE CHAMPIONSHIP

A. Administration – Site and Date Selections

1. It is recommended that the site and date of the Cross Country National Championship be determined two years in advance. The competition for the NCCAA Championship shall be the second weekend in November.
2. Both the site and date of the Cross Country National Championship shall be reviewed by the National Cross Country Committee and approved by the NCCAA National Office.
3. Site for the Cross Country National Championship must conform to all regulations outlined in the Approved Course section that follows.
4. Host institution shall receive an automatic bid.
5. National Championship Dates and Sites:

November 14, 2025	Tom Rutledge Cross Country Course, Joplin, MO
November 13, 2026	Tom Rutledge Cross Country Course, Joplin, MO
November 12, 2027	Tom Rutledge Cross Country Course, Joplin, MO
November 10, 2028	Tom Rutledge Cross Country Course, Joplin, MO
November 9, 2029	TBA

B. Qualifier Packet and Qualifier Call

The NCCAA Director of Championships, in concert with the Tournament Director of the National Championship and the National Sport Leadership, shall prepare a Qualifier Packet detailing key information about the championship event, such as lodging information, schedule, CSP, and other important information. The Qualifier Packet shall be made available on the NCCAA website and sent to each qualifier. Additionally, a mandatory Qualifier Call shall be scheduled once all teams have qualified and before teams travel to the championship site.

C. Required Functions to Attend

Teams that advance to the Cross Country National Championship are required to attend and participate in the National Championship Banquet/Worship Event, the Christian Service Project, the Coaches Meeting, and the Meet Race. Arriving late to the championship or not attending/participating in these required functions shall be considered failure to comply with its Declaration of Intent to Participate. The sanction for failure to comply with the Declaration of Intent to Participate is the sport being placed on Restrictive Probation for the following academic year with the potential for additional penalties up to all sports at that institution being placed on Restrictive Probation.

D. Lodging and Central Meeting Facilities

The host institution shall ensure proper lodging facilities (hotels) as well as a central meeting location for the coaches and the student-athletes.

E. Banquet/Worship
The host institution must provide a banquet for this occasion or a worship gathering the night before the event.

F. Publicity
The host institution is responsible for the acquisition and release of local, regional, and national publicity. It shall be responsible for submitting the results to the National Office immediately following the National Championship.

G. Each coach must secure an information packet at the coaches' meeting (time and place to be determined by the host institution). Final scratches must be made at this time.
1. The women's race shall be 5,000 meters in length and shall start at 9:45 a.m. or 11:30 a.m. alternating each year with the men's race. (The women's race shall be early in odd numbered years.) Division I Women's Cross Country races are 9:00 a.m. and 10:45 a.m. alternating each year with the Division I men's race.
2. The Division II men's race shall be 8,000 meters in length and shall start at 11:30 a.m. or 9:45 a.m. alternating each year with the women's race. (The men's race shall be early in even numbered years.) Division I Men's Cross Country races are 9:00 a.m. and 10:45 a.m. alternating each year with the Division II women's race.
3. Times shall be called at designated meter marks or posted clocks indicating running times.
4. It is the responsibility of the host institution to devise the most accurate scoring procedure possible. All coaches must be informed in advance of the method to be used.
5. A one-command start shall be used, followed by the firing of the gun.
6. When the Division II race is run at the same time as the Division I race, the following shall apply:
   a. Division I and Division II's bibs shall be different colors to help decipher the separate divisions.
   b. Runners in the Division II Championship shall be given a bib for their front and an additional bib to wear on their back.
   c. Both divisions shall be separated at the starting line. Each division's box numbers shall be randomly ordered but grouped together.

H. Starting Position
Each institution's position at the starting shall be drawn by lot and announced at the coaches' meeting.

I. Scoring
1. Only those teams with five runners finishing shall have a team score recorded. The team score shall then be determined by totaling the points scored by the first five runners of each team to finish. The team scoring the least number of points shall be declared the winner.
2. Although the sixth and seventh runners of a team do not score points toward their team's total, their places, if better than those of any of the first five of an opposing team, serve to increase the team score of the opponents. If less than five finish, the places of all members of that team shall be disregarded.
3. In addition to the complete scoring, the Division II institutions shall be scored separately from Division I according to the same procedures.
4. Teams may register and race up to 10 student-athletes who are a part of the official party. All-American status shall be based on scoring finish rather than overall finish in the meet.

J. Expenses of the National Championship
1. Each institution entering the National Championship shall cover its own expenses.
2. The expenses of the National Championship shall be the responsibility of the host.
3. Championship Reimbursement Policy: A Championship reimbursement fund called Future Generations shall reimburse member schools for championship expenses when teams qualify. The amounts and policy guidelines are listed in the Sports Policies and Procedures section of the Handbook.

K. Entries and Fees
1. Entry fees shall be determined at the coaches' meeting for the following year. The entry fee is $200 per team (per gender) or $40 per individual (up to 4).
2. Entries shall be submitted by Monday prior to the National Championship.
3. Any late entries shall require a payment of a $50 penalty in addition to the entry fee in order to be eligible to compete.
4. If a student-athlete shows up at the National Championship without proper entry, he/she shall be permitted to run only if:
   a. His/her eligibility can be confirmed by his/her Athletics Director prior to the championship.
   b. The $50 late entry fee is paid.

L. Travel Party and Squad size
The official party is made up of Participants, defined as student-athletes, coaches, managers, athletic trainers, and any staff member who travels with a competing team.

The official party for each team participating in NCCAA National Cross Country Championship competition is 17 individuals, which includes 14 student-athletes in uniform, three additional personnel (which can include coaches, managers, athletic trainers, sports information staff, additional student-athletes not in uniform, and/or other institutional personnel) to be used at the discretion of each participating institution.

When a roster is submitted to the NCCAA National Office, it shall serve as the Official Roster for the National Championship competition.

1. Each head coach can amend his/her roster with the NCCAA Director of Championships at the championship coaches meeting on site.
2. Once the coaches' meeting is concluded, a team's roster shall be deemed certified, and no changes can be made for the duration of the championship.
3. Once the championship begins, no runner may participate who is not on the official roster with no exceptions, including the event of injury, illness, or family emergency.
4. Additional people (which can include coaches, managers, athletic trainers, sports information staff, additional student-athletes not in uniform, and/or other institutional personnel) must also be registered on the Official Roster to be permitted in the team only areas.
5. Any additional university personnel above the travel and roster numbers need to be outside of official championships areas (e.g., race paths, starting area, etc.), and the university shall assume any additional cost associated with additional numbers to the travel party.

M. National Championship Christian Service Project (CSP)
Each player and coach participating in the National Championship shall be asked to donate time with or items to members of an organization or school or a financial donation of $100 per team (per gender) to be given to a local ministry may be selected. The Tournament Director of the National Championship, in concert with the NCCAA Director of Championships, is responsible to secure the sites and set up the times for the visits.

N. National Championship Broadcasting
The NCCAA owns exclusive rights for all broadcasts (television, webcast, radio, etc.). When the NCCAA produces a webcast, no institution or entity is allowed to produce a webcast. All institutions interested in producing a broadcast of any kind must first obtain written approval from the NCCAA Director of Communications. Approval is not guaranteed. More information, including rights fees, is found in the Sports Policies and Procedures section.

V. AWARDS

The NCCAA maintains a standardized awards program for all National Championships. Team, Individual National Champion, All-Americans, and National Coach of the Year awards are ordered and paid for by the National Office.

A. Men's and Women's (Division II) awards shall be presented as follows (see Awards section):
1. Team championship banner and trophy for first place.
2. Team plaque for second, third, and fourth places.
3. Coach of the Year plaque to the coach of the winning team.
4. All-American awards to the top 10 individuals.

B. All Americans
All-American awards shall be presented to the top 10 individuals.

C. The Elvin and Joyce King Cross Country Award for Men and the Ray Bullock Cross Country Award for Women
These awards were established to enhance excellence in Christian cross country competition and to perpetuate the Christian philosophy and faith as exemplified through Christ-like cross country participation in NCCAA member institutions. Student-athletes must be nominated by the head coach, Athletics Director, or Sports Information Director (SID). Only one nominee allowed per institution per gender. See Appendix A for procedures and nomination form due October 25 to the National Office.

The recipient shall be encouraged to be present at the banquet/worship event. The National Office shall contribute up to $250 toward travel expenses.

The recipients of the Elvin and Joyce King Award and Ray Bullock Award shall subsequently be nominees for the year-end NCCAA GP4L Student-Athlete Character Award. It is encouraged that one letter of recommendation from an Athletic Director, opponent coach, or member of the institution faculty or staff be included with the nomination.

D. Scholar-Athlete Award
   1. All forms must be sent to the National Office four weeks prior to the National Championship via Teamworks.
   2. Eligibility:
      a. Grade point average shall be a minimum of 3.40.
      b. The student-athlete must be in at least his/her junior year academically of attendance.
      c. The applicant must be making normal progress toward a degree.
      d. If the applicant has transferred, he/she must have one semester completed at the nominating institution and a 3.40 GPA from each institution attended.

E. Scholar Team Award
   The Scholar Team Award shall be awarded to those teams who meet the following criteria (see Scholar Team Criteria in the Awards section):
   1. List all players who used a year of eligibility in the sport during the current fall season.
   2. Use current term GPA for each player.
   3. Total all grade points and divide by the total semester hours to determine the accurate team GPA.
   4. Must have a minimum team GPA of 3.4 (based on a 4.0 scale). Do not round up to 3.4 or 3.40
   5. The nomination form must be used via Teamworks and must be signed by the institutional Registrar and coach. Due date is January 31 for all Fall Sports and must be sent to the NCCAA National Office via Teamworks.

F. The NCCAA Student-Athlete of the Week award shall be given to one male and one female student-athlete during the cross country regular season, chosen from the list of nominees submitted by institutions. Only one student-athlete per school per award may be nominated. See the full procedures and instructions in the Forms & Procedures section of the handbook.

VI. OFFICIALS

A. The host institution shall be responsible for securing all National Championship officials. A suggested staff is: Tournament Director of the National Championship, referee, clerk of the course, judges, starter, course inspectors, timers, scorers, chute controllers, and announcer.

B. The host institution may deem any other necessary officials.

C. In the event of a protest, the National Cross Country Championship Committee shall convene with the starter and finish judge to evaluate circumstances and determine the appropriate outcome. In the event of a conflict of interest, see procedures listed above in the General Administration section.

VII. APPROVED COURSE

A. Other championship meets (NAIA, NCAA, large invitational, etc.) must have been contested on the same course (same distance) prior to bidding for the National Championship.

B. The course must be wide enough to provide safety for the runners, and it must have a long straight away at the start as well as at the finish.

C. The course should have a minimal amount of paved surfaces.

D. The host institution must have verifiable traffic control for all public roads.

VIII. MISCELLANEOUS

A. NCCAA Certified Athletic Trainer Policy
   Certified Athletic Trainers (ATC) are required at each hosted NCCAA Member home event, NCCAA Regional Championship, and National Championship. For hosted contest in cross country, and golf, institutions may have a

trainer able to respond within three to five minutes or athletic personnel with training in CPR, AED usage, first aid, and prevention of disease transmission present at the event. The ATC must be certified by the National Athletic Trainers' Association Board of Certification (NATABOC), or an equivalent affiliation, and maintain a current license in the state of practice. Please reference the policy in the Sports Policies and Procedures section.

B. Code of Conduct
Conduct in competition policy found in Infractions and Penalties section IV.A. shall be followed by all NCCAA-only institutions during regular season and postseason competition. It shall be followed by all NCCAA institutions for Regional and National Championship competition. Any coach or student-athlete ejected from play shall be subject to penalties found in this policy. It is the responsibility of the offending institution to provide a report to the NCCAA Director of Membership and its Regional Coordinator within 48 hours of the incident. Please see the Infractions and Penalties section noted above for more details related to the Conduct in Competition Policy.

C. Handbook Proposal Process
Should changes to a sport specific section or the Sports Policies and Procedures section of the NCCAA Handbook be desired, the following process shall be followed:
1. Coaching group may propose changes to their sport handbook.
2. Coaching group votes to present proposal(s) to the Administration Committee.
3. Administration Committee votes to accept or reject the proposal.
4. Proposals for change may also come from the National Administrative Council (Sports Information Committee, Competition Experience Committee, and Regional Experience Committee), Eligibility Committee, or Handbook Committee, which are all subcommittees of the Administration Committee.
5. All proposals must come in written form and identify which section of handbook is being addressed.
6. All proposals must have a vote of support.
7. All proposals must be submitted for consideration to the Administration Committee by May 15 for possible inclusion for the upcoming academic year.

Appendix A
Cross Country Awards
King and Bullock Awards for Division II

I. SPONSORSHIP

A. The Elvin and Joyce King Cross Country Award, for men, was named in honor of Elvin and Joyce King who were instrumental in the development and growth of both cross country and track & field within the NCCAA. Elvin served as Meet Director and National Sport Chair in each sport for many years, while Joyce was the point person administratively for the championship meets. Elvin's teams won 9 NCCAA Cross Country National Championships, and he was named NCCAA Coach of the Year 8 times. Elvin and Joyce served alongside each other for over 40 years at Cedarville University and worked tirelessly to make an impact for Christ. The NCCAA is proud to present this award in recognition of Elvin and Joyce King's legacy of service.

B. The Ray Bullock Cross Country Award, for women, was named in honor of Dr. Ray Bullock, who for many years has dedicated himself to the development of cross country as a sport in general, but as a ministry within the NCCAA. He has impacted the lives of countless student-athletes and coaches through his efforts.

II. PURPOSE OF THE AWARDS

These awards were established in order to enhance excellence in Christian cross country competition and to perpetuate the Christian philosophy and faith as exemplified through Christ-like cross country participation in NCCAA member institutions.

III. SELECTION PROCEDURE AND COMMITTEE

A. Student-Athletes must be nominated by their head coach, Athletics Director, or Sports Information Director (SID) on the Cross Country Award Nomination Form which is to be sent with national entry materials. Completed forms must be submitted to the National Office by October 25. Only one nominee allowed per institution per gender.

B. Final selection of the recipients shall be made by a selection committee appointed by the National Cross Country Chair, which shall include the National Chair, National Vice-Chair, and representatives of the National Office.

C. The recipient of the King and Bullock awards shall subsequently be a nominee for the year-end NCCAA GP4L Student-Athlete Character Award. It is encouraged that one letter of recommendation from an Athletic Director, opponent coach, or member of the institution faculty or staff be included with the nomination.

D. Presentation of the awards shall be made at the Cross Country National Championship during the awards banquet by the donor, when possible, or the National Cross Country Chair.

IV. RECIPIENT QUALIFICATIONS

Recipients of this award must:

1. Have a clear Christian testimony both on and off the course, including Christian service activities.
2. Be an excellent/highly skilled student-athlete.
3. Be a junior, senior, or graduate student academically and a varsity team member.
4. Demonstrate leadership ability.
5. Possess a cumulative GPA of 3.00 or higher on a 4.00 scale.

V. AWARD

An award descriptive of the honor shall be given to each recipient.

continued

Appendix A, Page Two
The King (Men) & Bullock (Women) Cross Country II Award Nomination Form
Game Plan 4 LIFE Award Series

Student-Athlete's Name First _____ Last _____

Student-Athlete's Hometown and State _____ Year: ___JR ___SR ___G

Institution _____ Coach _____

Christian Character
Describe student-athlete's faith story and character on/off the course.

_____

_____

_____

Christian Service
List student-athlete's specific activities in Christian service and outreach.

_____

_____

_____

Current Season Fastest Time (Date_____)

_____	_____	_____	_____	_____
Time	Distance	Finish (e.g., 1st)	Location	City/State

Current Season Best Finish (Date_____)

_____	_____	_____	_____	_____
Time	Distance	Finish (e.g., 1st)	Location	City/State

Career Fastest Time (Date_____)

_____	_____	_____	_____	_____
Time	Distance	Finish (e.g., 1st)	Location	City/State

Career Best Finish (Date_____)

_____	_____	_____	_____	_____
Time	Distance	Finish (e.g., 1st)	Location	City/State

Other Results Notes (Events won, top 5 finishes, career summary, etc.)

_____

_____

_____

continued

SAMPLE

Appendix A, Page Three
Cross Country II Awards

Athletic Honors Received (Individual and/or Team)
List athletic awards/honors from the institution, conference, regional, and national level)

_____

_____

_____

Academic Honors Received (Major _____ GPA _____)
List academic honors.

_____

_____

_____

Leadership
Describe student-athlete's leadership characteristics and qualities.

_____

_____

_____

_____

Additional Comments
Share any other information on why student-athlete is deserving of this award.

_____

_____

_____

Required with Nomination Form

- High resolution headshot AND action photo of student-athlete

Nominee Eligibility Requirements

- Have a clear Christian testimony both on and off the course, including Christian service activities.
- Be an excellent/highly skilled student-athlete.
- Be a junior, senior, or graduate student academically and a varsity team member.
- Demonstrate leadership ability.
- Possess a cumulative GPA of 3.00 or higher on a 4.00 scale.

I attest that the nominee meets the eligibility requirements and nomination data is accurate.

_____ _____
Nominator Signature (Coach, SID, or AD) Date

Due by October 25 to jcampbell@thenccaa.org.

SAMPLE

Men's & Women's Golf

Men's & Women's Golf

I. GENERAL ADMINISTRATION

A. The Golf National Championship, and all events related thereto, are under the control and supervision of the NCCAA Golf Coaches and are subject to standards developed by these respective coaches and subsequent approval by the NCCAA Board of Directors. These standards shall receive annual review and approval by the National Golf Committee at the National Coaches' Meeting in conjunction with the Golf National Championship.

B. National Committee for Golf
The National Committee shall oversee regular competition.
1. Composition and Term of Office
   a. The National Golf Committee shall consist of the National Men's Golf Chair and National Women's Golf Chair (who each serves as co-chair of the committee), the National Men's and Women's Golf Vice-Chairs, and each of the Regional Men's and Women's Golf Chairs. Non-voting members include the Tournament Director of the National Championship and an NCCAA National Office representative.
   b. The National Golf Chairs shall serve a three-year term of office and shall be succeeded by the National Golf Vice-Chairs.
2. Election
   a. The Regional Coaches, in conjunction with the Regional Coordinator, shall conduct an election of the Regional Golf Chair to the National Golf Committee at an appropriate time. The term of office for the Regional Golf Chair shall be determined by each individual region.
   b. If a vacancy occurs on the National Golf Committee, the National Golf Chair shall, in coordination with the Regional Coordinator, upon approval of the remaining committee members, appoint a replacement or conduct an election.
3. Duties of the National Golf Committee (see Bylaws section)
   a. Represent the interests of coaches and student-athletes.
   b. Propose revisions of the National Championship operating policies and procedures to the Board of Directors.
   c. Assist in solicitation of bids for future championship sites.
4. Duties of the National Golf Chair (also see National Sport Chair Job Description in Forms & Procedures section)
   a. Initiate, direct, and control the work of the National Golf Committee.
   b. Communicate with the National Golf Committee on issues requiring their input.
   c. Conduct meetings of the coaches and the committee at the National Championship to provide opportunities for questions, suggestions, and recommendations regarding the conduct of the championships.
   d. Supervise and assist the Championship Director with planning and conducting the National Championship.
   e. Invite coaches of all NCCAA participating institutions to the coaches' meeting and request that agenda items and nominations for National Golf Committee vacancies be sent to the National Golf Chair.
   f. Submit proposed revisions of the operating procedures (Golf section of the NCCAA Handbook) to the NCCAA Director of Membership no later than one month after the championship.
   g. Assist Regional Coordinators in selecting Regional Sport Chairs as needed.

C. Golf National Championship Committee
The Golf National Championship Committee shall be appointed and approved annually at the Golf National Championship for the following year or via email. This committee shall have the responsibility to administer the NCCAA Golf National Championship.
1. Membership
   a. The committee shall be composed of the Tournament Director of the National Championship, the National Golf Chairs or his/her appointee(s) from the National Golf Committee, and the NCCAA Director of Championships or an NCCAA National Office representative.
   b. If a member of the Championship Committee is directly or indirectly involved in a protest submitted, this individual shall be replaced by an appointee of the National Golf Chair.
   c. Three members must be present for action to be taken.

2. Responsibilities
    a. Ethical Behavior
        1) Observe the behavior of the student-athletes, coaches, and other team personnel for the duration of the National Championship.
        2) Promote standards of ethical behavior during competitive events and throughout the championship. This can be accomplished by general reminders to individuals and teams during the championship and reinforced by more specific communication. If unacceptable behavior occurs, this committee has the right and obligation to act on the issue. This may include a reprimand with official notice to the institution in conjunction with and via the NCCAA Director of Membership.
    b. Write a report of all cases on which this committee acts.
    c. Make on-site decisions concerning extenuating circumstances that affect the conduct of the championship (e.g., extreme weather conditions).
    d. Make sure all teams follow the NCCAA #KingChasing Code of Ethics signed by coaches and the NCCAA #KingChasing Commitment by student-athletes (on file in the National Office).
3. Protests
    a. Ensure that protest procedures, as indicated in the National Collegiate Athletic Association (NCAA with NAIA modifications) Rule Book, have been followed.
    b. Act on all appropriate protests.

D. Officers
Men's Golf Chair: Ryan Bowen, Cedarville University
Men's Golf Vice-Chair: TBA
Women's Golf Chair: Chris Hess, Bethel University
Women's Golf Vice-Chair: Dennis Duncan, Grace College

E. Election of Sport Chair and Vice-Chair
A National Golf Chair and a Vice-Chair are elected to serve three-year terms. The Vice-Chair replaces the National Golf Chair after three years to serve as the National Golf Chair. Selection must be by more than 50% of the total number of coaches in the NCCAA and shall be conducted by email vote.

II. ELIGIBILITY

A. Institution Eligibility
Only teams that are in good standing with the NCCAA shall be eligible. Good standing shall include all dues paid in full and free from any sanctions imposed by the NCCAA restricting institutional eligibility.

B. Team Eligibility
All NCCAA member institutions must file a completed Declaration of Intent to Participate form by August 31 for all varsity sports with the National Office (see Forms & Procedures section).

C. Individual Eligibility
NCCAA-only member institutions must file an affidavit of eligibility (see Eligibility section) to the NCCAA Director of Membership no later than the date of their first contest (including scrimmage). Dual members with CCAA, NAIA, NCAA II, and NCAA III must confirm eligibility is being filed for all sports in compliance with their primary affiliation on the Membership Directory & Dues Form.

III. RULES AND REGULATIONS

A. Official Rule Book
The Rules of Golf by United States Golf Association (USGA) with NAIA-Golf Coaches Association approved modifications. To obtain rules, visit www.ncaapublications.com.

B. Adjusted Scoring Average:
1. All teams must report all fall scores via online form within 48 hours of each tournament and in compliance with the Score Reporting Policy. A link shall be emailed by the National Golf Chair to all coaches at the beginning of the season to use for reporting scores.
2. Every 18-hole tournament round a team plays on or before the regional competition deadline shall count toward its season's Adjusted Scoring Average. This is calculated by incorporating the official course rating for the course (and tees played) for the tournament round and adjusting the team score based on a "course rating par" of

288 (which is 4 times 72). The calculated average adjusted team score shall be used to rank the teams, accordingly, determine at-large bid selections, and used in some regions to rank each team in the region and determine the Regional Qualifier.

C. Score Reporting Policy

For institutions declared to participate, golf schedules are required to be uploaded to the NCCAA website by the Fall Sports deadline of August 1.

Complete and accurate fall scores must be submitted to the NCCAA using the reporting form listed on the NCCAA Member Help Center. Scores must be submitted to the NCCAA within 48 hours of each tournament. However, the mandatory deadline for weekly scores to be reported to the NCCAA is Tuesday at noon ET. On the Tuesday of the Regional Competition Deadline, scores for events played that Monday/Tuesday are required to be submitted immediately following the completion of the event. Any amount of missing scores in a week shall count as a missed report. Reported scores shall be monitored weekly by the Communications Coordinator and Golf National Chairs. Once reporting begins, missing or incomplete schedules may result in multiple penalties being issued at the discretion of the National Office.

The penalties for not reporting scores or for being late are:

1. 1st offense: email or letter of notice of the violation.
2. 2nd offense: email or letter of warning of the violation.
3. 3rd offense: $100 fine paid within 30 days of the date of the invoice or before the regional competition deadline, whichever comes first.
4. 4th offense: $250 fine paid within 30 days of the date of the invoice or before the regional competition deadline, whichever comes first, a loss of postseason awards for the applicable athletes and/or team, the team shall become ineligible for statistical reports and ratings for the remainder of the season, and any further penalties at the discretion of the Administration Committee (e.g., ineligible for postseason play).

It is the responsibility of each institution to contact the National Office regarding any technical problems experienced in submitting weekly scores. Proper communication can prevent team penalties.

D. Regional Competition Deadline Date

All Regional Tournament dates and other fall tournament dates for score submissions shall occur 20 days before the first tournament date of the National Championship. For example, if the first day of the NCCAA National Championship is October 18, then the Regional Deadline Date is September 28.

E. Frequency of Play and Practice Guidelines

Each sport in the NCCAA has 24 weeks between August 1 and May 15 to conduct practices and competitions. Each sport has a maximum and minimum number of contests in the regular season. Golf has a maximum of 12 matches/ tournaments. Each sport has a specified date to begin practice and to conduct their first contest. Golf's start date for practice is the second Monday in August. The first allowable contest is the fourth Monday in August. More details can be found in the Sport Policies and Procedures section of the NCCAA Handbook.

F. Rules Education

All coaches, new and returning, must complete an annual online rules education training program. For NCCAA-only members, this includes all paid and voluntary head, associate, assistant, and graduate assistant coaches. For dually affiliated members, this includes all head coaches. New coaches must complete the required training within the first 60 days of hire or prior to the coach's first competition, whichever is earlier. Returning coaches and staff members must complete the required training prior to the earliest start date for competition for any sport sponsored by the institution. More details can be found online at the NCCAA Member Help Center.

IV. NATIONAL CHAMPIONSHIP SELECTION OF TEAMS

A. Regional Playoff Guidelines

Dates and Sites if a tournament is played:

1. The regional match shall be played no later than the regional competition deadline prior to the National Championship.
2. The site is under the direction of the Regional Golf Chair in conjunction with the Regional Coordinator, taking into consideration:
   a. Seeded teams based on NCCAA Scoring Average.

b. Continuation of past plans of alternating sites among areas.

3. All regional hosts shall plan and schedule the regional Christian Service Project (CSP) and report the results to the National Office.
4. Each host shall send all information regarding dates, sites, schedule, etc. to the National Office prior to the Regional Championship.

B. National Championship Qualifications

1. The Championship field consists of nine teams for men's golf and six for women's golf.
2. Teams can earn a bid to the National Championship in the following ways:
   a. Regional Champion or Regional Qualifier (6 slots available):
      1) A Regional Championship shall be conducted, or a Regional Qualifier determined, by Adjusted Scoring Average in each region. A Regional Championship shall consist of at least 36 holes (course rating of par or higher). The Regional Champion or Regional Qualifier shall earn an automatic bid to the National Championship.
      2) Regional Representative:
      If a region has only one team available to participate in the Regional Championship or Regional Qualifier Process, that team must have an adjusted scoring average for ALL fall events (not best 36 holes) equal or better than ninth place finisher for men and sixth place finisher for women in the previous year's NCCAA National Championship.
   b. If a region does not have a Regional Champion, Regional Qualifier, or Regional Representative, then that region slot shall become an at-large bid.
   c. At-Large Bids:
      The at-large bid selection process shall utilize the following criteria:
      1) Only teams that meet their declaration and participate in their respective NCCAA Regional Championship or through the Regional Qualifier process shall be eligible for an at-large selection.
      2) Team scoring average for fall (to date): All teams must report all fall scores via online form within 48 hours of each tournament. A link shall be emailed by the National Golf Chair to all coaches at the beginning of the season to use for reporting scores.
      3) Strength of schedule and courses competed on.
      4) Current NAIA/NCAA national rankings (where applicable).
      5) Past performances in NCCAA Golf National Championships.
   d. Individual Entries:
      1) The top individual finisher at a Regional Championship not attached to the winning team shall qualify for the National Championship as a medalist competitor.
      2) If a region has no teams meet their team declarations but one team has an individual meet its declaration specific to individuals, the individual must have an individual adjusted scoring average that is less than or equal to the top 50% of the entire field from the previous year's championship results. For an individual to be considered for Individual Regional Representative, he/she needs to be nominated by his/her coach, and the school's declaration of intent must include an individual declaration statement. Coaches can nominate one player on the team for consideration and must submit an application that communicates the player's tournament scores from ALL fall tournaments along with the course rating of each course played.
      3) For regions who determine their representative through ranking, the top individual from a region shall also be determined from individual rankings. The individual with the best ranking not on the team ranking winner of the region shall represent the region at the National Championship. For an individual to be considered for ranking, he/she needs to be nominated by his/her coach. Coaches can nominate one player on the team for consideration and must submit an application that communicates the player's tournament scores from ALL fall tournaments along with the course rating of each course played.
      4) If the individual region winner's team is selected for an at-large bid, the region shall be excluded from receiving a medalist entry.
3. Method to Determine an At-Large Bid – Adjusted Scoring Average:
   Adjusted scoring averages are used to select the teams for at-large and seed teams. Every 18-hole tournament round a team plays on or before the regional deadline date shall count toward its season's Adjusted Scoring Average. This is calculated by incorporating the official course rating for the course (and tees that it played) for the tournament round and adjusting the team score based on a "course rating par" of 288 (which is 4 times 72). The calculated average adjusted team score shall be used to rank the teams accordingly, determine at-large bid selections, and shall be used in some regions to rank each team in the region and determine the region representative.

EXAMPLES:

- A team that shoots 300 on a course that has a course rating of 73.0 for the tees that it plays shall have its score adjusted down to 296 because the course rating of 73 is "tougher" than a course with a course rating of 72. The course would be rated as 1 stroke tougher per person, so the team score would be adjusted down by 4 strokes. Formula: 300 - (4*73.0) + 288 = 296.
- A 290 team score on an easier course with a course rating of 71.0 shall have an adjusted team score of 294. Formula: 290 - (4*71) + 288 = 294.
- This formula also helps compare scores on courses with a different par than a 72 since the course rating is used instead of the par. For example, a team score of 300 on a par 71 course and a course rating of 73.5 shall still have its team score adjusted down to 294 because the course rating was a full 2.5 strokes above the par of 71. Formula: 300 - (4*73.5) + 288 = 294
  The course rating is extremely important and is used to calculate adjusted scoring averages (and ultimately the championship qualifier from each region). If the length of the course a team plays is different than the closest ladies' tees on the scorecard, the team must calculate the course rating. Please use the chart on the link provided to adjust the course rating appropriately. ALL fall scores must be submitted within 48 hours of completion.

EXAMPLE: Women's tees at 5,500 yards rated at 70.2. If a tournament is played at 5,850 yards, add 350 yards or 1.9 in USGA rating, making the tournament tees a 72.1 rating.

V. GENERAL GUIDELINES FOR THE CHAMPIONSHIP

A. Administration – Site and Date Selections

1. It is recommended that the site and date of the Golf National Championship be determined two years in advance. The first day of competition for the NCCAA Championship shall be the 4th Monday of October except when that date falls after October 24. In such cases, the first day of play shall be the 3rd Monday of October.
2. Both the site and date of the Golf National Championship shall be approved by vote of the National Golf Committee and the NCCAA National Office.
3. Site for the Golf National Championship must conform to all regulations outlined in the "Facility Criteria" section that follows.
4. Host institution shall receive an automatic bid.
5. Dates of the National Championship for the upcoming years are as follows:

Regionals Completed	National Championship	Site
September 30, 2025	October 20-22, 2025	Hammock Beach Resort*, Palm Coast, FL
September 29, 2026	October 19-21, 2026	Hammock Beach Resort*, Palm Coast, FL
September 28, 2027	October 18-20, 2027	Hammock Beach Resort*, Palm Coast, FL
October 3, 2028	October 23-25, 2028	TBA
October 2, 2029	October 22-24, 2029	TBA

*Both men and women will play the Conservatory Course

B. Facility Criteria

1. Facility membership must not be discriminating on basis of race, gender, creed, or nationality.
2. Course slope rating should be a minimum of 120 or the course rating should be equal to or above the established par from championship tees.
3. "Use of Facility" should include restrooms, snack shop/restaurant, pro shop, scoreboard, driving range, putting green, and the 18-hole course.
4. Championship tee times or shotgun start shall not begin before 7:00 a.m. but shall be determined by course staff and Tournament Director of the National Championship. One practice round shall be available on the day immediately before the first round. When the competitive rounds fall on Monday and Tuesday, practice rounds shall also be available on Saturday for participants who are not allowed to practice or compete on Sunday.

NOTE: The above list is a guide for course selection. The National Golf Committee reserves the right to use other criteria or factors when applicable. In such a case, all courses considered shall be notified.

C. Financial Considerations

1. Institutions serving as host to the Golf National Championship must ensure that every effort will be made to secure full or partial sponsorship to help reduce lodging, meals, and travel expenses.
2. The "Facility Criteria" guidelines for course fees must be adhered to and may only be exceeded with approval of the National Golf Committee.

3. When possible, a breakfast before the practice round or a team dinner following the practice round should be provided for all participants to allow time for fellowship of participants.

D. Advertising
The host sponsor of a Regional or National Championship shall not accept advertising or promote in any way the marketing or use of alcoholic beverages, tobacco, or illegal drugs in connection with the NCCAA Golf Program.

E. Meetings
A meeting of the coaches of the competing teams, host coach, and members of the National Golf Committee shall be held prior to the National Championship to review playing rules, interpretations, and any other administrative matters that may be necessary. Also, discussion and vote(s) shall take place on any guideline changes the golf coaches wish to recommend to the NCCAA Board of Directors.

VI. CONDUCT OF NATIONAL CHAMPIONSHIP

A. Squad and Travel Party Size
The official party is made up of participants, defined as student-athletes, coaches, managers, athletic trainers, and any staff member who travels with a competing team.

The official party for each team participating in NCCAA National Golf Championship competition is eight individuals, which includes five student-athletes in uniform and three additional personnel (which can include coaches, managers, athletic trainers, sports information staff, additional student-athletes not in uniform, and/or other institutional personnel) to be used at the discretion of each participating institution.

Coaches can start submitting rosters as soon as selected. However, the official roster must be submitted and finalized by 11:59 p.m. on the Tuesday prior to the start of the National Golf Championship.

When the roster is submitted to the NCCAA National Office, it shall serve as the Official Roster for the National Championship competition.

1. No changes to the official roster are allowed (including the order) after the submission date unless an emergency or special circumstance arises and is specifically approved by the Tournament Director of the National Championship.
2. Substitutions are not permitted at the Golf National Championship once play has begun.
3. Additional people (which can include coaches, managers, athletic trainers, sports information staff, additional student-athletes not in uniform, and/or other institutional personnel) must also be registered on the Official Roster to be permitted in the team only areas.
4. Any additional university personnel above the travel and roster numbers need to be outside of official championships areas (e.g., bench areas, batting cages, etc.), and the university shall assume any additional cost associated with additional numbers to the travel party.

Substitutions for medical casualties or extenuating circumstances shall be made at the discretion of the National Golf Committee.

B. Format of Competition
1. The Golf National Championship shall be a 54-hole (18 holes each day over 3 days) stroke play event with teams counting the top 4 of 5 scores.
2. In case of inclement weather, the National Golf Committee, in conjunction with the course liaison, shall determine adjustments to this format. No fewer than 18 holes shall constitute a completed event.
3. The final round pairings shall be based upon team standings from the first and second round with leaders teeing off last.
4. USGA rules shall govern all play except where local rules or conditions apply.

C. Golf Balls
Only golf balls on the current USGA List of Conforming Golf Balls may be used. It is the responsibility of each coach to review this list on the USGA website and ensure all participants are in compliance. The penalty for breach of this condition is disqualification. The “one ball rule” is not in effect.

D. Time of Starting
Start times shall be determined by the NCCAA Golf Championship Committee. When tee times are utilized, players should report to their assigned starting tee a minimum of 5 minutes before their time. Once a player arrives at his/her initial tee box, all usage of cell phones/PDA/communication devices is restricted to live scoring purposes only. Distance measuring devices are allowed; however, slope/wind features are not permissible for use. Breach of rule is disqualification.

E. Transportation
Players shall walk at all times during a stipulated round. Coaches, committee members, or rules officials may transport a player in cases of a ruling where no provisional was played, in case of emergency situations (restroom needed) or when an area is designated as a "Shuttle Route." Breach of rule is two strokes per incident.

F. Pace of Play
All players are required to keep pace with the group in front of them (no more than two strokes behind: Par 3 group on green and next group on or approaching tee box; Par 4 group on green then next group leaving tee box; Par 5 group on green and next group approaching second shots). A group that is deemed to be "Out of Position" shall be given a warning by a rules official and then shall be monitored. If the group fails to get themselves back into position within the next two holes, a one-stroke penalty may be assessed to each player. In cases where the slow play is clearly due to the actions of a single player, the penalty may be individually applied.

G. Discontinuance of Play
All participants must comply with any discontinuance of play signaled by the Golf Championship Committee. During any discontinuance, all practice areas shall be closed. Penalty for practicing during such a situation shall result in disqualification. Practice putting is not allowed between the play of any holes or on the putting green of a player's final hole. Breach of rule is disqualification.

H. Advice/Spectators
Each team must designate up to two individuals for the purpose of offering advice. Teammates are designated as outside agents in relation to any player. Breech of rule is disqualification.

Spectators are to remain on cart paths or, when no cart path is easily defined, a minimum of 20 yards from participants. Spectator's cell phones must be on vibrate or silent mode while on the golf course. First offense shall receive a warning. The second offense shall result in the individual being removed from the golf course.

I. Equipment
Clubs, umbrellas, rain gear, etc. may be given to coaches but shall not be given to or retrieved from spectators during play. Breach of rule is two strokes per incident.

J. Scorecard
All scorecards must be turned in at the scoreboard within five minutes following completion of the player's round. All scorecards are deemed to be official once the player has left the scoring area.

K. Tiebreaker Procedure
Medalist and Team champion tie(s) shall be broken with sudden victory on course playoff. For the team playoff, all five players (team) from each team shall participate. After each hole, the lowest team score (four out of five scores) for that hole shall be added together and compared to the other team(s). The lowest score wins the playoff. If still tied, the same format shall be used for subsequent holes until a winner is determined. All other team ties shall be via card playoff as follows:
1. Team total for 3rd round, then team total of 36 holes, and then team total for Round 1.
2. Non-counting score (3rd round), then non-counting score (2nd Round), and finally non-counting score (1st round).

L. Close of Competition
The competition is deemed to have closed when the trophy has been awarded to the winner or, in absence of an award ceremony, when all scores have been approved by the committee.

M. Conduct
The NCCAA expects all participants, coaches, and spectators to honor Christ in their conduct. A player may be removed from the competition at any time at the discretion of the committee for unbecoming conduct. This includes profanity, throwing clubs, damaging golf course property via striking or slamming club(s), and/or using tobacco or

alcohol products. Penalties may range from a two-stroke penalty to disqualification from the round or the full event. Breach of rule is two strokes per incident with a maximum of four strokes applied during the championship. A third incident shall result in disqualification.

N. Inclement Weather
Should weather impact the event, the Championship Committee shall make every effort to ensure the event is completed in its entirety. In extenuating cases where that is not possible due to course conditions and travel/academic issues, the Championship Committee shall ensure that a minimum of 18 holes are completed. If 18 holes cannot be completed due to weather issues and/or course conditions, the event shall be deemed cancelled for that academic year.

O. National Championship Housing
All teams are required to lodge in the hotel designated by the host institution or city for this championship.

P. Required Functions to Attend
Teams that advance to the Golf National Championship are required to attend and participate in the National Championship Banquet/Worship, the Christian Service Project, the Coaches Meeting, and Competition. Arriving late to the championship or not attending/participating in these required functions shall be considered failure to comply with its Declaration of Intent to Participate. The sanction for failure to comply with the Declaration of Intent to Participate is the sport being placed on Restrictive Probation for the following academic year with the potential for additional penalties up to all sports at that institution being placed on Restrictive Probation.

Q. National Championship Christian Service Project (CSP)
Each player and coach participating in the National Championship shall be asked to make a monetary/item donation or donate up to, but not more than, two hours of his/her time serving in a CSP. The Tournament Director of the National Championship, in concert with the NCCAA Director of Championships, is responsible to secure the sites and set up the times for the service.

VII. AWARDS

The NCCAA maintains a standardized awards program for all National Championships. Team, Medalist, All-Americans, and National Coach of the Year awards are ordered and paid for by the National Office.

A. Championship Awards - The National Championship team shall receive a championship banner, trophy, medallions, and t-shirts. Teams finishing second through fourth shall receive a plaque designating their finish.

B. Dan and Kelly Wood Award (see Appendix A)
1. This award is given to outstanding NCCAA men's golf and women's golf student-athlete (one each) who exemplifies the NCCAA Game Plan 4 LIFE character traits of Love, Integrity, Faith, and Excellence.
2. Student-athletes must be nominated by the head coach, Athletics Director, or Sports Information Director (SID). Only one nominee allowed per institution per gender.
3. Recipients of this award must:
    a. Have a clear Christian testimony both on and off the course, including Christian service activities.
    b. Be an excellent/highly skilled student-athlete.
    c. Be a junior, senior, or graduate student academically and a varsity team member.
    d. Demonstrate leadership ability.
    e. Possess a cumulative GPA of 3.00 or higher on a 4.00 scale.
4. Final selection of the recipients shall be made by a selection committee comprised of the National Golf Chairs and Dan and Kelly Wood.
5. The recipient shall be encouraged to be present at the banquet. The National Office shall contribute up to $250 toward travel expenses.
6. The recipient of the Dan and Kelly Wood award shall subsequently be a nominee for the year-end NCCAA GP4L Student-Athlete Character Award. It is encouraged that one letter of recommendation from an Athletic Director, opponent coach, or member of the institution faculty or staff be included with the nomination.

C. All-American Team
The top 10 finishers for men and top eight finishers for women in the Golf National Championship shall be deemed NCCAA All-Americans and shall receive an award provided by the National Office denoting their accomplishment.

D. National Coach of the Year
The National Coach of the Year shall be named at the conclusion of the Golf National Championship. The coach of the championship team shall be designated as the Coach of the Year.

E. Scholar-Athlete Criteria
Nominations must be submitted to the National Office on the form provided via Teamworks. The nominee must:
1. Be of junior, senior, or graduate student academic standing making normal progress toward a degree.
2. Have completed at least one semester or quarter at the nominating institution.
3. Be a competing student-athlete or a varsity letter winner or that institution's equivalent in the sport for which nominated.
4. Have maintained a minimum cumulative grade point average of 3.40 on a 4.00 scale at the nominating institution. Transfer students must have a cumulative grade point average of 3.40 on a 4.00 scale based on all grades at all institutions attended, regardless of whether a course grade is accepted at the nominating institution. GPA cannot be rounded up.

F. Scholar Team Award
The Scholar Team nomination ballot must be submitted by January 31. The form must be submitted to the National Office via Teamworks.

G. The NCCAA Student-Athlete of the Week award shall be given to one student-athlete in men's golf and women's golf during the regular season (Exception: NCCAA Regional Championships may be included), chosen from the list of nominees submitted by institutions. Only one student-athlete per school may be nominated. See the full procedures and instructions in the Forms & Procedures section of the handbook.

VIII. MISCELLANEOUS

A. NCCAA Certified Athletic Trainer Policy
Certified Athletic Trainers (ATC) are required at each hosted NCCAA Member home event, NCCAA Regional Championship, and National Championship. For hosted contests in cross country, and golf, institutions may have a trainer able to respond within three to five minutes or athletic personnel with training in CPR, AED usage, first aid, and prevention of disease transmission present at the event. The ATC must be certified by the National Athletic Trainers' Association Board of Certification (NATABOC), or an equivalent affiliation, and maintain a current license in the state of practice. Please reference the policy in the Sports Policies and Procedures section.

B. Code of Conduct
Conduct in competition policy found in Infractions and Penalties section IV.A. shall be followed by all NCCAA-only institutions during regular season and postseason competition. It shall be followed by all NCCAA institutions for Regional and National Championship competition. Any coach or student-athlete ejected from play shall be subject to penalties found in this policy. It is the responsibility of the offending institution to provide a report to the NCCAA Director of Membership and its Regional Coordinator within 48 hours of the incident. Please see the Infractions and Penalties section noted above for more details related to the Conduct in Competition Policy.

C. Regional Golf Chair Job Profile
1. Function and Duties
The Regional Golf Chair shall be responsible for:
   a. The NCCAA Regional Golf Championship Competition.
   b. Conduct regional coaches' meetings on issues of importance to the NCCAA Region and the NCCAA Regional and National Championships.
   c. Submit policy changes, procedures, and recommendations from the coaches' meetings to the NCCAA National Golf Chair.
   d. By the selected date, submit the regional playoffs format to the NCCAA National Golf Chair.
   e. Serve as a liaison between the NCCAA National Golf Chair and the golf coaches of the respective NCCAA Region.
2. Selection
   a. The Regional Golf Chair shall be nominated by an NCCAA Regional Coordinator.
   b. The coaches within the respective region shall vote on the nominees.
   c. The NCCAA National Men's Golf Chair shall confirm the elected Regional Golf Chair and shall communicate the results to the respective regional coaches.

d. The Regional Golf Chair shall serve a three-year term. Re-elections are permitted. There is no limit to the number of terms one can serve, but one must be elected for each term by coaches within the respective region.
e. Nominations, voting, and announcement of results must be completed by June 15.

D. Handbook Proposal Process

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

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

Appendix A
Men's Golf & Women's Golf Dan and Kelly Wood Award Nomination Form
Game Plan 4 LIFE Award Series

Student-Athlete's Name First _____ Last _____

Student-Athlete's Hometown and State _____ Year: ___JR ___SR ___G

Gender: ___M ___F Institution_____ Coach _____

Christian Character
Describe student-athlete's faith story and character on/off the course.

_____

_____

_____

_____

Christian Service
List student-athlete's specific activities in Christian service and outreach.

_____

_____

_____

_____

Current Season Lowest Tournament Score (Date_____)

_____ _____ _____ _____ _____
Score (to par) # of Rnds Finish (e.g., 1st) Course Name City/State

Current Season Lowest Single-Round Score (Date_____)

_____ _____ _____
Score (to par) Course Name City/State

Career Lowest Tournament Score (Date_____)

_____ _____ _____ _____ _____
Score (to par) # of Rnds Finish (e.g., 1st) Course Name City/State

Career Lowest Single-Round Score (Date_____)

_____ _____ _____
Score (to par) Course Name City/State

Other Results Notes (Medalist honors, top 5 finishes, career summary, etc.)

_____

_____

_____

continued

SAMPLE

Appendix A, page 2
Men's Golf & Women's Golf Dan and Kelly Wood Award

Athletic Honors Received (Individual and/or Team)
List athletic awards/honors from the institution, conference, regional, and national level)

_____

_____

_____

Academic Honors Received (Major _____ GPA _____)
List academic honors.

_____

_____

_____

Leadership
Describe student-athlete's leadership characteristics and qualities.

_____

_____

_____

_____

Additional Comments
Share any other information on why student-athlete is deserving of this award.

_____

_____

_____

Required with Nomination Form
- High resolution headshot AND action photo of student-athlete

Nominee Eligibility Requirements
- Be a junior, senior, or graduate student academically and a varsity team member.
- Have a clear Christian testimony both on and off the course, including Christian service activities.
- Demonstrate leadership ability.
- Cumulative GPA must be 3.00 or higher on a 4.00 scale.
- Be an excellent/highly skilled student-athlete.

I attest that the nominee meets the eligibility requirements and nomination data is accurate.

_____ _____
Nominator Signature (Coach, SID, or AD) Date

Due by October 1 to jcampbell@thenccaa.org.

SAMPLE

NATIONAL CHRISTIAN COLLEGE ATHLETIC ASSOCIATION

Men's & Women's
Indoor Track and Field

Men's & Women's Indoor Track and Field

I. GENERAL ADMINISTRATION

A. The NCCAA Indoor Track and Field Season, National Championship, and all events related thereto are under the control and supervision of the NCCAA Indoor Track and Field coaches and are subject to standards developed by these coaches and subsequent approval of the NCCAA Board of Directors. These standards shall receive annual review and approval by the sport leadership.

B. National Indoor Track and Field Committee
   1. Composition and Term of Office
      a. The National Indoor Track and Field Committee shall consist of the National Indoor Track and Field Chair (who serves as chair of the committee) and the National Indoor Track and Field Vice-Chair. Non-voting members include the Tournament Director of the National Championship and an NCCAA National Office representative.
      b. The National Indoor Track and Field Chair shall serve a three-year term of office and shall be succeeded by the National Indoor Track and Field Vice-Chair.
   2. Duties of the National Indoor Track and Field Committee (see Bylaws section)
      a. Represent the interests of coaches and student-athletes.
      b. Propose revisions of the National Championship operating policies and procedures to the Board of Directors.
      c. Assist in solicitation of bids for future championship sites.
   3. Duties of the National Indoor Track and Field Chair (see National Sport Chair Job Description in Forms & Procedures section)
      a. Initiate, direct, and control the work of the National Indoor Track and Field Committee.
      b. Communicate with the National Indoor Track and Field Committee on issues requiring their input.
      c. Conduct meetings of the coaches and the committee at the National Championship to provide opportunities for questions, suggestions, and recommendations regarding the conduct of the championships.
      d. Supervise and assist the Tournament Director of the National Championship with planning and conducting the National Championship.
      e. Invite coaches of all NCCAA participating institutions to the coaches' meeting and request agenda items.
      f. Submit proposed revisions of the operating procedures (Indoor Track and Field section of the NCCAA Handbook) to the NCCAA Director ofMembership no later than one month after the championship.

C. Indoor Track and Field National Championship Committee
   The Championship Committee shall be appointed and approved annually. This committee shall have the responsibility to administer the Indoor Track and Field National Championship.
   1. Membership
      a. The committee shall be composed of the National Indoor Track and Field Chair (who shall serve as Chair of the Championship Committee), or his/her appointee from the National Indoor Track and Field Committee, the NCCAA National Indoor Track and Field Vice-Chair or Past Chair, an NCCAA National Office representative, and the head official.
      b. If a member of the Championship Committee is directly or indirectly involved in a protest submitted, this individual shall be replaced by an appointee of the National Indoor Track and Field Chair.
      c. Three members must be present for action to be taken.
   2. Responsibilities
      a. Ethical Behavior
         1) Observe the behavior of the student-athletes, coaches, and other team personnel for the duration of the National Championship.
         2) Promote standards of ethical behavior during competitive events and throughout the championship. This can be accomplished by general reminders to individuals and teams during the championship and reinforced by more specific communication. If unacceptable behavior occurs, this committee has the right and obligation to act on the issue. This may include a reprimand with official notice to the institution with/via the NCCAA Director of Membership.
      b. Write a report of all cases on which this committee acts.
      c. Make on-site decisions concerning extenuating circumstances that affect the conduct of the championship (e.g., extreme weather conditions).
      d. Make sure all teams follow the NCCAA #KingChasing Code of Ethics signed by coaches and the NCCAA #KingChasing Commitment by student-athletes (on file in the National Office).

3. Protests
    a. Ensure that protest procedures, as indicated in the National Collegiate Athletic Association Rulebook, have been followed.
    b. Act on all appropriate protests.

D. A Games Committee shall be appointed by the National Indoor Track and Field Chair. The Games Committee shall consist of five experienced coaches. The primary responsibility of the Games Committee is to give specialized assistance to the Tournament Director of the National Championship. Major responsibilities shall include:
1. Approve time schedule and order of events.
2. Formation of heats and assignment of lanes.
3. Qualifying for next round (places versus time).
4. Judicate appeals, protest, and other issues which may arise during the meet.

E. Officers
Chair: Phil Thompson, Geneva College
Vice-Chair: Melissa Baughman, Lancaster Bible College

F. Election of Sport Chair and Vice-Chair
A National Indoor Track and Field Chair and a Vice-Chair are elected to serve three-year terms. The Vice-Chair replaces the National Indoor Track and Field Chair after three years to serve as the National Indoor Track and Field Chair. Selection must be by more than 50% of the total number of coaches in the NCCAA and shall be conducted by email vote.

II. ELIGIBILITY

A. Institution Eligibility
Only teams that are in good standing with the NCCAA shall be eligible. Good standing shall include all dues paid in full and free from any sanctions imposed by the NCCAA restricting institutional eligibility.

B. Team Eligibility
All NCCAA member institutions must file a completed Declaration of Intent to Participate form by August 31 for all varsity sports with the National Office (see Forms & Procedures section).

C. Individual Eligibility
NCCAA-only member institutions must file an affidavit of eligibility (see Eligibility section) to the NCCAA Director of Membership no later than the date of their first contest (including scrimmage). Dual members with CCAA, NAIA, NCAA II, and NCAA III must confirm eligibility is being filed for all sports in compliance with their primary affiliation on the Membership Directory & Dues Form.

III. GENERAL REGULATIONS FOR NCCAA INDOOR TRACK AND FIELD NATIONAL CHAMPIONSHIPS

A. Official Rule Book
Track and Field, Indoor and Outdoor (Men and Women): National Collegiate Athletic Association (NCAA) Track and Field Rules. The marathon and race walking shall comply with international rules. To obtain rules, visit www.nccaapublications.com.

B. The NCCAA Men's and Women's Indoor Track and Field National Championships shall be held on a Friday and Saturday three weeks before the NAIA Indoor Track and Field National Meet and four weeks before NCAA II & III.

The National Indoor Track and Field Chair is responsible for NCCAA Indoor Track and Field National Championships qualifying standards, records, and top 10 (all time) list.

C. National Championship Dates and Sites:

February 13-14, 2026	Cedarville University
February 12-13, 2027	TBA
February 11-12, 2028	TBA
February 9-10, 2029	TBA
February 8-9, 2030	TBA

D. Frequency of Play and Practice Guidelines
Each sport in the NCCAA has 24 weeks between August 1 and May 15 to conduct practices and competitions. Each sport has a maximum and minimum number of contests in the regular season. Indoor Track and Field has a maximum of 10 total meets. Each sport has a specified date to begin practice and to conduct their first contest. Indoor Track and Field's start date for practice is September 1. The first allowable meet is September 1. More details can be found in the Sport Policies and Procedures section of the NCCAA Handbook.

E. Rules Education
All coaches, new and returning, must complete an annual online rules education training program. For NCCAA-only members, this includes all paid and voluntary head, associate, assistant, and graduate assistant coaches. For dually affiliated members, this includes all head coaches. New coaches must complete the required training within the first 60 days of hire or prior to the coach's first competition, whichever is earlier. Returning coaches and staff members must complete the required training prior to the earliest start date for competition for any sport sponsored by the institution. More details can be found online at the NCCAA Member Help Center.

F. Required Functions to Attend
Teams that advance to the Indoor Track & Field National Championship are required to attend and participate in the Christian Service Project, the Coaches Meeting, and the Meet. Arriving late to the championship or not attending/ participating in these required functions shall be considered failure to comply with its Declaration of Intent to Participate. The sanction for failure to comply with the Declaration of Intent to Participate is the sport being placed on Restrictive Probation for the following academic year with the potential for additional penalties up to all sports at that institution being placed on Restrictive Probation.

IV. HOST INSTITUTION FOR NATIONAL CHAMPIONSHIPS

A. The host shall be required to submit an official Bid Contract to the National Office one year prior to hosting the event. (See Forms and Procedures section).

B. The Tournament Director of the National Championship shall have the entry forms and pertinent information about the championships sent by email by February 1.

C. Qualifier Packet and Qualifier Call
The NCCAA Director of Championships, in concert with the Tournament Director of the National Championship and the National Sport Leadership, shall prepare a Qualifier Packet detailing key information about the championship event, such as lodging information, schedule, CSP, and other important information. The Qualifier Packet shall be made available on the NCCAA website and sent to each qualifier. Additionally, a mandatory Qualifier Call shall be scheduled once all teams have qualified and before teams travel to the championship site.

D. National Championship Entries
1. All entries must be received by the host institution by Monday the week of the National Championship meet no later than 11:59 p.m. (ET).
2. Entry Procedures:
   a. Go to www.directathletics.com.
   b. Entry Limit: Each institution may have six men individual and six women individual right of membership entries who do not meet the national qualifying standards. (See rule for multi-athletes, Item J below.) If the athlete has a mark or time in the event, enter the event mark or time from Track and Field Results Reporting System (TFRRS), if an athlete did not compete in the event, enter them using a NT / NM. Each team shall be allowed one entry in each relay race but must use a TFRRS time or enter No Time. Required emailing RIGHT OF ENTRY MARKS, email in this format to meet director: ABC University – Women - Josie Runner - mile - 5:49.93, Julie Tosser - Weight Throw – 7.96, Tami Thrower- SP –NM (this helps with entries).
   c. Entry Marks: See qualifying marks as posted on the TFRRS Website. Each coach is responsible to verify that each athlete has met the qualifying standard or is using a Right of Entry. Use Metric marks for field events. TRFSS shall use conversions to convert marks from 300 meter or banked tracks to the flat 200 meter marks.
   d. Entry Deadline: The deadline for entries is **Monday the week of the meet at 11:59 p.m. (ET).** Any mistakes or scratches must be adjusted by **Tuesday the week of the meet at 4:00 p.m. (ET)** via email to the Tournament Director of the National Championship. After this, time performance lists shall be posted

on the NCCAA website, and any scratches shall result in disqualification for the athlete from the entire meet.

e. Teams that do not appear on the list shall not be able to participate.

E. Qualifying Standards
The qualifying standards shall be established by the chairperson and shall not be more demanding than the average eighth place finish of the preceding three years. Entries are unlimited to the number of possible places scored within each event if the student-athletes make the standard or have right-of-entries. There are no qualifying standards for relay events, thus a right-of-entry is not charged in relay events.

F. Outdoor marks shall not be allowed for the Indoor Track and Field National Championships.

G. A student-athlete is permitted to compete in the National Championship only if properly entered and confirmed by his/her coach or representative. Teams are limited to a total of six non-qualifying entries per team. These entries may be used in any event (except relays, see Item D above), even if a qualifying student-athlete is also in that event.

H. Both the men's and women's NCCAA Indoor Track and Field National Championships shall be conducted under the NCAA Indoor Track and Field rules, except as modified by this document and other NCCAA guidelines.

I. Coaches' Meeting
The annual Indoor Track and Field coaches' meeting shall be held at the NCCAA Indoor Track and Field National Championships.

J. The Pentathlon and Heptathlon entries shall be treated like all other national events, where a coach may use a right-of-entry without a person having established a performance mark. However, if the field has more than 12 student-athletes, all "No Mark" student-athletes shall be deleted from the event. Marks for the Pentathlon and Heptathlon competition may be maintained by one of the following ways:

1. Student-athletes who competed in the multi-event format as defined by the NCAA Rulebook in the current season;
2. Student-athlete competes in all of the events over the course of one meet during the current season; or
3. Student-athlete competed at the previous year's NCCAA meet or subsequent conference or national meet in the Pentathlon or Heptathlon.

Preference shall be given in the order listed above. No more than 16 student-athletes shall be allowed to compete in the Pentathlon or Heptathlon at the NCCAA Indoor Track & Field Championships.

K. Championship Result Reporting

1. The official results, championship reporting form, and championship photos shall be sent to the National Office immediately following the championships (see Forms & Procedures section).
2. Separate high resolution digital photographs shall be taken of the NCCAA men's and women's champions. The photos shall be emailed to the NCCAA Director of Communications immediately following the championships. Arrangements for these photographs shall be made by the Tournament Director of the National Championship.

L. National Championship Broadcasting
The NCCAA owns exclusive rights for all broadcasts (television, webcast, radio, etc.). When the NCCAA produces a webcast, no institution or entity is allowed to produce a webcast. All institutions interested in producing a broadcast of any kind must first obtain written approval from the NCCAA Director of Communications. Approval is not guaranteed. More information, including rights fees, is found in the Sports Policies and Procedures section.

V. APPROVED EVENTS

A. Men's Indoor Track and Field National Championship

Shot Put	60 M Dash	4 x 200 M Relay	Weight Throw
Triple Jump	200 M Dash	4 x 400 M Relay	Distance Medley Relay
Long Jump	3,000 M Run	4 x 800 M Relay	Mile Run
Pole Vault	5,000 M Run	400 M Dash	Heptathlon
High Jump	60 M Hurdles	800 M Run	

Note: 60 meters is preferred distance for sprints and hurdles. However, if a venue is constructed for 55 meters and not 60 meters then 55 meters shall be the contested distance for sprints and hurdles.

B. Women's Indoor Track and Field National Championship

Shot Put	60 M Dash	4 x 200 M Relay	Weight Throw
Triple Jump	200 M Dash	4 x 400 M Relay	Distance Medley Relay
Long Jump	3,000 M Run	4 x 800 M Relay	Mile Run
Pole Vault	5,000 M Run	400 M Dash	Pentathlon
High Jump	60 M Hurdles	800 M Run	

Note: 60 meters is the preferred distance for sprints and hurdles. However, if a venue is constructed for 55 meters and not 60 meters, then 55 meters shall be the contested distance for sprints and hurdles.

VI. NCCAA INDOOR TRACK AND FIELD NATIONAL CHAMPIONSHIPS POLICY AND PROCEDURE

A. Dashes and Hurdles
1. 60 M Dash and 60 M Hurdles shall be run in a semi-final with the heat winners plus the number of lanes remaining on the track making up the finals.
2. Timed final shall be run for all other events, with the fastest seed times in the last heat.
3. 200 M and 400 M dashes shall be seeded lanes 5, 6, 4, 3 best to worst times and no more than 4 runners in a heat if possible.
4. The 4 x 200 M Relay shall use the international exchange zone.

B. The starting height for the pole vault shall be one increment of 15 centimeters below the qualifying standard (exception allowed for extenuating circumstances).

C. The starting height for the high jump shall be one increment of 5 centimeters below the qualifying standard (exception allowed for extenuating circumstances).

D. Proof of Performance: The qualifying performance of any individual must be verifiable by the coach of the individual's institution. A coach who challenges the performance must pay a $25 challenge fee to the Tournament Director of the National Championship prior to the first event at the National Championships. The challenged coach must then provide acceptable documentation that verifies the qualified student-athlete's performance as entered on the official entry. The fee shall be refunded if the appeal is upheld. If the challenge fails, the $25 fee shall go to the Tournament Director of the National Championship to help cover championship expenses. A successful challenge shall be reported to the NCCAA National Office and shall result in supervisory probation. A coach who submits an inaccurate time shall be assessed a fee of $100 (per team) that shall go to the charity supported at the championships.

E. A $10 fee shall apply for protest, appeal of referee decision, and photo review. An additional $25 fee shall apply if the coach wants to see the photo. The fee shall be refunded if the appeal is upheld. Only a Head Coach may file an official protest.

F. Field Events shall be measured using the metric system. However, printed results shall have both the metric and English system.

G. The Games Committee shall determine if starting blocks shall be limited to those provided by the host or if institutions may provide their own starting blocks. The committee shall also determine if starting blocks shall be required in any specific race. See NCAA Rule Book for more details.

VII. OFFICIALS

A. Certified Officials
The host institution shall provide a sufficient number of certified officials to ensure a fair and well run meet. The minimum requirements are as follows:
1. Certified Starter
2. Certified Assistant Starter
3. The high jump and pole vault shall have at least one certified official at the event.
4. The long jump, triple jump, shot put, and weight throw shall have at least 2 certified officials.

B. Starter and Assistant Starter
1. The starter shall be responsible to see that all contestants have an equal start according to the rule specifications.
2. The start shall follow the time schedule according to the regular schedule of the events.

3. The starter shall be stationed ahead of and to one side of the track when giving the commands for starting races, such as the 60 M Dash and the 60 M Hurdles.
4. In races around the curve with the staggered starts, the starter shall be stationed either in front of (preferable) or behind the row of contestants.
5. The assistant starter shall be stationed on the opposite side of the runners relative to the starter.
6. In races using a waterfall start, the starter and assistant starter shall follow the contestants for a few meters to ensure a fair start. In the event of an infraction, they may recall the race.
7. The starter shall give a signal by pistol or bell at the beginning of the last lap of all distance races. Finish line officials shall be very careful in the counting of laps in the distance events.

C. Clerk of Course
1. A clerk shall be appointed to assist the starter.
2. The clerk shall be responsible for giving all necessary instructions concerning the race (number to qualify, lane number, heat number, etc.).

D. Timers
Fully Automatic Timing (F.A.T.) must be used. Proper backup timing shall be available in case of malfunction.

E. Inspectors
There shall be a sufficient number of inspectors to judge proper lane observance and to judge relay exchanges. The head inspector shall be responsible for placing inspectors at the proper points for each race.

F. Field Event Judges
Current coaches shall be elected referees for the National Championships. The Tournament Director of the National Championship and the National Chair shall select coaches to serve. This enables more coaches to become involved in the leadership of the NCCAA and leads to better championship management. Positions to be filled are as follows:
1. Field event referee.
2. Running event referee.
3. Multi-event referee assigned from schools sending multi-event athletes.

G. Scorer
Computer software shall be used to score the championships. A backup system shall be available in case of computer malfunction.

H. The Games Committee, Championship Referee, and F.A.T. personnel shall remain 15 minutes after the championship results are available in the event there should be any disputes.

VIII. AWARDS

The National Championship team shall receive a championship banner, trophy, medallions, and t-shirts. Teams finishing second through fourth shall receive a plaque designating their finish. The NCCAA maintains a standardized awards program for all National Championships. Team, Men's & Women's Track Athlete of the Meet, the Men's & Women's Field Athlete of the Meet, National Coach of the Year, and All-American awards are ordered and paid for by the National Office.

A. Team Awards
1. Team championship banner and trophy for first place shall be awarded.
2. Team plaques for second, third, and fourth places shall be awarded.
3. Scholar-Athlete certificates shall be given to each qualified recipient (see Forms & Procedure section). The form must be sent to the National Office via Teamworks four weeks prior to the National Championships meet.
4. A medallion shall be presented to each member on the championship team (up to 35 total). Teams may purchase additional awards if needed. Championship t-shirts shall also be given to each individual on the winning teams.

B. Wheeler Indoor Track and Field Awards
1. Sponsorship
John and Jody Wheeler were involved in supporting athletic activities of Christian high schools and colleges throughout their lives. John served on the NCCAA Board for over 35 years, and he and Jody founded the NCCAA Pro-Am event that has provided millions of dollars in support for the NCCAA since 1988. A Taylor

University graduate who knew the benefit of a Christian worldview and a lifelong pursuit for God's truth, John was inducted into the NCCAA Hall of Fame in 2002.

2. Purpose of the Awards
   The awards were established in order to enhance excellence in Christian indoor track and field competition, and to perpetuate the Christian philosophy and faith as exemplified through Christ-like indoor track and field participation in NCCAA member institutions.
3. Selection Procedure and Committee
   a. Student-athletes must be nominated by the head coach, Athletics Director, or Sports Information Director (SID) on the Wheeler Indoor Track and Field Nomination Form (see Appendix A), which is due by January 25. Completed forms must be submitted to the National Office by January 25. Only one nominee allowed per institution per gender.
   b. Final selection of the recipients shall be made by a selection committee composed of the National Track and Field Chair, Vice-Chair, and a National Office Representative.
   c. Presentation of the awards shall be made at the Indoor Track and Field National Championships opening ceremonies.
4. Recipient Qualifications
   Recipients of these awards must each:
   a. Have a clear Christian testimony both on and off the track, including Christian service activities.
   b. Be an excellent/highly skilled student-athlete.
   c. Be a junior, senior, or graduate student academically and a varsity team member.
   d. Demonstrate leadership ability.
   e. Possess a cumulative GPA of 3.00 or higher on a 4.00 scale.
5. The recipient of the Wheeler awards shall subsequently be a nominee for the year-end NCCAA GP4L Student-Athlete Character Award. It is encouraged that one letter of recommendation from an Athletic Director, opponent coach, or member of the institution faculty or staff be included with the nomination.

C. All-American
The first three finishers in each individual event and the first three relay teams shall be named NCCAA All-Americans. Each of these finishers shall receive a 1st, 2nd and 3rd place medallion.

D. Outstanding Track and Outstanding Field Athlete of the Meet
These awards, for both men and women, shall be selected by a vote of the respective coaches during the championships. The National Office shall provide plaques.

E. Coaching Staff of the Year
This award, for both men and women, shall be selected by a vote of coaches at the conclusion of the meet. The National Office shall provide a plaque to each Head Coach.

F. NCCAA Scholar Team Award
The purpose of the Scholar Team Award is to honor NCCAA athletic teams that demonstrate academic success in the classroom, emphasize the importance of academics within our national organization, and promote individual student-athlete scholarship on the team. The team must have a minimum grade point average (GPA) of 3.40 on a 4.00 scale in the term they compete. Award nomination information is sent via Teamworks.

G. Scholar-Athlete Award
All candidates shall be submitted via Teamworks four weeks prior to the Indoor Track & Field National Championship. Candidates to be considered must meet the following criteria:
1. Be of junior, senior, or graduate student academic standing making normal progress toward a degree.
2. Have completed at least one semester or quarter at the nominating institution.
3. Be a competing student-athlete or a varsity letter winner or that institution's equivalent in the sport for which he/she is nominated.
4. The player must have a minimum cumulative GPA of 3.40, which must be confirmed by the Registrar.

H. Student-Athlete of the Week
The NCCAA Student-Athlete of the Week award shall be given to two student-athletes (one field and one track) in Indoor Track and Field for both men and women during the regular season, chosen from the list of nominees submitted by institutions. Only one student-athlete per school per award may be nominated. See the full procedures and instructions in the Forms & Procedures section of the handbook.

IX. FINANCES

A. The entry fee for the Indoor Track and Field National Championships shall be $300 per team (per gender) or $40 per individual (up to 8).

B. Each school shall pay $50 for the Christian Service Project (CSP) that shall be organized and selected by the host institution.

C. The championship banner, all trophies, All-American awards, the outstanding student-athletes, and Coaching Staff of the Year awards shall be supplied by the National Office (see Awards section).

D. Any loss shall be absorbed by the host institution.

X. MISCELLANEOUS

A. NCCAA Certified Athletic Trainer Policy
Certified Athletic Trainers (ATC) are required at each hosted NCCAA Member home event, NCCAA Regional Championship, and National Championship. For hosted contests in cross country, and golf, institutions may have a trainer able to respond within three to five minutes or athletic personnel with training in CPR, AED usage, first aid, and prevention of disease transmission present at the event. The ATC must be certified by the National Athletic Trainers' Association Board of Certification (NATABOC), or an equivalent affiliation, and maintain a current license in the state of practice. Please reference the policy in the Sports Policies and Procedures section.

B. Code of Conduct
Conduct in competition policy found in Infractions and Penalties section IV.A. shall be followed by all NCCAA-only institutions during regular season and postseason competition. It shall be followed by all NCCAA institutions for Regional and National Championship competition. Any coach or student-athlete ejected from play shall be subject to penalties found in this policy. It is the responsibility of the offending institution to provide a report to the NCCAA Director of Membership and its Regional Coordinator within 48 hours of the incident. Please see the Infractions and Penalties section noted above for more details related to the Conduct in Competition Policy.

C. Handbook Proposal Process
Should changes to a sport specific section or the Sports Policies and Procedures section of the NCCAA Handbook be desired, the following process shall be followed:
1. Coaching group may propose changes to their sport handbook.
2. Coaching group votes to present proposal(s) to the Administration Committee.
3. Administration Committee votes to accept or reject the proposal.
4. Proposals for change may also come from the National Administrative Council (Sports Information Committee, Competition Experience Committee, and Regional Experience Committee), Eligibility Committee, or Handbook Committee, which are all subcommittees of the Administration Committee.
5. All proposals must come in written form and identify which section of handbook is being addressed.
6. All proposals must have a vote of support.
7. All proposals must be submitted for consideration to the Administration Committee by May 15 for possible inclusion for the upcoming academic year.

Appendix A
Indoor Track and Field Wheeler Award Nomination Form
Game Plan 4 LIFE Award Series

Student-Athlete's Name: First _____ Last _____

Student-Athlete's Hometown and State _____ Year: ___JR ___SR ___G

Gender: ___M ___F Institution _____ Coach _____

Christian Character
Describe student-athlete's faith story and character on/off the track.

_____

_____

_____

_____

Christian Service
List student-athlete's specific activities in Christian service and outreach.

_____

_____

_____

_____

Current Indoor Season Best Marks

Event	Height/Distance/Time	Finish (e.g., 1st)	NCCAA TFRRS RANK	NAIA/NCAA TFRRS RANK
Event	Height/Distance/Time	Finish (e.g., 1st)	NCCAA TFRRS RANK	NAIA/NCAA TFRRS RANK
Event	Height/Distance/Time	Finish (e.g., 1st)	NCCAA TFRRS RANK	NAIA/NCAA TFRRS RANK

Career Indoor Personal Records

Event	Height/Distance/Time	Finish (e.g., 1st)	Date
Event	Height/Distance/Time	Finish (e.g., 1st)	Date
Event	Height/Distance/Time	Finish (e.g., 1st)	Date

Other Performance Notes
Past NCCAA Championship results, school records, conference records, etc.

_____

_____

_____

continued

SAMPLE

Appendix A, Page Two
Indoor Track and Field Wheeler Award Nomination Form
Game Plan 4 LIFE Award Series

Athletic Honors Received (Individual and/or Team)
List athletic awards/honors from the institution, conference, regional, and national level.

_____

_____

_____

Academic Honors Received (Major _____ GPA _____)
List academic honors.

_____

_____

_____

Leadership
Describe student-athlete's leadership characteristics and qualities.

_____

_____

_____

Additional Comments
Share any other information on why student-athlete is deserving of this award.

_____

_____

_____

Required with Nomination Form
- Include a high-resolution headshot AND action photo of student-athlete.

Nominee Eligibility Requirements
- Have a clear Christian testimony both on and off the track, including Christian service activities.
- Be an excellent/highly skilled student-athlete.
- Be a junior, senior, or graduate student academically and a varsity team member.
- Demonstrate leadership ability.
- Possess a cumulative GPA of 3.00 or higher on a 4.00 scale.

I attest that the nominee meets the eligibility requirements and nomination data is accurate.

_____ _____
Nominator Signature (Coach, SID, or AD) Date

Due by January 25 to jcampbell@thenccaa.org.

SAMPLE

NATIONAL CHRISTIAN COLLEGE ATHLETIC ASSOCIATION

Men's Soccer

Division II

Division II Men's Soccer

I. GENERAL ADMINISTRATION

A. The NCCAA Division II Men's Soccer National Championship and all events related thereto are under the control and supervision of the NCCAA Division II Men's Soccer coaches and are subject to standards developed by these respective coaches and subsequent approval of the NCCAA Board of Directors.

B. National Committee for Division II Men's Soccer
The National Committee to oversee regular competition.
1. Composition and Term of Office
   a. The National Men's Soccer Committee shall consist of the National Men's Soccer Chair (who serves as chair of the committee), the National Men's Soccer Vice-Chair, and the Regional Men's Soccer Chairs. Non-voting members include the Tournament Director of the National Championship and an NCCAA National Office representative.
   b. The National Men's Soccer Chair shall serve a three-year term of office and shall be succeeded by the National Men's Soccer Vice-Chair.
2. Election
   a. The Regional Coaches, in conjunction with the Regional Coordinator, shall conduct an election of the Regional Men's Soccer Chair to the National Men's Soccer Committee at an appropriate time. The term of office for the Regional Men's Soccer shall be determined by each individual region.
   b. If a vacancy occurs on the National Men's Soccer Committee, the National Men's Soccer Chair shall, in coordination with the Regional Coordinator and upon approval of the rest of the committee, appoint a replacement or conduct an election.
3. Duties of the National Men's Soccer Committee (see Bylaws section)
   a. Represent the interests of coaches and student-athletes.
   b. Propose revisions of the National Championship operating policies and procedures to the Board of Directors.
   c. Assist in solicitation of bids for future championship sites.
   d. Submit the top players in each region as All-American nominees and vote on the All-American Committee.
4. Duties of the National Men's Soccer Chair (also see National Sport Chair Job Description in Forms & Procedures section)
   a. Initiate, direct, and control the work of the National Men's Soccer Committee.
   b. Communicate with the National Men's Soccer Committee on issues requiring input.
   c. Conduct meetings of the coaches and the committee at the National Championship to provide opportunities for questions, suggestions, and recommendations regarding the conduct of the championships.
   d. Supervise and assist the Tournament Director of the National Championship with planning and conducting the National Championship.
   e. Invite coaches of all NCCAA participating institutions to the coaches' meeting and request agenda items and nominations for National Men's Soccer Committee vacancies be sent to the National Men's Soccer Chair.
   f. Submit proposed revisions of the operating procedures (Men's Soccer section of the NCCAA Handbook) to the NCCAA Director of Membership no later than one month after the championship.
   g. Assist Regional Coordinators in selecting Regional Sport Chairs as needed.

C. Championship Games Committee
The Championship Games Committee shall oversee the National Championship.
1. Membership
   a. The committee shall be composed of the Tournament Director of the National Championship, the National Men's Soccer DII Chair (who shall serve as Chair of the Championship Games Committee), or his/her appointee from the National Men's Soccer Committee, the NCCAA National Soccer Vice-Chair; the head official, and a member of the NCCAA National Office Staff.
   b. Three members must be present for action to be taken.

2. Responsibilities
   a. Ethical Behavior
      1) Observe the behavior of the student-athletes, coaches, and other team personnel during competitive events.
      2) Promote standards of ethical behavior during competitive events and throughout the championship. This can be accomplished by general reminders to individuals and teams during the championship and reinforced by more specific communication. If unacceptable behavior occurs, this committee has the right and obligation to act on the issue. This may include a reprimand with official notice to the institution in conjunction with and via the NCCAA Director of Membership.
   b. Write a report of all cases on which this committee acts and send to the NCCAA Director of Championships
   c. Make on-site decisions concerning extenuating circumstances that affect the conduct of the championship (e.g., extreme weather conditions).
   d. Make sure all teams follow the NCCAA Code of Ethics signed by coaches and the NCCAA #KingChasing Commitment by student-athletes (on file in the National Office).
3. Protests
   a. Ensure that protest procedures, as indicated in the National Collegiate Athletic Association (NCAA with NAIA modifications) Rule Book, have been followed.
   b. Act on all appropriate protests.
   c. If a member of the Championship Committee is directly or indirectly involved in a protest submitted, this individual shall be replaced by an appointee of the National Men's Soccer Chair.

D. Officers
National Chair: Billy Ward, Boyce College
Vice-Chair: Greg Fulton, Bob Jones University

E. Election of National Sport Chair and Vice-Chair
A National Soccer Chair and a Vice-Chair are elected to serve three-year terms. The Vice-Chair replaces the National Soccer Chair after three years to serve as the National Soccer Chair. Selection must be by more than 50% of the total number of coaches in the NCCAA and shall be conducted by email vote.

II. ELIGIBILITY

A. Institution Eligibility
Only teams that are in good standing with the NCCAA shall be eligible. Good standing shall include all dues paid in full and free from any sanctions imposed by the NCCAA restricting institutional eligibility.

B. Team Eligibility
All NCCAA member institutions must file a completed Declaration of Intent to Participate form by August 31 for all varsity sports with the National Office (see Forms & Procedures section).

C. Individual Eligibility
NCCAA-only member institutions must file an affidavit of eligibility (see Eligibility section) to the National Eligibility Chair no later than the date of their first contest (including scrimmage). Dual members with CCAA, NAIA, NCAA II, and NCAA III must confirm eligibility is being filed for all sports in compliance with their primary affiliation on the Membership Directory & Dues Form.

III. PLAYING RULES AND REGULATIONS

A. Official Rule Book
Official National Collegiate Athletic Association (NCAA) Men's Soccer Rules. To obtain rules, visit www.ncaapublications.com.

B. Statistics
Complete and accurate statistical information must be submitted to the NCCAA in the form of .XML game files, following the steps outlined at www.thenccaa.org/helpcenter and using only one of the approved statistical programs (DakStats, Genius Sports, PrestoSports, StatCrew). Game files must be submitted to the NCCAA within 48 hours after the game. However, the mandatory deadline for weekly game files to be uploaded to the NCCAA website is Tuesday at noon ET. Any amount of missing game files in a week shall count as a missed report. Any game files submitted from a non-approved statistical program shall count as a missed report. Once statistical reporting begins,

missing or incomplete game schedules may result in multiple penalties being issued at the discretion of the National Office.

The penalties for not reporting statistics or for being late are:
1. 1st offense: email or letter of notice of the violation.
2. 2nd offense: email or letter of warning of the violation.
3. 3rd offense: $100 fine paid within 30 days of the date of the invoice or before Regional Championships, whichever comes first.
4. 4th offense: $250 fine paid within 30 days of the date of the invoice or before Regional Championships, whichever comes first, a loss of postseason awards for the applicable athletes and/or team, the team shall become ineligible for statistical reports and ratings for the remainder of the season, and any further penalties at the discretion of the Administration Committee (e.g., ineligible for postseason play).

It is the responsibility of each institution to contact the National Office regarding any technical problems experienced in submitting weekly statistics. Proper communication can prevent team penalties.

Regular Season Neutral Site Tournament Statistics: The host institution of regular Season tournaments (e.g., classic, tri-match, or any multi-team event of the like that an institution hosts, regardless of venue or if the host institution is competing) is responsible for recording official statistics, for all participating teams, for those sports in which a weekly national statistical report is conducted. Missing statistics from a regular season tournament shall be considered a missing statistical report for the host institution, regardless if the host competed (other participants of the tournament shall not be considered to have a missed statistical report the first week, but the following week shall be considered to have missed a statistical report if still missing). Note: If the host sent files to opponents and opponents failed to update the files in time, the host shall not be penalized.

C. National Rankings

The coaches' poll voting shall be conducted by the National Chair, in conjunction with regional representatives, and be reported to the NCCAA Director of Communications.
1. In Division II, each Regional Sport Chair shall be the region rater and voter.
2. Regional raters are responsible for submitting region ratings to the National Chair, who shall then send out all region ratings to voters. Raters should include explanation/summary as to why teams are rated where they are. Raters may work to get feedback from region teams when developing the region ratings.
3. Regional raters shall then select the top 10 teams nationally and send to the National Chair. The National Chair shall tally all votes and must send the final ranking along with each regional rating to the NCCAA Director of Communications by 11:00 a.m. (ET) each Tuesday that has a ranking.
4. When casting votes for the national rankings, voters must follow the order of the regional ratings.
5. Ties shall be broken by: 1) number of ballot appearances; 2) most votes in highest place; and 3) winning percentage. The team winning the tie-breaker shall receive one additional point.
6. There shall be bi-weekly rankings for soccer through the conclusion of the regular season, with a final postseason ranking the week following the National Championship.
7. The National Office serves as the oversight committee.

D. NCCAA Power Rating System
1. See Appendix C for the NCCAA Power Rating System.
2. Each member institution must meet all statistical requirements (see section III.B above).
3. The NCCAA Men's Soccer national power rating dates shall start four weeks prior to the week of the National Championship. There shall be a total of two consecutive weeks of power ratings. If a team has regular season games after the final power rating, the final power rating shall be updated with the additional regular season dates for the National Men's Soccer Committee to use in selection and seeding.

E. Frequency of Play and Practice Guidelines

Each sport in the NCCAA has 24 weeks between August 1 and May 15 to conduct practices and competitions. Each sport has a maximum and minimum number of contests in the regular season. Soccer has a maximum of 18 games and a minimum of 10 games. Each sport has a specified date to begin practice and to conduct their first contest. Soccer's start date for practices, scrimmages, and exhibitions is 17 days prior to the first allowable competition date not to precede August 1. The first allowable contest is the third Thursday in August. More details can be found in the Sport Policies and Procedures section of the NCCAA Handbook.

F. Rules Education

All coaches, new and returning, must complete an annual online rules education training program. For NCCAA-only members, this includes all paid and voluntary head, associate, assistant, and graduate assistant coaches. For dually affiliated members, this includes all head coaches. New coaches must complete the required training within the first 60 days of hire or prior to the coach's first competition, whichever is earlier. Returning coaches and staff members must complete the required training prior to the earliest start date for competition for any sport sponsored by the institution. More details can be found online at the NCCAA Member Help Center.

IV. GENERAL GUIDELINES FOR CHAMPIONSHIPS

A. Site and Date

1. It is recommended that the site and date of the National Championship be determined two years in advance.
2. Both the site and date of the National Championship shall be approved by the National office with oversite of the Administration Committee of the Board of Directors and input from the soccer coaches. The National Championship shall be conducted during the third full week of November.
3. Sites for all championship games must conform to all minimum regulations with reference to the field and all related appurtenances as listed in the official NCAA Soccer Rule Book.
4. Dates of the National Championship for the upcoming years are as follows:

Regionals Completed*	National Championship	Site
November 8, 2025	November 17-22, 2025	Austin-Tindall Sports Complex, Kissimmee, FL
November 7, 2026	November 16-21, 2026	TBA
November 6, 2027	November 15-20, 2027	TBA
November 4, 2028	November 13-18, 2028	TBA
November 3, 2029	November 12-17, 2029	TBA

*Regions with dually affiliated members (e.g., NCAA III) must conclude on or before the Wednesday one week prior to the week of the National Championship.

B. Guidelines for Regional Championships

1. All regional playoff games shall be played at a site, date, and time agreed upon by the regional Athletics Directors. The Regional Soccer Chair shall be responsible to guide this selection process.
2. A team shall not be required to play more than one game per day in postseason play.
3. Regions must conduct a playoff to determine a regional champion, who shall then advance to the National Championship.
4. The region must have at least a two-team NCCAA playoff to declare a regional champion. This playoff must be separate from other national playoff structures.
5. Competing teams in regional playoffs shall be seeded and, in the first round of the championship, the highest seeded team shall play the lowest seeded team. Regions may opt for a revolving schedule for the championship site.
6. Dates for the Regional Championships shall be approved by a vote of the soccer coaches in conjunction with the regional coordinator.
7. Sites for all playoff games must conform to all minimum regulations with reference to the field and all related appurtenances as listed in the official NCAA Soccer Rule Book.
8. Any team that enters and begins play in an NCCAA Regional Championship is making a commitment to the NCCAA that said team shall continue through the Regional and National Championship playoffs. Any failure to comply with this commitment shall result in review of said team by the Administration Committee of the Board of Directors.
9. Regional Championships shall be conducted in the best interest of soccer at the national level of the NCCAA.
10. Assignment of officials: The NCCAA Regional Championships' officials must be NISOA approved officials and shall not hold an official relationship with any NCCAA member institution.
11. The All-Regional Team shall consist of 11 players: three forwards, three midfielders, three defender, one goalkeeper, and one alternate player (see Appendix B).

C. Guidelines for National Championships

1. Teams shall qualify for the National Championship by participating in regional championships and being crowned the winner of said championship.
2. The institution hosting the championship must provide a satisfactory means for charging admission to games.
3. The host institution shall receive an automatic bid and preferential selection of game time on the first day of participation. An institution who is the host of an NCCAA National Championship may allow its team to participate in the National Championship if that team meets its institution's Declaration of Intent requirements.

The host institution, via the Declaration of Intent process, can choose to accept an automatic bid to National Championships without competing in the Regional Championship or choose to participate in the Regional Championship to earn a place in the National Championship.

4. Each qualifying team must submit the following in the team's folder in the Google Drive 10 days prior to the National Championship: Official team roster and travel party on Google Docs Form (completely filled out), high resolution team photo, player headshots, and any other requested information.
5. Required Functions to Attend
   Teams that advance to the Men's Soccer National Championship are required to attend and participate in the National Championship Banquet, the Christian Service Project, the Coaches Meeting, and Contests. Arriving late to the championship or not attending/participating in these required functions shall be considered failure to comply with its Declaration of Intent to Participate. The sanction for failure to comply with the Declaration of Intent to Participate is the sport being placed on Restrictive Probation for the following academic year with the potential for additional penalties up to all sports at that institution being placed on Restrictive Probation.
6. Advertising
   No sponsor of a Regional or National Championship shall accept advertising for, or promote in any way, the marketing of alcoholic beverages, tobacco, or illegal drugs in connection with the NCCAA soccer program, merchandise, and signage.
7. Roster Size and Traveling Party
   The official party is made up of participants, defined as student-athletes, coaches, managers, athletic trainers, and any staff member who travels with a competing team.

   The official party for each team participating in NCCAA National Soccer Championship competition is 32 individuals, which includes 26 student-athletes in uniform and six additional personnel (which can include coaches, managers, athletic trainers, sports information staff, additional student-athletes not in uniform, and/or other institutional personnel) to be used at the discretion of each participating institution.

   A player may be replaced on the official roster between the Regional Tournament and the NCCAA National Championship by any eligible player whose name is included on the Official Eligibility Form for the current season.

   When a roster is submitted to the NCCAA National Office, it shall serve as the Official Roster for the National Championship competition.
   a. Each head coach can amend his/her roster with the NCCAA Director of Championships at the championship coaches' meeting on site.
   b. Once the coaches' meeting is concluded, a team's roster shall be deemed certified, and no changes can be made for the duration of the championship.
   c. Once the championship begins, no player may play that is not on the official roster with no exceptions including the event of injury, illness, or family emergency.
   d. Additional people (which can include coaches, managers, athletic trainers, sports information staff, additional student-athletes not in uniform, and/or other institutional personnel) must also be registered on the Official Roster to be permitted in the team only areas.
   e. Any additional university personnel above the travel and roster numbers need to be outside of official championships areas (e.g., bench areas, batting cages, etc.) and the university shall assume any additional cost associated with additional numbers to the travel party.
8. Balls
   The National Office, in consultation with the Championship Games Committee, shall select the balls to be used for the National Championship. A minimum of five new balls shall be provided for the championship games. One of the balls shall be presented as an honorary gift to the winning team. Currently, the Brillant Super by Select is used.
9. Uniforms
   Competing teams shall have both light and dark uniforms for use in all championships. Choice of uniform color shall be made by the Championship Games Committee.
10. Officials
    National Championship officials must be NISOA approved officials. Regional and National Championship officials shall not hold an official relationship with any NCCAA participating institution (past or present). Contracting of all Regional Championship officials shall be coordinated by the Regional Sport Chair. Contracting of all National Championship officials shall be coordinated by the National Soccer Chair.
11. Procedure for Tied Games
    The NCAA Soccer Rule Book shall be the official guide for all tied games.

a. Pool Play Matches: All Pool Play Matches at the NCCAA National Championship shall finish in a tie if the score is still tied after playing regulation.
b. Championship Match: If tied after regulation, up to two 10-minute periods (the first team to score wins the game) and penalty kicks (conducted according to NCAA Rule Book guidelines), if necessary, shall be used to determine a champion.

12. Each team shall be responsible for its travel, room, and board expenses for the National Championship.
13. Championship Reimbursement Policy
A Championship reimbursement fund called Future Generations shall reimburse member schools for championship expenses when teams qualify. The amounts and policy guidelines are listed in the Sports Policies and Procedures section of the NCCAA Handbook.
14. Pre-Match Protocol
Teams shall receive 30 minutes on the game field before each match. Additional warmup may occur in auxiliary areas provided by the host. After warmup, teams shall circle to pray, lineup world cup style, and walk out (led by the officials) for the national anthem, prayer, and starting lineups. (The anthem shall play only during first game of the day in pool play.)
15. Game Times
The schedule of games and/or matches shall be determined in conjunction with the National Chair, the Tournament Director of the National Championship, and the NCCAA National Office. Preference shall be given to the higher seeded teams to advance with the most amount of rest and/or best playing conditions. The host shall be given the opportunity to schedule one pool play game at a time that allows for the best hometown fan attendance. Game times and dates may be adjusted to accommodate any Seventh Day Adventist member institution's Sabbath.
16. Halftime
Halftime shall be 10 minutes in duration for all matches.
17. Review of All Cards
The Championship Committee shall review all red cards during the championship and determine if the offending player/coach shall be allowed to participate after sitting the required suspension in the next match. The Committee shall also review any player who receives a yellow card in each of the first two matches to determine whether the player/coach shall be allowed to participate in the team's next match. After the review, any player allowed to play who subsequently receives a caution while competing in their next match shall be immediately removed from the contest for the duration of that match, and a substitute may be inserted in their place. The player would be deemed ineligible for the event from that point and until the conclusion of the tournament.
18. National Championship Broadcasting
The NCCAA owns exclusive rights for all broadcasts (television, webcast, radio, etc.). When the NCCAA produces a webcast, no institution or entity is allowed to produce a webcast. All institutions interested in producing a broadcast of any kind must first obtain written approval from the NCCAA Director of Communications. Approval is not guaranteed. More information, including rights fees, is found in the Sports Policies and Procedures section.
19. Each qualifying team must submit the following in the team's folder in the Google Drive five days prior to the championship: Up to date full season stats (individual & team), schedule with results, story lines for broadcasters, an SRO roster file, and action shots.
20. National Championship Housing
All teams are required to lodge in the hotel designated by the host institution or city for this championship.
21. National Championship Christian Service Project (CSP)
Each player and coach participating in the National Championship shall be asked to donate up to, but not more than, two hours of his time to serve in a CSP. The host Tournament Director of the National Championship, in concert with the NCCAA Director of Championships, is responsible to secure the sites and set up the times for the service.
22. Qualifier Packet and Qualifier Call
The NCCAA Director of Championships, in concert with the Tournament Director of the National Championship and the National Sport Leadership, shall prepare a Qualifier Packet detailing key information about the championship event, such as lodging information, schedule, CSP, and other important information. The Qualifier Packet shall be made available on the NCCAA website and sent to each qualifier. Additionally, a mandatory Qualifier Call shall be scheduled once all teams have qualified and before teams travel to the championship site

D. Selection of Teams for Regional Championship Play
   1. Selection of teams for regional competition shall be made no later than two weeks prior to regional playoffs. The Regional Sport Chair shall inform the National Soccer Chair of all pertinent information. There are six regions which shall be named as follows:
      a. Central
      b. Mideast
      c. Midwest
      d. North
      e. South
      f. Southwest
   2. Criteria to be used in the selection and seeding of teams for Regional Championship shall be determined by each region and stated in the regional handbook. Using one of the Power Rating options shall be expected.

E. Selection of Teams for National Championship Play
   1. Regional Representation to the National Championship
      a. When a Regional Championship is conducted, the Regional Champion shall automatically advance to the National Championship.
      b. If a region has only one team available to participate in the Regional Championship or Regional Qualifier Process, that team shall be declared the Regional Representative and receive the region's automatic bid provided they have a record of .500 or better in addition to being declared to accept a Regional Representative bid.
   2. At-Large Berth and Seeding for the National Championship
      a. Selection of the team(s) for the at-large berth(s) to the National Championship shall be made by the National Men's Soccer Committee.
      b. The at-large request to be considered for the NCCAA National Championship is on the Declaration of Intent to Participate. Athletics Directors may list the conditions by which they shall accept at-large spots on the Declaration of Intent to Participate. To be considered for an at-large, an institution must have played in the NCCAA regional playoffs or been exempt due to NCAA or NAIA conflicts.
      c. Selection of the team(s) shall be made by the Sunday evening following regional play by a conference telephone or video call (see Forms & Procedures section).
      d. The selection of the at-large team(s) shall be made using the NCCAA Power Rating System Option B. Criteria from the a la carte options shall be the following (in order of importance):
         1) Head to head – one team defeated another in a matchup or series of matchups.
         2) Common opponents – teams being considered had the same opponent to compare results.
         3) NCCAA national ranking – a team has been ranked higher than another all season, a team has been ranked this season and another has not, or number of wins over ranked teams.
         4) Strength of region – one region has more teams ranked or ranked higher in the national rankings and/or power ratings or one region has had teams defeat teams from another region.
      e. For a la carte items to be used, teams must be within .500 in power ratings.
      f. The selection committee should ideally be comprised of unbiased individuals and not include individuals who have qualified to the National Championship or are seeking an at-large selection. If that is not possible, at a minimum, individuals who are seeking an at-large selection are not permitted to participate in the selection process.
      g. Seeding of the teams for the National Championship shall be made by using the NCCAA Power Rating System Option B. Criteria from the a la carte options shall be the following (in order of importance):
         1) Head to head – one team defeated another in a matchup or series of matchups.
         2) Common opponents – teams being considered had the same opponent to compare results.
         3) NCCAA national ranking – a team has been ranked higher than another all season, a team has been ranked this season and another has not, or number of wins over ranked teams.
         4) Strength of region – one region has more teams ranked or ranked higher in the national rankings and/or power ratings or one region has had teams defeat teams from another region.
      h. For a la carte items to be used, teams must be within .500 in power ratings and a team may only move up or down three places in power ratings.
      i. The National Men's Soccer Committee, in conjunction with the National Office, can adjust seeding to avoid regional opponents from being grouped together in pool play (if possible), following the Regional Seeding Conflict Guidelines in the Sports Policies and Procedures section of the handbook.

F. Format of Championship

The schedule format for the National Championship shall consist of eight teams. The final round shall consist of only a Championship game. The most recent NCAA Soccer Rules shall govern all Championship games.

1. The eight-team field shall be placed into two pools as follows:

Group A	Group B
Seed #1	Seed #2
Seed #4	Seed #3
Seed #5	Seed #6
Seed #8	Seed #7

2. The National Championship shall start on Monday with four matches per day as follows:

Monday Schedule:
#1 vs #8
#2 vs #7
#4 vs #5
#3 vs #6

Tuesday Schedule:
#5 vs #1
#2 vs #6
#4 vs #8
#3 vs #7

Thursday Schedule:
#1 vs #4
#5 vs #8
#2 vs #3
#6 vs #7

Saturday Schedule:
Championship Match
Presentation of awards at the conclusion of the Championship Match.

3. Final seeding decisions shall be made by the National Men's Soccer Committee.

V. AWARDS

The NCCAA maintains a standardized awards program for all National Championships. Team, Most Outstanding Player, National Coach of the Year, and All-American awards are ordered and paid for by the National Office.

A. Region Awards

Individual and team awards at the regional level (other than the region banner and all-regional certificates) shall be the responsibility of the region or the host institution.

B. Championship Awards

The National Championship team shall receive a championship banner, trophy, medallions, and t-shirts. The team finishing second shall receive a plaque designating their finish.

C. Selection of All-Tournament Team, Most Outstanding Player, and Team Sportsmanship Award

1. The All-Tournament team shall consist of 11 players, including Most Outstanding Player. The team shall be determined by an allocation system.
2. The All-Tournament Team shall consist of the following:
   a. The NCCAA Championship's Most Outstanding Player is the player on the winning team as selected by the Games Committee.
   b. Two players from the first place team. One nominee must be a defender or goalkeeper.
   c. Two players from the second place team. One nominee must be a defender or goalkeeper.
   d. The 3rd-6th place teams shall each receive one.
   e. Three additional spots shall be selected by the Games Committee and may come from any team.
3. Players shall be selected by their coach and the name be submitted to the National Chair by the beginning of the championship game. Championship match coaches may edit their submission at the beginning of halftime of the final match.
4. The Most Outstanding Player shall be selected by the Games Committee.

D. Team Sportsmanship Award
The Team Sportsmanship Award shall be determined by vote of the Championship Games Committee and referees and is given by the National Intercollegiate Soccer Officials Association (NISOA).

E. The NCCAA Kyle Rote Jr. Award
The purpose of this award is to recognize the outstanding NCCAA student-athlete in Division II Men's Soccer and highlights excellence in competition, skill, academics, and Christian service during his career. The award shall be presented annually at the Men's Soccer National Championship (see Appendix D).

1. Recipients of this award must:
   a. Have a clear Christian testimony both on and off the field, including Christian service activities.
   b. Be an excellent/highly skilled student-athlete.
   c. Be a junior, senior, or graduate student and a varsity team member.
   d. Demonstrate leadership ability.
   e. Possess a cumulative GPA of 3.00 or higher on a 4.00 scale.
2. Procedures:
   a. Only one student-athlete per institution may be nominated by the head coach, Athletics Director, or Sports Information Director (SID).
   b. The nomination form must be used and submitted to the National Office by October 25.
   c. Final selection shall be made by the selection committee.
3. The recipient shall be encouraged to be present at the banquet. The National Office shall contribute up to $250 toward travel expenses.
4. The recipient of the Kyle Rote, Jr. Award shall subsequently be a nominee for the year-end NCCAA GP4L Student-Athlete Character Award. It is encouraged that one letter of recommendation from an Athletic Director, opponent coach, or member of the institution faculty or staff be included with the nomination.

F. All-American Honors
1. All-American Awards are provided by the NCCAA National Office.
2. Candidates must be submitted using All-Regional Nomination Form (see Appendix A). Nominees must be submitted by the Monday before Regional Championships begin.
3. A representative from each region shall submit the All-Regional Team list to the National Soccer Chair prior to the National Coaches Meeting at the National Championship. The All-Regional list shall comprise the All-American nominee list with all nominee's form being presented (see Appendix A). The All-American Team shall be selected by position and follow the procedure stated in Appendix E.
4. The selection committee shall select the First and Second Teams with the National Chair moderating the process and his/her designate tabulating the votes.
5. There shall be an NCCAA representative (National Office personnel or Administration Committee member) in the room or on the call for the voting to oversee that the process is followed.
6. Copies of the voting procedure shall be provided to each voting member of the committee at least a week prior to the vote.
7. An 11-player team shall be selected comprised of one goalkeeper, three forwards, three midfielders, three defenders, and one additional player from any position. No member institution shall have more than four players selected to the All-American First Team.

G. Coaching Honors
1. Regional Coach of the Year
   a. Each region shall name its Regional Coach of the Year by the recommended date for conclusion of regional play. The Regional Soccer Chair shall notify the National Soccer Chair either directly or via the regional representative coach to the National Championship at, or before, the National Championship coaches' meeting.
   b. Voting Procedure
      1) The ballot shall allow selection of two individuals: two points for the first choice; one point for the second choice.
      2) It is considered unethical for a member institution to vote for its own representative.

2. National Coach of the Year
   a. The National Coach of the Year shall be named following the National Championship by the All-American Committee.

b. Voting procedure:
   1) The National Coach of the Year shall be selected within one week of the completion of the National Championship.
   2) Only those selected for the Regional Coach of the Year, or whose teams participate in the National Championship, shall be considered for National Coach of the Year honors.

H. Scholar-Athlete
1. The Scholar-Athlete Nomination Ballot (see Forms and Procedures section) must be submitted to the National Office four weeks prior to the National Championship via Teamworks.
2. The Registrar from each institution must sign the form to verify the GPA.
3. The nominee must have a 3.4 GPA, or above, through five semesters or seven quarters of attendance.

I. Scholar Team Award
The Scholar Team nomination ballot must be submitted by January 31. The form must be submitted to the National Office via Teamworks.

J. Student-Athlete of the Week Award
The NCCAA Student-Athlete of the Week award shall be given to two student-athletes (one offensive and one defensive) in Division II Men's Soccer during the regular season, chosen from the list of nominees submitted by institutions. Only one student-athlete per school per award (offensive/defensive) may be nominated. See the full procedures and instructions in the Forms & Procedures section of the Handbook.

VI. MISCELLANEOUS

A. NCCAA Certified Athletic Trainer Policy
Certified Athletic Trainers (ATC) are required at each hosted NCCAA Member home event, NCCAA Regional Championship, and National Championship. For hosted contests in cross country, and golf, institutions may have a trainer able to respond within three to five minutes or athletic personnel with training in CPR, AED usage, first aid, and prevention of disease transmission present at the event. The ATC must be certified by the National Athletic Trainers' Association Board of Certification (NATABOC), or an equivalent affiliation, and maintain a current license in the state of practice. Please reference the policy in the Sports Policies and Procedures section.

B. Code of Conduct
Conduct in competition policy found in Infractions and Penalties section IV.A. shall be followed by all NCCAA-only institutions during regular season and postseason competition. It shall be followed by all NCCAA institutions for Regional and National Championship competition. Any coach or student-athlete ejected from play shall be subject to penalties found in this policy. It is the responsibility of the offending institution to provide a report to the NCCAA Director of Membership and its Regional Coordinator within 48 hours of the incident. Please see the Infractions and Penalties section noted above for more details related to the Conduct in Competition Policy.

C. Meetings
1. A meeting of the coaches of the competing teams, host coach, and members of the Championship Games Committee shall be held prior to all championships to review playing rules, interpretations, and any other administrative matters that may be necessary.
2. The Annual Coaches' Meeting shall be held at the time the National Chair sets. The purpose of the meeting is to discuss and vote on any guideline changes the soccer coaches wish to recommend to the Board of Directors for adoption.

D. Regional Men's Soccer Chair Job Profile
1. Function
   The Regional Soccer Chair shall be responsible for:
   a. The NCCAA Regional Soccer Championship Competition.
   b. Coordination of the balloting for the NCCAA All-Regional Team and the NCCAA Regional Coach of the Year.
   c. Participation in the NCCAA All-American selection process.
2. Selection
   a. The Regional Soccer Chair shall be nominated by an NCCAA Regional Chair or Regional Coach.
   b. The coaches within the respective region shall vote on the nominations.

c. The NCCAA National Men's Soccer Chair shall confirm the elected Regional Soccer Chair and shall communicate the results to the respective region coaches.
d. The Regional Soccer Chair shall serve a three-year term. Re-elections are permitted. There is no limit to the number of terms one can serve, but one must be elected for each term by coaches within the respective region.
e. Nominations, voting, and announcement of results must be completed before the beginning of the next season.

3. Duties
   a. Conduct the NCCAA Regional Championship for men's soccer.
   b. Conduct regional coaches' meetings on issues of importance to the NCCAA Region, the NCCAA Regional, and National Championships.
   c. Submit policy changes, procedures, and recommendations from the coaches' meetings to the NCCAA National Men's Soccer Chair.
   d. Conduct the balloting for the NCCAA All-Regional Team and the NCCAA Regional Soccer Coach of the Year.
   e. By the selected date, submit the regional playoffs format to the NCCAA National Men's Soccer Chair.
   f. By the selected date, submit the results of the regional balloting for the Regional Coach of the Year and the All-Regional team, along with all supporting documentation.
   g. Serve as a liaison between the NCCAA National Men's Soccer Chair and the soccer coaches of the respective NCCAA Region.

E. Handbook Proposal Process

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

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

Appendix A
Regional Nomination
NCCAA All-American Men's Soccer Team

Region _____ Chair _____

Player's Name _____ Class _____

Hometown/State _____

Institution _____ Coach _____

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

Position _____ Height _____ Date of Birth _____

Defense: (Comment as to the effectiveness and contribution of the player to the total team success). Include pertinent statistics.

Offense: (Comment as to the effectiveness and contribution of the player to the total team success). Include pertinent statistics.

Leadership: (Comment as to the player's contribution to the team's success). Include pertinent statistics.

Scholarship:

Degree Program _____ GPA _____

Honors _____

Christian Character: (Comments)

_____

_____

Honors Received:

a. Individual

b. Team

Comments and/or Recommendations:

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

_____ _____

Coach's signature Date

SAMPLE

Appendix B
All-Regional Team

The All-Regional Team shall consist of 11 players (3 forwards, 3 midfielders, 3 defenders, 1 goalkeeper, and 1 alternate player). The alternate players can be used at any position. There must be at least 3 players named at each of the field positions (midfielders, defenders, forwards).

Region _____ Chair _____

Overall Region Ranking:

____Goalkeeper: _____

____Defender: _____

____Defender: _____

____Defender: _____

____Midfielder: _____

____Midfielder: _____

____Midfielder: _____

____Forward: _____

____Forward: _____

____Forward: _____

____Alternate: _____

SAMPLE

Appendix C
NCCAA Power Ratings

I. FORMULA

(Results Pts + Location Pts) x (Opp. Affiliation + Opp. Win % + Ranked Opp.) = Individual Game Power Points

1. Results						
	Baseball/Softball	Basketball	Football	Soccer	Volleyball	
a. if win by	6+ runs	15+ points	14+ points	3+ goals	in 3 sets	3 points
b. if win by	-	11-14 points		-	-	2.75 points
c. if win by	3-5 runs	8-10 points	7-13 points	2 goals	in 4 sets	2.5 points
d. if win by	-	4-7 points		-	-	2.25 points
e. if win by	1-2 runs	1-3 points	1-6 points	1 goal	in 5 sets	2 points
f. if a tie	-	-	-	-	-	1.75 points
g. if a loss by	1-2 runs	1-3 points	1-6 points	1 goal	in 5 sets	1.5 points
h. if a loss by	-	4-7 points		-	-	1.25 points
i. if a loss by	3-5 runs	8-10 points	7-13 points	2 goals	in 4 sets	1 point
j. if a loss by	-	11-14 points		-	-	0.75 points
k. if a loss by	6+ runs	15+ points	14+ points	3+ goals	in 3 sets	0.5 points

2. Location					
a. if away	0.25 points	b. if neutral	0.125 points	c. if home	0 points

3. Opponent's Affiliation (multiplier)	
a. NCAA I	x 2.9
b. NCAA II / U Sports	x 2.5
c. NAIA	x 2.2
d. NCAA III / NCCAA I / CCAA	x 1.8
e. NCCAA II	x 1.5
f. Other Countable Opponents^	x 1.0

4. Opponent's Winning %*	
a. .1.000 %	Add 1.00
b. .800 - .999 %	Add 0.80
c. .600 - .799 %	Add 0.60
d. .400 - .599 %	Add 0.40
e. .200 - .399 %	Add 0.20
f. .000 - .199 %	Add 0.00

5. Ranked Opponent*
National rankings of affiliations in lines a. - e.
Add 0.20

II. POWER POINTS

A. The sum of the criteria of Nos. 1-2, multiplied by the sum of Nos. 3-5 determines power points for a game. The maximum points for a contest are 13.325 (win on the road against 1.000 NCAA I Top 25 team). The minimum points for a game are 0.5 (loss at home against .199 or lower other countable opponent).

B. The power rating is determined by adding the power points for the regular season and dividing them by the number of games (to the third decimal place). Postseason contests shall not be included.

III. FORFEITS

Forfeits awarded for completed contests shall count toward power ratings or minimum number of games requirement for inclusion in power ratings (e.g., ineligible player, conduct issues, etc.). Forfeits awarded for games not played shall not count toward power ratings (e.g., teams not showing up, not honoring contracts, etc.).

IV. REPORTING

The National Office shall calculate each school's power rating. Each institution and region is responsible for reviewing the release to ensure their rating's accuracy. See sport handbooks for reporting dates and how power ratings are used within each sport. Power ratings shall be released by Wednesday evening per each sport's reporting dates. See region handbooks for how ratings are used within the region. Visit www.thenccaa.org/handbook.

*Opponent's winning percentage and national ranking shall be through the Sunday before the reporting date. When a report is released, winning percentages and rankings for that report, will not be updated for future reports. National rankings only include teams within the rankings. Teams who receive votes are not considered ranked.

continued

Appendix C, Page Two
NCCAA Power Ratings

^Other countable opponents must be an NCCAA countable game per definition in Frequency of Contest section of the NCCAA handbook. Uni-Division sports, such as Baseball & Softball, follow Division I countable opponents rules.

A final power rating shall only be given to teams who meet the minimum number of games requirement for the specific sport. Each sport has a progression of min. number of games (listed below) to be included in each rating that is released. (R1=Report 1, etc.)
Baseball - R1=10, R2=13, R3=16; Basketball - R1=12, R2=15, R3=18; Soccer - R1=8, R2=10; Softball - R1=10, R2=13, R3=16; Volleyball (M) – R1=7, R2=8, R3=9; Volleyball (W) - R1=10, R2=13, R3=15.

Note: These Power Ratings are designed to measure past performance, not necessarily to predict future outcomes.

Appendix D
NCCAA Kyle Rote Jr. Award
Division II Men's Soccer

I. PURPOSE OF THE AWARD

The award was established to:
1. Enhance the Christian purpose of athletics.
2. Enhance excellence in Christian athletic competition.
3. Perpetuate the Christian philosophy and faith in NCCAA institutions across the nation.

II. RECIPIENT OF THE AWARD

1. The recipient shall be the outstanding NCCAA Christian men's soccer player (Division II) of the nation. Recipients of this award must:
   a. Have a clear Christian testimony both on and off the field, including Christian service activities.
   b. Be an excellent/highly skilled student-athlete.
   c. Be a junior, senior, or graduate student academically and a varsity team member.
   d. Demonstrate leadership ability.
   e. Possess a cumulative GPA of 3.00 or higher on a 4.00 scale.

III. SELECTION PROCEDURE

The following procedures shall be used in selecting the recipient:
1. One student-athletes per institution must be nominated by their coach on the nomination form. The nominations must be submitted to the National Soccer Chair by October 25.
2. The National Soccer Chair shall submit complete dossiers of all nominees to the National Office for distribution to members of the Selection Committee by October 31.
3. Final selection of the recipient shall be made by the selection committee.
4. The presentation of the award shall be made during the NCCAA Men's Soccer National Championship Kick-Off Event.

IV. SELECTION COMMITTEE

Kyle Rote Jr., former NASL player and 2011 Soccer Hall of Fame Inductee; and the NCCAA National Soccer Chair and Vice-Chair.

V. NATURE OF THE AWARD

An award shall be given to the recipient.

VI. RECIPIENT

The recipient of the Kyle Rote, Jr. award shall subsequently be a nominee for the year-end NCCAA GP4L Student-Athlete Character Award. It is encouraged that one letter of recommendation from an Athletic Director, opponent coach, or member of the institution faculty or staff be included with the nomination.

continued

Appendix D, Page Two
NCCAA Division II Men's Soccer Kyle Rote Jr. Award Nomination Form
Game Plan 4 LIFE Award Series

Student-Athlete's Name First _____ Last _____

Student-Athlete's Hometown and State _____ Year: ___JR ___SR ___G

Institution _____ Position_____ Coach _____

Christian Character
Describe student-athlete's faith story and character on/off the field.

_____

_____

_____

_____

Christian Service
List student-athlete's specific activities in Christian service and outreach.

_____

_____

_____

_____

Current Season Field Stats (Season Team Record: W_____ L_____ T_____)

_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
GP	GS	G	A	PTS	S	SOG	GWG	YC	RC

Current Season Goalkeeper Stats (Season Team Record: W_____ L_____ T_____)

_____	_____	_____	_____	_____	_____	_____	_____
GP	GS	GA	GA/G	SV	SHO	YC	RC

Career Field Stats (Career Team Record: W_____ L_____ T_____)

_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
GP	GS	G	A	PTS	S	SOG	GWG	YC	RC

Career Goalkeeper Stats (Career Team Record: W_____ L_____ T_____)

_____	_____	_____	_____	_____	_____	_____	_____
GP	GS	GA	GA/G	SV	SHO	YC	RC

Other Stats Notes (Top 10 national statistical rankings, defensive effectiveness, etc.)

_____

_____

_____

continued

SAMPLE

Appendix D, Page Three
NCCAA Division II Men's Soccer Kyle Rote Jr. Award Nomination Form
Game Plan 4 LIFE Award Series

Athletic Honors Received (Individual and/or Team)
List athletic awards/honors from the institution, conference, regional, and national level)

_____

_____

_____

Academic Honors Received (Major _____ GPA _____)
List academic honors.

_____

_____

_____

Leadership
Describe student-athlete's leadership characteristics and qualities. Give examples of leadership in action.

_____

_____

_____

Additional Comments
Share any other information on why student-athlete is deserving of this award.

_____

_____

_____

Required with Nomination Form

- High resolution headshot AND action photo of student-athlete
- Current season schedule with results.

Nominee Eligibility Requirements

- Have a clear Christian testimony both on and off the field, including Christian service activities.
- Be an excellent/highly skilled student-athlete.
- Be a junior, senior, or graduate student academically and a varsity team member.
- Demonstrate leadership ability.
- Possess a cumulative GPA of 3.00 or higher on a 4.00 scale.

I attest that the nominee meets the eligibility requirements and nomination data is accurate.

_____ _____
Nominator Signature (Coach, SID, or AD) Date

Due by October 25 to jcampbell@thenccaa.org.

SAMPLE

Appendix E
DII Men's Soccer All-American Voting Procedure

1. All-Regional Teams shall be selected and submitted to the National Chair before the NCCAA National Championship. The regional team shall be listed both in rank order from most points to least as well as in rank order by position. All ties must be broken. The National Chair shall distribute the All-American nomination information pages to all coaches at the start of the National Championship. This gives Regional Chairs statistics and also a page to take notes on all the nominations.
2. All nominations to the All-American process shall come from the All-Regional Team selections.
   a. The NCCAA shall recognize an NCCAA All-American First Team. An 11-member squad shall be selected comprised of one goalkeeper, three forwards, three midfielders, three defenders, and one optional position.
   b. The NCCAA shall recognize an NCCAA All-American Second Team. The Second Team shall be an 11-member squad comprised of one goalkeeper, three forwards, three midfielders, three defenders, and one optional position.
3. The All-American Committee shall vote during a meeting or conference call scheduled by the National Chair with a member of the National Office present and assisting where needed. Regional voters not able to attend or participate shall join the meeting via a conference call.
4. The voters shall be the Regional Chair. An order of nominating by region shall be determined by the National Chair (e.g., West first, Central second, etc.).
5. The Committee shall discuss each position and then write down their votes on the provided ballots. Each year, the committee shall start with a different position. The process shall begin with each regional representative nominating the top players (limit of 5 nominations from a region) from his/her region. The representative shall briefly (30 seconds to 1 minute) discuss the nominations. Regional representatives are responsible for doing any necessary research of individuals on the All-Regional Team and be fully prepared to promote each individual. Players must be nominated in the rank order of the selection of the regional team.
6. Then the regional representatives shall each vote for their top 11 players. Voting by the regional representative must be in the rank order of the region. Voting can occur in a couple of ways. They can share their vote verbally to the chair who records it, or an electronic method can be determined to have vote emailed or texted to the chair.
7. The optional player vote shall include the highest rated player from the highest vote getter not selected from each position vote. A vote for these four players shall be held to make the last selection. Region rank must still be followed. If there is more than one player from the same region in this vote, the lower ranked player(s) shall be eliminated from the vote.
8. The chair shall tabulate the vote and share with the voting members the total points for each nominated player. Points are allocated to players from highest to lowest (e.g., four players nominated for a position, top player receives 4 points, second 3, third 2, etc.). The top number of players to fill the number of slots designated for the First Team shall earn First Team honors.
9. The votes are openly reported to the committee as they are received, then the coaches involved shall be updated.
10. In the event of a tie in any position, there shall be an additional vote to break the tie. If a tie remains after additional voting, further analysis and discussion shall occur and another vote shall be conducted. If a tie remains after this additional voting, the tie shall be broken by the National Sport Chair, unless involving his/her student-athletes, in which case the National Vice-Chair shall break the tie.
11. The Player of the Year shall be voted on after the full All-American Team selections. The top vote getter from each position (forward, midfielder, defender, goalkeeper) shall be reviewed again, and then another vote shall be taken to determine the Player of the Year. Region rank must still be followed. If there is more than one player from the same region in this vote, the lower ranked player(s) shall be eliminated from the vote.
12. The All-American Second Team selections shall proceed in the same manner as the First Team.
13. There are no honorable mention teams in the NCCAA.
14. Once the team is selected, it is reviewed by the sport leadership and the National Office before being announced on the NCCAA website.

Appendix F
NCCAA Division II Men's Soccer National Championship
Tie Breaking Guidelines

1. Winning Percentage Total Points: 3 points for win, 1 point for a tie and 0 points for a loss.

2. Head to Head Result: Matches that occurred during Pool Play only.

3. Goal Differential: Teams can only receive a maximum of +5 goal differential or a minimum of -5 goal differential for each match.

4. Goals Against: Teams can only receive a maximum of 5 goals against for each match.

5. Goals Scored: Teams can only receive a maximum of 5 goals for each match.

6. Most Shutouts during Pool Play.

7. Last Tie Breaker: Teams that are still tied shall do a penalty kick shootout to determine who shall advance to the NCCAA Final.

NATIONAL CHRISTIAN COLLEGE ATHLETIC ASSOCIATION

Women's Soccer

Division II

Division II Women's Soccer

I. GENERAL ADMINISTRATION

A. The NCCAA Division II Women's Soccer National Championship and all events related thereto are under the control and supervision of the NCCAA Division II Women's Soccer coaches and are subject to standards developed by these respective coaches and subsequent approval of the NCCAA Board of Directors.

B. National Committee for Division II Women's Soccer
   1. Composition and Term of Office
      a. The National Women's Soccer Committee shall consist of the National Women's Soccer Chair (who serves as chair of the committee), the National Women's Soccer Vice-Chair, and the Regional Women's Soccer Chairs. Non-voting members include the National Tournament Director of the National Championship and an NCCAA National Office representative.
      b. The National Women's Soccer Chair shall serve a three-year term of office and shall be succeeded by the National Women's Soccer Vice-Chair.
   2. Election
      a. The Regional Coaches, in conjunction with the Regional Coordinator, shall conduct an election of the Regional Women's Soccer Chair to the National Women's Soccer Committee at an appropriate time. The term of office for the Regional Women's Soccer Chair shall be determined by each individual region.
      b. If a vacancy occurs on the National Women's Soccer Committee, the National Women's Soccer Chair shall, in coordination with the Regional Coordinator, upon approval of the rest of the committee, appoint a replacement or conduct an election.
   3. Duties of the National Women's Soccer Committee
      a. Represent the interests of coaches and student-athletes.
      b. Propose revisions of the National Championship operating policies and procedures to the Board of Directors.
      c. Assist in solicitation of bids for future championship sites.
      d. Submit the top players in each region as All-American nominees.
   4. Duties of the National Women's Soccer Chair (also see National Sport Chair Job Description in Forms & Procedures section)
      a. Initiate, direct, and control the work of the National Women's Soccer Committee.
      b. Communicate with the National Women's Soccer Committee on issues requiring their input.
      c. Conduct meetings of the coaches and the committee at the National Championship to provide opportunities for questions, suggestions, and recommendations regarding the conduct of the championships.
      d. Supervise and assist the Tournament Director of the National Championship with planning and conducting the National Championship.
      e. Invite coaches of all NCCAA participating institutions to the coaches' meeting and request that agenda items and nominations for National Women's Soccer Committee vacancies be sent to the National Women's Soccer Chair.
      f. Submit proposed revisions of the operating procedures (Women's Soccer section of the NCCAA Handbook) to the NCCAA Director of Membership no later than one month after the championship.
      g. Assist Regional Coordinators in selecting Regional Sport Chairs as needed.

C. Championship Games Committee
   The Championship Games Committee shall be selected and approved annually. This committee shall have responsibility to administer the Division II Women's Soccer National Championship.
   1. Membership
      a. The committee shall be composed of the Tournament Director of the National Championship, the National Women's Soccer Chair, or his/her appointee from the National Women's Soccer Committee, an NCCAA National Office representative, and a National Intercollegiate Soccer Officials Association (NISOA) representative.
      b. If a member of the Championship Committee is directly or indirectly involved in a protest submitted, this individual shall be replaced by an appointee of the National Women's Soccer Chair.
      c. Three members must be present for action to be taken.
   2. Responsibilities
      a. Ethical Behavior
         1) Observe the behavior of the student-athletes, coaches, and other team personnel for the duration of the National Championship.

2) Promote standards of ethical behavior during competitive events and throughout the championship. This can be accomplished by general reminders to individuals and teams during the championship and reinforced by more specific communication. If unacceptable behavior occurs, this committee has the right and obligation to act on the issue. This may include a reprimand with official notice to the institution in conjunction with and via the NCCAA Director of Membership.

b. Write a report of all cases on which this committee acts.

c. Make on-site decisions concerning extenuating circumstances that affect the conduct of the championship (e.g., extreme weather conditions).

d. Make sure all teams follow the NCCAA Code of Ethics signed by coaches and the NCCAA #KingChasing Commitment by student-athletes (on file in the National Office).

3. Protests

a. Ensure that protest procedures, as indicated in the National Collegiate Athletic Association (NCAA with NAIA modifications) Rule Book, have been followed.

b. Act on all appropriate protests.

D. Officers
National Chair: TBA
National Vice-Chair: TBA

E. Election of Sport Chair and Vice-Chair
A National Soccer Chair and a Vice-Chair are elected to serve three-year terms. The Vice-Chair replaces the National Soccer Chair after three years to serve as the National Soccer Chair. Selection must be by more than 50% of the total number of coaches in the NCCAA and shall be conducted by email vote.

II. ELIGIBILITY

A. Institution Eligibility
Only teams that are in good standing with the NCCAA shall be eligible. Good standing shall include all dues paid in full and free from any sanctions imposed by the NCCAA restricting institutional eligibility.

B. Team Eligibility
All NCCAA member institutions must file a completed Declaration of Intent to Participate form by August 31 for all varsity sports with the National Office (see Forms & Procedures section).

C. Individual Eligibility
NCCAA-only member institutions must file an affidavit of eligibility (see Eligibility & Casebook section) to the NCCAA Director of Membership no later than the date of their first contest (including scrimmage). Dual members with CCAA, NAIA, NCAA II, and NCAA III must confirm eligibility is being filed for all sports in compliance with their primary affiliation on the Membership Directory & Dues Form.

III. PLAYING RULES AND REGULATIONS

A. Official Rule Book
Official National Collegiate Athletic Association (NCAA) Women's Soccer Rule Book. To obtain rules, visit www.ncaapublications.com.

B. Statistics
Complete and accurate statistical information must be submitted to the NCCAA in the form of .XML game files, following the steps outlined at www.thenccaa.org/helpcenter and using only one of the approved statistical programs (DakStats, Genius Sports, PrestoSports, StatCrew). Game files must be submitted to the NCCAA within 48 hours after the game. However, the mandatory deadline for weekly game files to be uploaded to the NCCAA website is Tuesday at noon ET. Any amount of missing game files in a week shall count as a missed report. Any game files submitted from a non-approved stats program shall count as a missed report. Once statistical reporting begins, missing or incomplete game schedules may result in multiple penalties being issued at the discretion of the National Office.

The penalties for not reporting statistics or for being late are:
1. 1st offense: email or letter of notice of the violation.
2. 2nd offense: email or letter of warning of the violation.

3. 3rd offense: $100 fine paid within 30 days of the date of the invoice or before Regional Championships, whichever comes first.
4. 4th offense: $250 fine paid within 30 days of the date of the invoice or before Regional Championships, whichever comes first, a loss of postseason awards for the applicable athletes and/or team, the team shall become ineligible for statistical reports and ratings for the remainder of the season, and any further penalties at the discretion of the Administration Committee (e.g., ineligible for postseason play).

It is the responsibility of each institution to contact the National Office regarding any technical problems experienced in submitting weekly statistics. Proper communication can prevent team penalties.

Regular Season Neutral Site Tournament Statistics: The host institution of regular Season tournaments (e.g., classic, tri-match, or any multi-team event of the like that an institution hosts, regardless of venue or if the host institution is competing) is responsible for recording official statistics, for all participating teams, for those sports in which a weekly national statistical report is conducted. Missing statistics from a regular season tournament shall be considered a missing statistical report for the host institution, regardless if the host competed (other participants of the tournament shall not be considered to have a missed statistical report the first week, but the following week shall be considered to have missed a statistical report if still missing). Note: If the host sent files to opponents and opponents failed to update the files in time, the host shall not be penalized.

C. National Rankings
1. Regional Sport Chairs are required to vote bi-weekly. When casting votes for the national rankings, regional voters must follow the order of the regional polls when casting their vote.
2. The national ranking voting shall be conducted by the National Chair, in conjunction with regional representatives, and be reported to the NCCAA Director of Communications.
3. In Division II, each Regional Sport Chair shall be the regional rater and voter. Regional raters shall use the following criteria in their selections:
   a. Team's win-loss record.
   b. Team's performance against opponents outside the NCCAA Division II.
   c. Team's performance against teams within the NCCAA Division II.
   d. Team's strength of schedule.
   e. Team's performance with common opponents.
4. Regional raters are responsible for submitting region ratings to the National Chair, who shall then send out all region ratings to voters. Raters should include explanation/summary as to why teams are rated where they are. Raters may work to get feedback from region teams when developing the region ratings.
5. Regional raters shall then select the top five teams nationally and send to the National Chair. The National Chair shall tally all votes and must send the final ranking along with each regional rating to the NCCAA Director of Communications by 11:00 a.m. (ET) each Tuesday that has a ranking.
6. When casting votes for the national rankings, voters must follow the order of the regional ratings.
7. Ties shall be broken by:
   a. Number of ballot appearances;
   b. Most votes in highest place; and
   c. Winning percentage.
   d. The team winning the tie-breaker shall receive one additional point.
8. There shall be bi-weekly rankings for soccer through the conclusion of the regular season, with a final postseason ranking the week following the National Championship.
9. The National Office serves as the oversight committee.

D. NCCAA Power Rating System
1. See Appendix B for the NCCAA Power Rating System.
2. Each member institution must meet all statistical requirements (see section III.B above).
3. The NCCAA Women's Soccer national power rating dates shall start four weeks prior to the week of the National Championship. There shall be a total of two consecutive weeks of power ratings. If a team has regular season games after the power rating, the power rating shall be updated with the additional regular season dates for the National Women's Soccer Committee to use in selection and seeding.

E. Frequency of Play and Practice Guidelines

Each sport in the NCCAA has 24 weeks between August 1 and May 15 to conduct practices and competitions. Each sport has a maximum and minimum number of contests in the regular season. Soccer has a maximum of 18 games and a minimum of 10 games. Each sport has a specified date to begin practice and to conduct their first contest.

Soccer's start date for practices, scrimmages, and exhibitions is 17 days prior to the first allowable competition date not to precede August 1. The first allowable contest is the third Thursday in August. More details can be found in the Sport Policies and Procedures section of the NCCAA Handbook.

F. Rules Education

All coaches, new and returning, must complete an annual online rules education training program. For NCCAA-only members, this includes all paid and voluntary head, associate, assistant, and graduate assistant coaches. For dually affiliated members, this includes all head coaches. New coaches must complete the required training within the first 60 days of hire or prior to the coach's first competition, whichever is earlier. Returning coaches and staff members must complete the required training prior to the earliest start date for competition for any sport sponsored by the institution. More details can be found online at the NCCAA Member Help Center.

IV. GENERAL GUIDELINES FOR POSTSEASON COMPETITION

A. Site and Date

1. It is recommended that the site and date of the National Championship be determined two years in advance.
2. The National Championship shall be conducted during the third full week of November. Both the site and date of the National Championship shall be approved by the National office with oversite of the Administration Committee of the Board of Directors and input from the soccer coaches.

Dates of the National Championship for the upcoming years are as follows:

Regionals Completed*	National Championship	Location
November 8, 2025	November 17-21, 2025	Austin-Tindall Sports Complex, Kissimmee, FL
November 7, 2026	November 16-20, 2026	TBA
November 6, 2027	November 15-19, 2027	TBA
November 4, 2028	November 13-17, 2028	TBA
November 3, 2029	November 12-16, 2029	TBA

*Regions with dually affiliated members (e.g., NCAA III) must conclude on or before the Wednesday one week prior to the week of the National Championship.

B. Guidelines for Regional Championships

1. All Regional Championship games shall be played at a site, date, and time agreed upon by the Regional Athletics Directors. The Regional Soccer Chair, along with the Regional Coordinator, shall be responsible to guide this selection process.
2. A team shall not be required to play more than one game per day in postseason play.
3. Regions must conduct a championship to determine a regional champion, who shall then move on to the National Championship.
4. Competing teams in NCCAA Regional Championships shall be seeded according to records and/or rating systems.
5. Dates for the NCCAA Regional Championships' completion shall be approved by vote of the soccer coaches in that region and must not conflict with the NCCAA Division II Women's Soccer National Championship dates.
6. Sites for all Regional Championship games must conform to all minimum regulations with reference to the field and all related appurtenances as listed in the official NCAA Soccer Rule Book.
7. Assignment of officials – The NCCAA Regional Championships' officials must be NISOA approved officials and shall not hold an official relationship with any NCCAA member institution.

C. Guidelines for National Championship

1. Teams shall qualify for the National Championship by participating in the NCCAA Regional Championships and being crowned the winner of said championships.
2. Sites for all championship games must conform to all minimum regulations with reference to the field and all related appurtenances as listed in the official NCAA Soccer Rule Book.
3. The institution hosting the championship must provide a satisfactory means for charging admission to the games.
4. Each qualifying team must submit the following in the team's folder in the Google Drive by 10 days prior to the National Championship: Official team roster and travel party on Google Docs Form (completely filled out), high resolution team photo, player headshots, and any other requested information.
5. Required Functions to Attend

Teams that advance to the Women's Soccer National Championship are required to attend and participate in the National Championship Banquet, the Christian Service Project, the Coaches Meeting, and Contests. Arriving late to the championship or not attending/participating in these required functions shall be considered failure to

comply with its Declaration of Intent to Participate. The sanction for failure to comply with the Declaration of Intent to Participate is the sport being placed on Restrictive Probation for the following academic year with the potential for additional penalties up to all sports at that institution being placed on Restrictive Probation.

6. Advertising
   No sponsor of the NCCAA Regional or National Championships shall accept advertising or promote alcoholic beverages, tobacco, or illegal drugs. This includes, but is not limited to, the NCCAA soccer program, merchandise, and signage.
7. Roster Size and Traveling Party
   The official party is made up of participants, defined as student-athletes, coaches, managers, athletic trainers, and any staff member who travels with a competing team.

   The official party for each team participating in NCCAA National soccer Championship competition is 32 individuals, which includes 26 student-athletes in uniform and six additional personnel (which can include coaches, managers, athletic trainers, sports information staff, additional student-athletes not in uniform, and/or other institutional personnel) to be used at the discretion of each participating institution.

   A player may be replaced on the official roster between the Regional Tournament and the NCCAA National Championship by any eligible player whose name is included on the Official Eligibility Form for the current season.

   When a roster is submitted to the NCCAA National Office, it shall serve as the Official Roster for the National Championship competition.
   a. Each head coach can amend his/her roster with the NCCAA Director of Championships at the championship coaches' meeting on site.
   b. Once the coaches' meeting is concluded, a team's roster shall be deemed certified, and no changes can be made for the duration of the championship.
   c. Once the championship begins, no player may play that is not on the official roster with no exceptions including the event of injury, illness, or family emergency.
   d. Additional people (which can include coaches, managers, athletic trainers, sports information staff, additional student-athletes not in uniform, and/or other institutional personnel) must also be registered on the Official Roster to be permitted in the team only areas.
   e. Any additional university personnel above the travel and roster numbers need to be outside of official championships areas (e.g., bench areas, batting cages, etc.) and the university shall assume any additional cost associated with additional numbers to the travel party.
8. Balls
   The National Office, in consultation with the Championship Games Committee, shall select the balls to be used for the NCCAA National Championship. A minimum of six new balls shall be provided for the championship games. One of the balls shall be presented as an honorary gift to each participating team. Currently, the Brillant Super by Select is used.
9. Uniforms
   Competing teams shall have both light and dark uniforms for use in all championships. Choice of uniform color shall be made by the Championship Games Committee.
10. Officials
    The NCCAA Regional and National Championships' officials must be NISOA approved officials and shall not hold an official relationship with any NCCAA member institution.
11. Procedure for Tied Games
    The NCAA Soccer Rule Book shall be the official guide for all tied games.
    a. Pool Play Matches: All Pool Play Matches at the NCCAA National Championship shall finish in a tie if the score is still tied after playing regulation.
    b. Championship Match: If tied after regulation, up to two 10-minute periods (the first team to score wins the game) and penalty kicks (conducted according to NCAA Rule Book guidelines), if necessary, shall be used to determine a champion.
12. Pre-Match Protocol
    Teams shall receive 30 minutes on the game field before each match. Additional warmup may occur in auxiliary areas provided by the host. After warmup, teams shall circle to pray, lineup world cup style, and walk out (led by the officials) for the national anthem, prayer, and starting lineups. (The anthem shall play only during first game of the day in pool play.)

13. Game Times
    The schedule of games and/or matches shall be determined in conjunction with the National Chair, the Tournament Director of the National Championship, and the NCCAA National Office. Preference shall be given to the higher seeded teams to advance with the most amount of rest and/or best playing conditions. The host shall be given the opportunity to schedule one pool play game at a time that allows for the best hometown fan attendance. Game times and dates may be adjusted to accommodate any Seventh Day Adventist member institution's Sabbath.
14. Halftime
    Halftime shall be 10 minutes in duration for all matches.
15. Review of All Cards
    The Championship Committee shall review all red cards during the championship and determine if the offending player/coach shall be allowed to participate after sitting the required suspension in the next match. The Committee shall also review any player who receives a yellow card in each of the first two matches to determine whether the player/coach shall be allowed to participate in the team's next match. After the review, any player allowed to play who subsequently receives a caution while competing in their next match shall be immediately removed from the contest for the duration of that match, and a substitute may be inserted in their place. The player would be deemed ineligible for the event from that point and until the conclusion of the tournament.
16. National Championship Broadcasting
    The NCCAA owns exclusive rights for all broadcasts (television, webcast, radio, etc.). When the NCCAA produces a webcast, no institution or entity is allowed to produce a webcast. All institutions interested in producing a broadcast of any kind must first obtain written approval from the NCCAA Director of Communications. Approval is not guaranteed. More information, including rights fees, is found in the Sports Policies and Procedures section.
17. Each qualifying team must submit the following in the team's folder in the Google Drive five days prior to the National Championship: Up to date full season statistics (individual and team), schedule with results, story lines for broadcasters, an SRO roster file, and action shots.
18. National Championship Housing
    All teams are required to lodge in the hotel designated by the host institution or city for this championship.
19. National Championship Christian Service Project (CSP)
    Each player and coach participating in the National Championship shall be asked to donate up to, but not more than, two hours of his/her time to serve in a CSP. The Tournament Director of the National Championship, in concert with the NCCAA Director of Championships, is responsible to secure the sites and set up the times for the service.
20. Championship Reimbursement Policy
    A Championship reimbursement fund called Future Generations shall reimburse member schools for championship expenses when teams qualify. The amounts and policy guidelines are listed in the Sports Policies and Procedures section of the handbook.
21. Qualifier Packet and Qualifier Call
    The NCCAA Director of Championships, in concert with the Tournament Director of the National Championship and the National Sport Leadership, shall prepare a Qualifier Packet detailing key information about the championship event, such as lodging information, schedule, CSP, and other important information. The Qualifier Packet shall be made available on the NCCAA website and sent to each qualifier. Additionally, a mandatory Qualifier Call shall be scheduled once all teams have qualified and before teams travel to the championship site

D. Selection of Teams
1. Regional Championship
   Selection of teams for regional competition shall be made no later than two weeks prior to Regional Championships.
2. There shall be six NCCAA women's soccer regions which shall be named as follows:
   a. Central
   b. Mideast
   c. Midwest
   d. North
   e. South
   f. Southwest
3. Regions where there are two or more varsity teams competing in the regular season will use a playoff system to determine the Regional Champion which shall represent that region with an automatic bid to the NCCAA Division II National Championship. The Regional Soccer Chair shall submit his/her region's playoff system to the NCCAA Division II National Chair by October 1.

4. Regional Representative to the National Championship
   If a region has only one team available to participate in the Regional Championship, that team shall be declared the Regional Representative and receive the region's automatic bid provided they have a record of a .400 or better in addition to being declared to accept a Regional Representative bid.
5. At-Large Berth for the National Championship
   a. National Championship At-Large Bid Selection of the team(s) for the at-large bid, if needed, in the National Championship shall be made by a vote of the National Women's Soccer Committee.
   b. Selection of the team(s) shall be made by the Sunday evening following the completion of regional play by a conference telephone or video call (see Forms & Procedures section).
   c. The at-large bid to be considered for the NCCAA National Championship is on the Declaration of Intent to Participate. Athletics Directors may list the conditions by which they shall accept at-large bids on the Declaration of Intent to Participate. To be considered for an at-large, you must have played in the NCCAA Regional Championships or been exempt due to NCAA or NAIA conflicts.
   d. The selection of the at-large team(s) shall be made using the NCCAA Power Rating System Option B. Criteria from the a la carte criteria shall be the following (in order of importance):
      1) Head-to-head.
      2) Common opponents.
      3) NCCAA national ranking.
      4) Strength of region.
   e. For a la carte items to be used, teams must be within .500 in power ratings.
   f. The selection committee should ideally be comprised of unbiased individuals and not include individuals who have qualified to the National Championship or are seeking an at-large selection. If that is not possible, at a minimum, individuals who are seeking an at-large selection are not permitted to participate in the selection process.
6. Seeding for the National Championship
   a. The seeding of the teams for the National Championship shall be made by using the NCCAA Power Rating System Option B. Criteria from the a la carte criteria options shall be the following (in order of importance):
      1) Head-to-head.
      2) Common opponents
      3) NCCAA national ranking.
      4) Strength of region.
   b. For a la carte items to be used, teams must be within .500 in power ratings and a team may only move up or down three places in power ratings.
   c. The National Women's Soccer Committee, in conjunction with the National Office, can adjust seeding to avoid regional opponents from being grouped together in pool play (if possible), following the Regional Seeding Conflict Guidelines in the Sports Policies and Procedures section of the handbook.

E. Format for the National Championship
1. The National Championship shall consist of six teams.
2. The schedule format for the National Championship shall be Monday-Friday.
3. The six-team field shall be placed into two pools as follows:

Group A	Group B
Seed #1	Seed #2
Seed #4	Seed #3
Seed #5	Seed #6

4. The National Championship shall start on Monday with two matches per day as follows:
   Monday Schedule:
   Seed #1 vs Seed #5
   Seed #2 vs Seed #6
   Tuesday Schedule:
   Seed #4 vs Seed #5
   Seed #3 vs Seed #6
   Wednesday Schedule:
   Seed #1 vs Seed #4
   Seed #2 vs Seed #3
   Friday Schedule:
   Championship Match
   Presentation of awards at the conclusion of the Championship Match.

V. AWARDS

The NCCAA maintains a standardized awards program for all National Championships. Team, Most Outstanding Player, National Coach of the Year, and All-American awards are ordered and paid for by the National Office.

A. All-Regional Honors (See Appendix A)
1. Candidates must be submitted using All-Regional Nomination Form (see Appendix A) by the Monday before Regional Championships begin. Once All-Regional Honors have been tabulated, the players on the All-Regional Team must be ranked according to position.
2. Teams in regions with at least three teams competing should have an All-Regional Team consisting of one goalkeeper, three forwards, three midfielders, three defenders, and one additional player from any position.
3. Teams in regions where there are two or fewer teams competing may select up to four players from each of those teams to be named All-Regional. For the voting process, use the All-Regional Team Nomination Form found in Appendix D.
4. Teams shall be limited to four players on the NCCAA II All-Regional First Team.

B. Championship Awards
The National Championship team shall receive a championship banner, trophy, medallions, and t-shirts. The team finishing second shall receive a plaque designating their finish.

C. Selection of an All-Tournament Team and Most Outstanding Player
1. An All-Tournament team shall be named at the National Championship. The All-Tournament team shall consist of 11 players. The team will be determined by an allocation system with the coaches making their team selections.
   a. Four players from the first place team. One nominee must be a defender or goalkeeper.
   b. Three players from the second place team. One nominee must be a defender or goalkeeper.
   c. One player each from the third through sixth place teams.
   d. The Most Outstanding Player shall be selected by the Games Committee and comes from the champion team's selection for the All-Tournament Team.
2. The team selections for the NCCAA All-Tournament Team must be turned in to the NCCAA National Women's Soccer Chair no later than halftime of the championship game.
3. The NCCAA Championship's Most Outstanding Player is the player on the winning team as selected by the Games Committee.

D. Team Sportsmanship Award
The Team Sportsmanship Award shall be determined by vote of the Championship Games Committee and referees and is given by the National Intercollegiate Soccer Officials Association (NISOA).

E. Joe & Q Harding Award (see Appendix C)
1. This award highlights excellence in competition, skill, and service. This award shall be presented annually at the Women's Soccer National Championship.
2. Purpose of the Award
   The award was established to enhance the Christian purpose of athletics, excellence in Christian athletic competition, and to perpetuate the Christian philosophy and faith in the NCCAA institutions across the nation. The award is in honor of Joe & Q Harding and their long and faithful service to the NCCAA, particularly in soccer. The Hardings have served the NCCAA and many member schools through soccer, but their heart has been to see the Lord honored and glorified and to see young people know and love Jesus.
3. Recipients of this award must:
   a. Have a clear Christian testimony both on and off the field, including Christian service activities.
   b. Be an excellent/highly skilled student-athlete.
   c. Be a junior, senior, or graduate student academically and a varsity team member.
   d. Demonstrate leadership ability.
   e. Possess a cumulative GPA of 3.00 or higher on a 4.00 scale.
4. Selection Procedure
   a. Student-athletes must be nominated by the head coach, Athletics Director, or Sports Information Director (SID). Only one nominee allowed per institution. (See Appendix C).
   b. The nomination forms must be used and submitted to the National Office by October 25 (see Appendix C).
   c. The award coordinator shall submit complete dossiers of all nominees to members of the Selection Committee by November 4.

d. Final selection of the recipient shall be made by the Selection Committee.
e. Presentation of the award shall be made during the Women's Soccer National Championship Kick-Off Event.

5. Selection Committee
Kyle Rote Jr., NASL player and 2011 Soccer Hall of Fame Inductee; NCCAA National Chair and Vice-Chair; and Joe & Q Harding
6. Nature of the Award
An award shall be presented to the recipient.
7. The recipient shall be encouraged to be present at the banquet. The National Office shall contribute up to $250 toward travel expenses.
8. The recipient of the Joe & Q Harding Award shall subsequently be a nominee for the year-end NCCAA GP4L Student-Athlete Character Award. It is encouraged that one letter of recommendation from an Athletic Director, opponent coach, or member of the institution faculty or staff be included with the nomination.

F. All-American Honors
1. All-American Awards are provided by the NCCAA Office.
2. Candidates must be submitted using the All-Regional Nomination Form (see Appendix A). Nominees must be submitted by the Monday before Regional playoffs begin.
3. A representative from each region shall submit the All-Regional Team list to the National Soccer Chair prior to the National Coaches Meeting at the National Championship. The All-Regional list shall comprise the All-American nominee list with all nominee's Appendix A form being presented. The All-American Team shall be selected by position and follow the procedure outlines in Appendix E.
4. The selection committee shall select the First and Second Teams with the National Chair moderating the process and his/her designate tabulating the votes.
5. An 11 player team shall be selected comprised of one goalkeeper, three forwards, three midfielders, three defenders, and one additional player from any position. No member institution shall have more than three players selected to the All-American First Team.
6. There shall be an NCCAA representative (National Office personnel or Administration Committee member) in the room or on the call for the voting to oversee that the process is followed.
7. Copies of the voting procedure shall be provided to each voting member of the committee at least a week prior to the vote.

G. Coaching Honors
1. Regional Coach of the Year
a. Each region shall name its Regional Coach of the Year by the recommended date for conclusion of the Regional Championship. The Regional Soccer Chair shall notify the National Soccer Chair of the region's selection immediately.
b. Voting procedure
1) The ballot shall allow selection of two individuals using the following point system: five points for the first choice and three points for the second choice.
2) It is considered unethical for a member institution to vote for its own representative.
2. National Coach of the Year
a. The National Coach of the Year shall be selected following the National Championship by the All-American Committee.
b. Voting procedure:
1) The National Coach of the Year shall be selected within one week of the completion of the National Championship.
2) Only those selected for the Regional Coach of the Year, or whose teams participate in the National Championship, shall be considered for National Coach of the Year honors.

H. Scholar-Athlete Award
1. The Scholar-Athlete Nomination Ballot (see Forms and Procedures section) must be submitted to the National Office four weeks prior to the National Championship via Teamworks.
2. The Registrar from each institution must sign the form to verify the GPA.
3. The nominee must have a 3.4 GPA, or above, through five semesters or seven quarters of attendance.

I. Scholar Team Award
The Scholar Team nomination ballot must be submitted by January 31. The form must be submitted to the National Office via Teamworks.

J. Student-Athlete of the Week

The NCCAA Student-Athlete of the Week award shall be given to two student-athletes (one offensive & one defensive) in Division II Women's Soccer during the regular season, chosen from the list of nominees submitted by institutions. Only one student-athlete per school per award (offensive/defensive) may be nominated. See the full procedures and instructions in the Forms & Procedures section of the handbook.

VI. MISCELLANEOUS

A. NCCAA Certified Athletic Trainer Policy

Certified Athletic Trainers (ATC) are required at each hosted NCCAA Member home event, NCCAA Regional Championship, and National Championship. For hosted contest in cross country, and golf, institutions may have a trainer able to respond within three to five minutes or athletic personnel with training in CPR, AED usage, first aid, and prevention of disease transmission present at the event. The ATC must be certified by the National Athletic Trainers' Association Board of Certification (NATABOC), or an equivalent affiliation, and maintain a current license in the state of practice. Please reference the policy in the Sports Policies and Procedures section.

B. Code of Conduct

Conduct in competition policy found in Infractions and Penalties section IV.A. shall be followed by all NCCAA-only institutions during regular season and postseason competition. It shall be followed by all NCCAA institutions for Regional and National Championship competition. Any coach or student-athlete ejected from play shall be subject to penalties found in this policy. It is the responsibility of the offending institution to provide a report to the NCCAA Director of Membership and its Regional Coordinator within 48 hours of the incident. Please see the Infractions and Penalties section noted above for more details related to the Conduct in Competition Policy.

C. Coaches' Meetings

A meeting of the coaches of the competing teams, host coach, and members of the Championship Games Committee shall be held prior to games to review playing rules, interpretations, and any other administrative matters that may be necessary.

D. NCCAA National Sport Chair and Vice-Chair Job Profiles

See Forms & Procedures section.

E. Regional Women's Soccer Chair Job Profile

1. Function

   The Regional Soccer Chair shall be responsible for:

   a. The NCCAA Regional Soccer Championship Competition.
   b. Coordination of the balloting for the NCCAA All-Regional Team and the NCCAA Regional Coach of the Year.
   c. Participation in the NCCAA All-American selection process.

2. Selection

   a. The Regional Soccer Chair shall be nominated by an NCCAA Regional Chair or Regional Coach.
   b. The coaches within the respective region shall vote on the nominations.
   c. The NCCAA Division II National Women's Soccer Chair shall confirm the elected Regional Soccer Chair and shall communicate the results to the respective regional coaches.
   d. The Regional Soccer Chair shall serve a three-year term. Re-elections are permitted. There is no limit to the number of terms one can serve, but one must be elected for each term by coaches within the respective region.

3. Duties

   a. Conduct the NCCAA Regional Championships for women's soccer.
   b. Conduct regional coaches' meetings on issues of importance to the NCCAA Region, the NCCAA Regional Championship, and the NCCAA National Championship.
   c. Submit policy changes, procedures, and recommendations from the coaches' meetings to the NCCAA National Women's Soccer Chair.
   d. Conduct the balloting for the NCCAA All-Regional Team and the NCCAA Regional Soccer Coach of the Year.
   e. By the selected date, submit the Regional Championships' format to the NCCAA National Women's Soccer Chair and the NCCAA National Office.
   f. By the selected date, submit the results of the regional balloting for the Regional Coach of the Year and the All-Regional team, along with all supporting documentation.

g. Serve as a liaison between the NCCAA National Women's Soccer Chair and the soccer coaches of the respective NCCAA Region.

F. Handbook Proposal Process

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

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

Appendix A
NCCAA Division II Women's Soccer
All-Regional and All-American Nomination Form

Name _____ Jersey # _____ (H) _____ (A) _____

Nominee's Position _____ Year: ___Fr ___So ___Jr ___Sr ___Grad

Institution _____ Region _____

Coach _____ Mobile Phone (_____) _____-_____

Work Phone (_____) _____-_____

Season	Games Played	Goals	Assists	Goalkeepers Saves	Goalkeepers GAA	Captain Yes/No	Cautions/ Ejections
20_____	_____	_____	_____	_____	_____	_____	_____/_____

Honors _____

_____

_____

_____

Comments _____

_____

_____

_____

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

_____ _____

Coach's Signature Date

SAMPLE

Appendix B
NCCAA Power Ratings

I. FORMULA

(Results Pts + Location Pts) x (Opp. Affiliation + Opp. Win % + Ranked Opp.) = Individual Game Power Points

1. Results						
	Baseball/Softball	Basketball	Football	Soccer	Volleyball	
a. if win by	6+ runs	15+ points	14+ points	3+ goals	in 3 sets	3 points
b. if win by	-	11-14 points		-	-	2.75 points
c. if win by	3-5 runs	8-10 points	7-13 points	2 goals	in 4 sets	2.5 points
d. if win by	-	4-7 points		-	-	2.25 points
e. if win by	1-2 runs	1-3 points	1-6 points	1 goal	in 5 sets	2 points
f. if a tie	-	-	-	-	-	1.75 points
g. if a loss by	1-2 runs	1-3 points	1-6 points	1 goal	in 5 sets	1.5 points
h. if a loss by	-	4-7 points		-	-	1.25 points
i. if a loss by	3-5 runs	8-10 points	7-13 points	2 goals	in 4 sets	1 point
j. if a loss by	-	11-14 points		-	-	0.75 points
k. if a loss by	6+ runs	15+ points	14+ points	3+ goals	in 3 sets	0.5 points

2. Location					
a. if away	0.25 points	b. if neutral	0.125 points	c. if home	0 points

3. Opponent's Affiliation (multiplier)	
a. NCAA I	x 2.9
b. NCAA II / U Sports	x 2.5
c. NAIA	x 2.2
d. NCAA III / NCCAA I / CCAA	x 1.8
e. NCCAA II	x 1.5
f. Other Countable Opponents^	x 1.0

4. Opponent's Winning %*	
a. .1.000 %	Add 1.00
b. .800 - .999 %	Add 0.80
c. .600 - .799 %	Add 0.60
d. .400 - .599 %	Add 0.40
e. .200 - .399 %	Add 0.20
f. .000 - .199 %	Add 0.00

5. Ranked Opponent*
National rankings of affiliations in lines a. - e.
Add 0.20

II. POWER POINTS

A. The sum of the criteria of Nos. 1-2, multiplied by the sum of Nos. 3-5 determines power points for a game. The maximum points for a contest is 13.325 (win on the road against 1.000 NCAA I Top 25 team). The minimum points for a game is 0.5 (loss at home against .199 or lower other countable opponent).

B. The power rating is determined by adding the power points for the regular season and dividing by the number of games (to the third decimal place). Postseason contests shall not be included.

III. FORFEITS

Forfeits awarded for completed contests shall count toward power ratings or minimum number of games requirement for inclusion in power ratings (e.g., ineligible player, conduct issues, etc.). Forfeits awarded for games not played shall not count toward power ratings (e.g., teams not showing up, not honoring contracts, etc.).

IV. REPORTING

The National Office shall calculate each school's power rating. Each institution and region is responsible for reviewing the release to ensure their rating's accuracy. See sport handbooks for reporting dates and how power ratings are used within each sport. Power ratings shall be released by Wednesday evening per each sport's reporting dates. See region handbooks for how ratings are used within the region. Visit www.thenccaa.org/handbook.

*Opponent's winning percentage and national ranking shall be through the Sunday before the reporting date. When a report is released, winning percentages and rankings for that report, will not be updated for future reports. National rankings only include teams within the rankings. Teams who receive votes are not considered ranked.

continued

Appendix B, Page Two
NCCAA Power Ratings

^Other countable opponents must be an NCCAA countable game per definition in Frequency of Contest section of the NCCAA handbook. Uni-Division sports, such as Baseball & Softball, follow Division I countable opponents rules.

A final power rating shall only be given to teams who meet the minimum number of games requirement for the specific sport. Each sport has a progression of min. number of games (listed below) to be included in each rating that is released. (R1=Report 1, etc.)
Baseball - R1=10, R2=13, R3=16; Basketball - R1=12, R2=15, R3=18; Soccer - R1=8, R2=10; Softball - R1=10, R2=13, R3=16; Volleyball (M) – R1=7, R2=8, R3=9; Volleyball (W) - R1=10, R2=13, R3=15.

Note: These Power Ratings are designed to measure past performance, not necessarily to predict future outcomes.

Appendix C
NCCAA Division II Women's Soccer
Joe & Q Harding Award Nomination Form
Game Plan 4 LIFE Award Series

Student-Athlete's Name First _____ Last _____

Student-Athlete's Hometown and State _____ Year: ___JR ___SR ___G

Institution _____ Position_____ Coach _____

Christian Character
Describe student-athlete's faith story and character on/off the field.

_____

_____

_____

Christian Service
List student-athlete's specific activities in Christian service and outreach.

_____

_____

_____

Current Season Field Stats (Season Team Record: W_____ L_____ T_____)

GP	GS	G	A	PTS	S	SOG	GWG	YC	RC
_____	_____	_____	_____	_____	_____	_____	_____	_____	_____

Current Season Goalkeeper Stats (Season Team Record: W_____ L_____ T_____)

GP	GS	GA	GA/G	SV	SHO	YC	RC
_____	_____	_____	_____	_____	_____	_____	_____

Career Field Stats (Career Team Record: W_____ L_____ T_____)

GP	GS	G	A	PTS	S	SOG	GWG	YC	RC
_____	_____	_____	_____	_____	_____	_____	_____	_____	_____

Career Goalkeeper Stats (Career Team Record: W_____ L_____ T_____)

GP	GS	GA	GA/G	SV	SHO	YC	RC
_____	_____	_____	_____	_____	_____	_____	_____

Other Stats Notes (Top 10 national statistical rankings, defensive effectiveness, etc.)

_____

_____

_____

continued

SAMPLE

Appendix C, Page Two
NCCAA Division II Women's Soccer
Joe & Q Harding Award Nomination Form
Game Plan 4 LIFE Award Series

Athletic Honors Received (Individual and/or Team)
List athletic awards/honors from the institution, conference, regional, and national level)

_____

_____

_____

Academic Honors Received (Major _____ GPA _____)
List academic honors.

_____

_____

_____

Leadership
Describe student-athlete's leadership characteristics and qualities. Give examples of leadership in action.

_____

_____

_____

Additional Comments
Share any other information on why student-athlete is deserving of this award.

_____

_____

_____

Required with Nomination Form

- High resolution headshot AND action photo of student-athlete
- Current season schedule with results.

Nominee Eligibility Requirements

- Be a junior, senior, or graduate student academically and a varsity team member
- Have a clear Christian testimony both on and off the field, including Christian service activities
- Demonstrate leadership ability
- Cumulative GPA must be 3.00 or higher on a 4.00 scale
- Be an excellent/highly skilled student-athlete

I attest that the nominee meets the eligibility requirements and nomination data is accurate.

_____ _____
Nominator Signature (Coach, SID, or AD) Date

Due by October 25 to jcampbell@thenccaa.org.

SAMPLE

Appendix D
All-Regional Team Nomination Form

The All-Regional Team shall consist of 11 players (three forwards, three midfielders, three defenders, one goalkeeper, and one alternate player). The alternate players can be used at any position. There must be at least three players named at each of the field positions (midfielders, defenders, forwards).

Region _____ Chair _____

Overall Region Ranking:

____ Goalkeeper: _____

____ Defender: _____

____ Defender: _____

____ Defender: _____

____ Midfielder: _____

____ Midfielder: _____

____ Midfielder: _____

____ Forward: _____

____ Forward: _____

____ Forward: _____

____ Alternate: _____

SAMPLE

Appendix E
Division II Women's Soccer All-American Selection Procedure

1. The All-American Selection Committee shall be six members, to include the Regional Chair from each region.
2. The All-American Team shall be selected by the All-American Selection Committee by the Wednesday following the National Championship.
3. The National Chair shall compile the votes on a document that includes all of the First Team All-Regional Players as determined by each respective region. Regional Chairs must email their First Team All-Regional players to the National Chair, no later than two business days following completion of the Regional Championship. Failure to meet this requirement could result in loss of voting rights for All-Americans. The First Team All-Regional list shall be emailed to the National Chair and copied to the NCCAA Director of Membership at the NCCAA National Office. The regional team shall be listed both in rank order from most points to least as well as in rank order by position. All ties must be broken.
4. The All-Regional Team shall include one goalkeeper, three defenders, three midfielders, three forwards, and one additional player from any position. The First Team All-Regional shall be voted on by the regional coaches. Player nominations from the region to the All-American team must be represented in the order of the region vote.
5. The First Team All-Regional list for each of the six regions shall be compiled by the National Chair and emailed to the Selection Committee for All-American voting. Each participant on the Selection Committee shall cast one vote and each member shall act as a representative for their respective region. Teams that do not have a representative on the Selection Committee can forward their recommendations to the Regional Chair for consideration of All-American voting but must do so before the Regional Chair casts his/her vote.
6. Voting criteria. The All-American team shall consist of 11 players to include the following: one goalkeeper, three defenders, three midfielders, three forwards, and the 11th selection from any position. Regional Chairs may vote for their own player while being objective in the process to the best players. Each member shall vote to include one goalkeeper, three defenders, three midfielders, three forwards, and one additional player from any position.
7. An order of nominating by region shall be determined by the National Chair (i.e. West first, Central second, etc.).
8. The process shall begin with each regional representative nominating the top players (limit of five nominations from a region) from his/her region. The representative shall briefly (30 seconds to 1 minute) discuss the nominations. Regional representatives are responsible for doing any necessary research of individuals on the All-Regional Team and be fully prepared to promote each individual. Players must be nominated in the rank order from the selection of the regional team.
9. Then the regional representatives shall each vote for their top players. Voting by the regional representative must be in the rank order of the region. Voting can occur in a couple of ways. They can share their vote verbally to the National Chair who records it, or an electronic method can be determined to have vote emailed or texted to the National Chair.
10. The optional player vote shall include the highest rated player from the highest vote getter not selected from each position vote. A vote for these four players shall be held to make the last selection. Region rank must still be followed. If there is more than one player from the same region in this vote, the lower ranked player(s) shall be eliminated from the vote.
11. The chair shall tabulate the vote and share with the voting members the total points for each nominated player. Points are allocated to players with highest to lowest (e.g., four players by position, top player receives four points, second three, third two, etc.). The top number of players to fill the number of slots designated for First Team shall earn First Team honors.
12. In the event of a tie in any position, there shall be an additional vote to break the tie. If a tie remains after additional voting, further analysis and discussion shall occur and another vote shall be conducted. If a tie remains after this additional voting, the tie shall be broken by the National Sport Chair, unless involving his/her student-athletes, in which case the National Vice-Chair shall break the tie.
13. The Player of the Year shall be voted on after the full All-American First Team selections. The top vote getter from each position (forward, midfielder, defender, and goalkeeper) shall be reviewed again, and then another vote shall be taken to determine the Player of the Year. Region rank must still be followed. If there is more than one player from the same region in this vote, the lower ranked player(s) shall be eliminated from the vote.
14. The All-American Second Team selections shall proceed in the same manner as the First Team.
15. There are no honorable mention teams in the NCCAA.
16. Once the team is selected, it is reviewed by the sport leadership and the National Office before being announced on the NCCAA website.

Appendix F
NCCAA Division II Women's Soccer National Championship
Tie Breaking Guidelines

1. Winning Percentage Total Points: 3 points for win, 1 point for a tie and 0 points for a loss.

2. Head to Head Result: Matches that occurred during Pool Play only.

3. Goal Differential: Teams can only receive a maximum of +5 goal differential or a minimum of -5 goal differential for each match.

4. Goals Against: Teams can only receive a maximum of 5 goals against for each match.

5. Goals Scored: Teams can only receive a maximum of 5 goals for each match.

6. Most Shutouts during Pool Play.

7. Last Tie Breaker: Teams that are still tied shall do a penalty kick shootout to determine who shall advance to the NCCAA Final.

NATIONAL CHRISTIAN COLLEGE ATHLETIC ASSOCIATION

Softball

Softball

I. GENERAL ADMINISTRATION

A. Administration

The NCCAA Softball National Championship and all events related thereto are under the control and supervision of the NCCAA Softball coaches and are subject to standards developed by these respective coaches and subsequent approval of the NCCAA Board of Directors. These standards shall receive annual review and approval by the Championship Games Committee by the end of each year.

B. National Committee for Softball

1. Composition and Term of Office
   a. The National Softball Committee shall consist of the National Softball Chair (who serves as chair of the committee), the National Softball Vice-Chair, and the Regional Softball Chairs. Non-voting members include the Tournament Director of the National Championship and an NCCAA National Office representative.
   b. The National Softball Chair shall serve a three-year term of office and shall be succeeded by the National Softball Vice-Chair.
2. Election
   a. The Regional Coaches, in conjunction with the Regional Coordinator, shall conduct an election of the Regional Softball Chair to the National Softball Committee at an appropriate time. The term of office for the Regional Softball Chair shall be determined by each individual region.
   b. If a vacancy occurs on the National Softball Committee, the National Softball Chair shall, in coordination with the Regional Coordinator and upon approval of the National Softball Committee, appoint a replacement or conduct an election.
3. Duties of the National Softball Committee (see Bylaws section)
   a. Represent the interests of coaches and student-athletes.
   b. Propose revisions of the National Championship operating policies and procedures to the Board of Directors.
   c. Assist in solicitation of bids for future championship sites.
   d. Submit the top players in each region as All-American nominees.
4. Duties of the National Softball Chair (also see National Sport Chair Job Description in Forms & Procedures section)
   a. Initiate, direct, and control the work of the National Softball Committee.
   b. Communicate with the National Softball Committee on issues requiring its input.
   c. Conduct meetings of the coaches and the committee at the National Championship to provide opportunities for questions, suggestions, and recommendations regarding the conduct of the championships.
   d. Supervise and assist the Tournament Director of the National Championship with planning and conducting the National Championship.
   e. Invite coaches of all NCCAA participating institutions to the coaches' meeting and request agenda items.
   f. Submit proposed revisions of the operating procedures (Softball section of the NCCAA Handbook) to the NCCAA Director of Membership no later than May 15.
   g. Assist Regional Coordinators in selecting Regional Sport Chairs as needed.

C. The National Softball Championship Committee shall be officially determined by October 15 of each year and shall be responsible for the administration of the National Championship.

1. Membership
   a. The committee shall be composed of the Tournament Director of the National Championship, the National Softball Chair, or his/her appointee from the National Softball Committee, and the NCCAA Director of Championships or an NCCAA National Office representative.
   b. If a member of the Championship Committee is directly or indirectly involved in a protest submitted, this individual shall be replaced by an appointee of the National Softball Chair.
   c. Three members must be present for action to be taken.
2. Responsibilities
   a. Ethical Behavior
      1) Observe the behavior of the student-athletes, coaches, and other team personnel for the duration of the National Championship.
      2) Promote standards of ethical behavior during competitive events and throughout the championship. This can be accomplished by general reminders to individuals and teams during the championship and

reinforced by more specific communication. If unacceptable behavior occurs, this committee has the right and obligation to act on the issue with/via the Director of Membership.

b. Write a report of all cases on which this committee acts.
c. Make on-site decisions concerning extenuating circumstances that affect the conduct of the championship (e.g., extreme weather conditions).
d. Make sure all teams follow the NCCAA #KingChasing Code of Ethics signed by coaches and the NCCAA #KingChasing Commitment by student-athletes (on file in the National Office).

3. Protests
   a. Ensure that protest procedures, as indicated in the National Collegiate Athletic Association (NCAA with NAIA modifications) Rule Book have been followed.
   b. Act on all appropriate protests.

D. Officers
Chair: Sara Allen, Columbia International University
Vice-Chair: Nathan Hall, Alice Lloyd College

E. Election of Sport Chair and Vice-Chair
A National Softball Chair and a Vice-Chair are elected to serve 3-year terms. The Vice-Chair replaces the National Softball Chair after 3 years to serve as the National Softball Chair. Selection must be by more than 50% of the total number of coaches in the NCCAA and shall be conducted by email vote.

II. ELIGIBILITY

A. Institution Eligibility
Only teams that are in good standing with the NCCAA shall be eligible. Good standing shall include all dues paid in full and free from any sanctions imposed by the NCCAA restricting institutional eligibility.

B. Team Eligibility
All NCCAA member institutions must file a completed Declaration of Intent to Participate form by August 31 for all varsity sports with the National Office (see Forms & Procedures section).

C. Individual Eligibility
NCCAA-only member institutions must file an affidavit of eligibility (see Eligibility section) to the NCCAA Director of Membership no later than the date of their first contest (including scrimmage). Dual members with CCAA, NAIA, NCAA II, and NCAA III must confirm eligibility is being filed for all sports in compliance with their primary affiliation on the Membership Directory & Dues Form.

III. PLAYING RULES AND REGULATIONS

A. Official Rule Book
Softball: Official National Collegiate Athletic Association (NCAA) Women's Softball Rules. To obtain rules, visit www.ncaapublications.com.

B. Statistics
Complete and accurate statistical information must be submitted to the NCCAA in the form of .XML game files, following the steps outlined at www.thenccaa.org/helpcenter and using only one of the approved statistical programs (DakStats, Genius Sports, PrestoSports, StatCrew). Game files must be submitted to the NCCAA within 48 hours after the game. However, the mandatory deadline for weekly game files to be uploaded to the NCCAA website is Tuesday at noon ET. Any amount of missing game files in a week shall count as a missed report. Any game files submitted from a non-approved stats program shall count as a missed report. Once statistical reporting begins, missing or incomplete game schedules may result in multiple penalties being issued at the discretion of the National Office.

The penalties for not reporting statistics or for being late are:
1. 1st offense: email or letter of notice of the violation.
2. 2nd offense: email or letter of warning of the violation.
3. 3rd offense: $100 fine paid within 30 days of the date of the invoice or before Regional Championships, whichever comes first.

4. 4th offense: $250 fine paid within 30 days of the date of the invoice or before Regional Championships, whichever comes first, a loss of postseason awards for the applicable athletes and/or team, the team shall become ineligible for statistical reports and ratings for the remainder of the season, and any further penalties at the discretion of the Administration Committee (e.g., ineligible for postseason play).

It is the responsibility of each institution to contact the National Office regarding any technical problems experienced in submitting weekly statistics. Proper communication can prevent team penalties.

Regular Season Neutral Site Tournament Statistics: The host institution of regular season tournaments (e.g., classic, tri-match, or any multi-team event of the like that an institution hosts, regardless of venue or if the host institution is competing) is responsible for recording official statistics, for all participating teams, for those sports in which a weekly national statistical report is conducted. Missing statistics from a regular season tournament shall be considered a missing stats report for the host institution, regardless if the host competed (other participants of the tournament shall not be considered to have missed a stats report the first week, but the following week shall be considered to have missed a stats report if still missing). Note: If the host sent files to opponents and opponents failed to upload the files in time, the host shall not be penalized.

C. National Rankings
1. When casting votes for the national rankings, regional voters must follow the order of the regional polls when casting their top 10 vote.
2. The coaches' poll voting shall be conducted by the National Chair, in conjunction with regional representatives, and be reported to the NCCAA Director of Communications.
3. Each Regional Sport Chair shall be the regional rater and voter.
4. Regional raters are responsible for submitting regional ratings to the National Chair, who shall then send out all regional ratings to voters. Raters should include explanation/summary as to why teams are rated where they are. Raters may work to get feedback from regional teams when developing the regional ratings.
5. Regional raters shall then select the top 10 teams nationally and send to the National Chair. The National Chair shall tally all votes and must send the final ranking, along with each regional rating, to the NCCAA Director of Communications by 11:00 a.m. (ET) each Tuesday that has a ranking.
6. When casting votes for the national rankings, voters must follow the order of the regional ratings.
7. Ties shall be broken by: 1) number of ballot appearances; 2) most votes in highest place; 3) winning percentage. The team winning the tie-breaker shall receive one additional point.
8. There shall be bi-weekly rankings through the conclusion of the regular season with a final postseason ranking the week following the National Championship.
9. The National Office serves as the oversight committee.

D. NCCAA Power Rating System
1. See Appendix A for the NCCAA Power Rating System.
2. Each member institution must meet all statistical requirements (see section III.B above).
3. The power rating dates shall start four weeks prior to the week of the National Championship. There shall be a total of three consecutive weeks of power ratings. If a team has regular season games after the final power rating, the final power rating shall be updated with the additional regular season dates for the National Softball Committee to use in selection and seeding. The final NCCAA Power Rating System shall be used for all Regional Championships and the National Championship.

E. Frequency of Play and Practice Guidelines

Each sport in the NCCAA has 24 weeks between August 1 and May 15 to conduct practices and competitions. Each sport has a maximum and minimum number of contests in the regular season. Softball has a maximum of 50 contests and a minimum of 16 contests. Each sport has a specified date to begin practice and to conduct their first contest. Softball's start date for practices, scrimmages, and exhibitions is September 1. The first allowable contest is the Thursday of the last full weekend in January. More details can be found in the Sport Policies and Procedures section of the NCCAA Handbook.

F. Rules Education

All coaches, new and returning, must complete an annual online rules education training program. For NCCAA-only members, this includes all paid and voluntary head, associate, assistant, and graduate assistant coaches. For dually affiliated members, this includes all head coaches. New coaches must complete the required training within the first 60 days of hire or prior to the coach's first competition, whichever is earlier. Returning coaches and staff members

must complete the required training prior to the earliest start date for competition for any sport sponsored by the institution. More details can be found online at the NCCAA Member Help Center.

IV. GENERAL GUIDELINES FOR POSTSEASON COMPETITION

A. Site and Date

1. Bids to host the NCCAA Softball National Championship shall be submitted to the National Office and reviewed by the National Softball Chair and National Vice-Chair. All necessary information pertaining to the National Championship Bid Contract is answered in the Forms & Procedures section.
2. Dates of the National Championship for the upcoming years are as follows:

Regional Championships	National Championships	Site
May 13, 2026	May 18-20, 2026	Oak Grove Softball Complex, Grapevine, TX
May 19, 2027	May 24-26, 2027	Oak Grove Softball Complex, Grapevine, TX
May 17, 2028	May 22-24, 2028	TBA
May 16, 2029	May 21-23, 2029	TBA
May 15, 2030	May 20-22, 2030	TBA

3. All Regional Championships are to be completed by the Wednesday prior to the National Championship. Regional Championships may be completed earlier if agreed upon by members within each region. Regions may choose whatever format is most expedient for the number of teams participating but must send a copy of their Regional Championship pairings to the National Softball Chair and the NCCAA Director of Championships. The NCCAA Power Rating System shall be used for regional seeding. Regions are required to accommodate institutions' conference postseason (within NAIA/NCAA) when scheduling NCCAA Regional Championships. If conference postseason dates leave no time for NCCAA Regional Championships, regional leadership shall work in conjunction with the National Office to determine a plan.
4. Championship Site and Game Regulations
   a. National Championship games must be played on an official softball field as defined by current NCAA Softball rules.
   b. It is recommended that two official regulation size, fenced-in fields be used.
   c. If the fence distance is adjustable, the NCCAA requests an outfield fence with a minimum of 190 feet and a maximum of 225 feet. The preferred distance is 200 feet.
   d. Fields that are skinned are preferred for National Championship play. Good field turf fields are acceptable for championship play.
   e. The official ball is the Rawlings NAIA.
   f. A five inning, eight-run rule shall be used (except in the championship game which shall be a full seven inning game).

B. General Guidelines for Championships

1. Home and Away Protocol
   a. For all World Series games, the high seed shall have the preference to be home or away until the championship game(s). The home team shall occupy the third base dugout with the exception that the same team that played in the previous game already is occupying a dugout. Said team shall NOT move dugouts. Existing protocol shall be followed as to which team is designated home or away.
   b. If there is an undefeated team in the championship game (Game 14), the undefeated team shall have the choice to be home or away. The if-necessary game (Game 15), if needed, shall flip the home/away teams, but teams shall remain in the same dugout and same uniforms.
   c. If there is not an undefeated team in the championship game (Game 14), the high seed shall have the preference to be home or away. The if-necessary game (Game 15), if needed, shall use a coin toss to determine home team.
   d. The host institution shall be given the opportunity to:
      1) Choose which field they play on for their first tournament game. Home and away protocol shall apply.
      2) Occupy the dugout of their choosing throughout the tournament on the field chosen in d.1. above (only if the tournament site is the host institution's regular season home field). Home and away protocol shall apply.

   If the same team that played in the previous game is already occupying the dugout chosen in d.2., said team shall NOT move dugouts.
2. Game Time
   The schedule of games and/or matches shall be determined in conjunction with the National Chair, the Tournament Director of the National Championship, and the NCCAA National Office. Preference shall be given to the higher seeded teams to advance with the most amount of rest and/or best playing conditions. The

host shall be given the opportunity to schedule one pool play game at a time that allows for the best hometown fan attendance. Game times and dates may be adjusted to accommodate any Seventh Day Adventist member institution's Sabbath or rain delays.

3. Protocol for National Anthem is to play it at the first game of each day. It is expected that teams pray together after each contest. There shall be an umpires meeting with coaches 10 minutes before game time and teams lineup for introductions of starters and opening prayer.
4. Warm Up
   Protocol for warmup before games if only one or limited batting cages are available shall be:
   a. Home team shall have access to batting cage 90 minutes before game time.
   b. Visiting team shall have access to batting cage 60 minutes before game time.
   c. When cages are available on both sides of the field, the above shall not be necessary.
   d. Infield, if needed, shall be both teams 30 minutes before game time and warmup completed 15 minutes before game time.
5. Required Functions to Attend
   Teams that advance to the Softball National Championship are required to attend and participate in the National Championship Banquet, the Christian Service Project, the Coaches Meeting, and Contests. Arriving late to the championship or not attending/participating in these required functions shall be considered failure to comply with its Declaration of Intent to Participate. The sanction for failure to comply with the Declaration of Intent to Participate is the sport being placed on Restrictive Probation for the following academic year with the potential for additional penalties up to all sports at that institution being placed on Restrictive Probation.
6. Coaches' Meeting
   There shall be a coaches' meeting on Sunday before competition to go over administration expectations of the teams for the tournament.
7. Bat Testing
   Bat testing is required before regular season contests, regional competition, and National Championships. See bat testing protocols here.
8. National Championship Broadcasting
   The NCCAA owns exclusive rights for all broadcasts (television, webcast, radio, etc.). When the NCCAA produces a webcast, no institution or entity is allowed to produce a webcast. All institutions interested in producing a broadcast of any kind must first obtain written approval from the NCCAA Director of Communications. Approval is not guaranteed. More information, including rights fees, is found in the Sports Policies and Procedures section. Each qualifying team must submit the following in the team's folder in the Google Drive five days prior to the championship: Up to date full season stats (individual & team), schedule with results, story lines for broadcasters, a TRO roster file, and action photos.
9. Roster Size and Official Traveling Party
   The official party is made up of participants, defined as student-athletes, coaches, managers, athletic trainers, and any staff member who travels with a competing team.

   The official party for each team participating in NCCAA National Softball Championship competition is 29 individuals, which includes 22 student-athletes in uniform and seven additional personnel (which can include coaches, managers, athletic trainers, sports information staff, additional student-athletes not in uniform, bullpen catcher, and/or other institutional personnel) to be used at the discretion of each participating institution.

   A player may be replaced on the official roster between the Regional Tournament and the NCCAA National Championship by any eligible player whose name is included on the Official Eligibility Form for the current season.

   When a roster is submitted to the NCCAA National Office, it shall serve as the Official Roster for the National Championship competition.
   a. Each head coach can amend his/her roster with the NCCAA Director of Championships at the championship coaches meeting on site.
   b. Once the coaches' meeting is concluded, a team's roster shall be deemed certified, and no changes can be made for the duration of the championship.
   c. Once the championship begins, no player may play that is not on the official roster with no exceptions including the event of injury, illness, or family emergency.
   d. Additional people (which can include coaches, managers, athletic trainers, sports information staff, additional student-athletes not in uniform, and/or other institutional personnel) must also be registered on the Official Roster to be permitted in the team only areas.

e. Any additional university personnel above the travel and roster numbers need to be outside of official championships areas (e.g., bench areas, batting cages, etc.), and the university shall assume any additional cost associated with additional numbers to the travel party.

10. National Championship Housing
    All teams are required to lodge in the hotel designated by the host institution or city for this championship.
11. National Championship Christian Service Project (CSP)
    Each player and coach participating in the National Championship shall be asked to donate up to, but not more than, two hours of his/her time to serve in a CSP. The host Tournament Director of the National Championship, in concert with the NCCAA Director of Championships, is responsible to secure the sites and set up the times for the service.
12. Umpires
    The Tournament Director of the National Championship shall secure all the officials for the National Championship. The Tournament Director of the National Championship shall assign officials for all games through, and including, the finals. Umpires must be NCAA or NAIA Rated umpires. A minimum of three officials shall be provided for National Championship games (unless the schedule is altered by rain).
13. Rainout Policy
    a. Every effort shall be made to complete the championship as structured.
    b. If a rainout occurs Day 2, the National Championship shall be played with the same double elimination. If rainouts occur and result in the cancellation of a partial day, full day, or multiple days, the Championship Committee, in conjunction with the host and National Office, shall determine any adjustments to the schedule and/or format.
    c. Possible adjustments include:
        1) adjusting the schedule to retain the double elimination format.
        2) adding a day to retain the double elimination format.
        3) changing to a single elimination format.
        4) adding a day to complete the single elimination format.
    d. If the National Championship is completely rained out, it shall be considered no contest.
    e. If the final two days of the tournament are rained out and adjustments cannot be made, the National Champion shall be the number one seed unless the team has been defeated. Should the number one seed be in the loser's bracket, the National Champion shall be selected by the following criteria:
        1) Head-to-head competition
        2) Higher seed in the National Championship
    f. The Championship Committee reserves the right to adjust times of the schedule as needed due to weather considerations. When rainouts occur, the Championship Committee, in conjunction with the host and National Office, will make every attempt to utilize a possible adjustment but will make the best decision possible based on the circumstances.
    g. Championship Reimbursement Policy
    A Championship reimbursement fund called Future Generations shall reimburse member schools for championship expenses when teams qualify. The amounts and policy guidelines are listed in the Sports Policies and Procedures section of the NCCAA Handbook.
14. Each qualifying team must submit the following in the team's folder in the Google Drive by 10 days prior to the National Championship: Official team roster and travel party on Google Docs Form (completely filled out), high resolution team photo, player headshots, and any other requested information.

C. Team Selection

1. Teams included shall be the champions of each region, the host institution, and the number of at-large bids not to exceed eight. The committee shall consist of: National Chair, National Vice-Chair, and the Regional Sport Chairs.
2. No team may play in national competition unless it played in regional play, has meet their declaration to be determined as a regional qualifier, or meets the criteria for regional representation or at-large selection.
3. If a region has only one team available to participate in the Regional Championship or Regional Qualifier Process, that team shall be declared the Regional Representative and receive the region's automatic bid provided they have a record of .500 or better in addition to being declared to accept a Regional Representative bid.
4. The host institution shall receive an automatic bid. An institution who is the host of an NCCAA National Championship may allow its team to participate in the National Championship if that team meets its institutions Declaration of Intent requirements. The host institution, via the Declaration of Intent process, can choose to accept an automatic bid to National Championships without competing in the Regional Championship or choose to participate in the Regional Championship to earn a place in the National Championship.

5. Teams Advancing to NAIA Championship Competition
   If a team is eliminated by the Tuesday of the NAIA National Championship opening round and the institution's Declaration of Intent permits it, the team may still participate in NCCAA championship competition if the time frame allows.
6. Selection of At-Large Bids
   a. The at-large bid request to be considered for the NCCAA Softball National Championship is on the Declaration of Intent to Participate. Athletics Directors can list the conditions by which they shall accept an at-large bid on the Declaration of Intent to Participate. To be considered for an at-large bid, a team must have played in the NCCAA Regional Championships, made its declaration to be considered the Regional Qualifier, or been exempt due to NCAA or NAIA conflicts. In regions that limit teams in their playoff format, teams that have met any institutional declaration requirement may be considered for an at-large bid.
   b. If a team does not play in its NCCAA Regional Championship due to NAIA/NCAA conflicts, that team may be considered for an at-large bid if it was declared to participate in its NCCAA Regional Championship.
   c. The NCCAA National Softball Committee and National Softball Chair shall select at-large berths by using the NCCAA Power Rating System Option B. The criteria from the a la carte options shall be the following (in order of importance):
      1) Head-to-head results.
      2) Common opponents.
      3) National rankings.
   d. For a la carte items to be used, teams must be within .500 in power ratings.
   e. The selection committee should ideally be comprised of unbiased individuals and not include individuals who have qualified for the National Championship or are seeking an at-large selection. If that is not possible, at a minimum, individuals who are seeking an at-large selection are not permitted to participate in the selection process.
7. National Championship Seeding
   a. The championship seeding shall be the responsibility of the National Softball Committee.
   b. The championship seeding shall be determined no later than the Wednesday preceding the championship.
   c. The NCCAA Power Rating System Option B from the final regular season game shall be used to seed the championship field regardless of whether they are considered a Regional Champion, Regional Qualifier, or an at-large team. The criteria to be used in the seeding from the a la carte options shall be the following (in order of importance):
      1) Head-to-head results.
      2) Common opponents.
      3) National Rankings.
   d. For a la carte items to be used, teams must be within .500 in power ratings and a team may only move up or down three places in power ratings.
   e. The National Softball Committee, in conjunction with the National Office, can adjust seeding to avoid regional opponents playing each other in the first round (if possible), following the Regional Seeding Conflict Guidelines in the Sports Policies and Procedures section of the handbook.
8. The Regional Championship Director/Host is responsible for reporting the Regional Championship results to the Softball Tournament Director of the National Championship, National Chair, and the National Office immediately following the Regional Championship. The results shall include overall records and championship scores. These responsibilities must be completed by the Thursday before the National Championship.
9. The National Softball Chair shall arrange a conference call (see Forms & Procedures section) with the National Softball Committee no later than Wednesday following all regionals prior to the Softball National Championship to decide the at-large bid and championship pools.
10. If a Regional Championship is completely rained out, the region shall decide on a representative.
11. Each region must send a copy of its championship structure as well as the rainout provisions to the National Softball Chair prior to May 1.
12. Qualifier Packet and Qualifier Call
    The NCCAA Director of Championships, in concert with the Tournament Director of the National Championship and the National Sport Leadership, shall prepare a Qualifier Packet detailing key information about the championship event such as lodging information, schedule, CSP, and other important information. The Qualifier Packet shall be made available on the NCCAA website and sent to each qualifier. Additionally, a mandatory Qualifier Call shall be scheduled once all teams have qualified and before teams travel to the championship site.

D. National Championship Format
   1. The NCCAA World Series is an eight-team double elimination format played in three days. All games shall be seven-inning games with an eight-run rule in five innings. The championship game shall be a seven-inning game without a run rule. The championship shall not exceed three days except for rainouts.

V. AWARDS

The NCCAA maintains a standardized awards program for all National Championships. Team, Most Outstanding Player, National Coach of the Year, and All-American awards are ordered and paid for by the National Office.

A. Regional Awards
   1. Coaches may nominate no more than four players for All-Regional Team (All-American) consideration. They may also vote for their own players during the balloting.
   2. The All-Regional Team must be submitted to the National Chair in order of the voting. The voting number should also be included in the information sent with each All-Regional Team. It should include the Regional Player of the Year, and Regional Coach of the Year.
   3. Each region may select up to 15 players on their All-Regional Team, including a Player of the Year.
   4. All-Regional Team selections shall be ranked (1-15) by regional coaches when sent to the National Chair.

B. Championship Awards
   The National Championship team shall receive a championship banner, trophy, medallions, and t-shirts. Teams finishing second through fourth shall receive a plaque designating their finish.

C. Selection of The NCCAA All-Tournament Softball Team and Most Outstanding Player
   1. An All-Tournament Team of 10 players including the Most Outstanding Player shall be selected at the National Championship. Selection of the All-Tournament Team shall be made by the coach for the appropriate placement. The championship team shall have two players (Most Outstanding Player plus one other player). The runner-up shall have two players. Third through eighth place teams shall have one player each.
   2. The All-Tournament Team shall be announced at the awards presentation immediately following the championship game. All-Tournament awards are the responsibility of the National Office and shall be presented as the teams finish.
   3. If play has been cancelled due to weather and two or more teams are tied in wins/losses, the higher tournament seeded team shall receive the extra placement of players on the All-Tournament Team.

D. Deb Thompson Award (See Appendix D)
   Deb Thompson became head coach at Spring Arbor University in 1987 and built a legacy through impacting players for Christ while creating a winning culture on and off the field. She was awarded the NFCA Regional Coach of the Year on 4 occasions, received numerous NCCAA district/regional awards, and was the NCCAA Coach of the Year in 2005 when her Cougars captured the NCCAA National Title. Deb has over 800 career wins and counting, and she was inducted into the Spring Arbor University Hall of Fame in 2002. She has and continues to serve selflessly while nurturing the student-athletes who have had the benefit of calling her coach.

   NCCAA Softball has chosen to honor one outstanding Christian student-athlete each year that shall represent the model NCCAA student-athlete. Nominations must be sent to the National Office by April 20.
   1. The recipient
      The outstanding Christian softball player from the NCCAA
   2. Recipients of this award must:
      a. Have a clear Christian testimony both on and off the field, including Christian service activities.
      b. Be an excellent/highly skilled student-athlete.
      c. Be a junior, senior, or graduate student academically and a varsity team member.
      d. Demonstrate leadership ability.
      e. Possess a cumulative GPA of 3.00 or higher on a 4.00 scale.
   3. Purpose
      To enhance the Christian purpose of athletic excellence in Christian athletic competition, and to perpetuate the Christian philosophy and faith in evangelical Christian colleges and universities across our nation.
   4. Procedures
      a. Student-athletes must be nominated by the head coach, Athletics Director, or Sports Information Director (SID). Only one nominee allowed per institution.
      b. The nomination form (see Appendix D) must be used and submitted to the National Office by April 20.

c. Final selection shall be made by the National Softball Committee.
d. The award shall be presented annually at the National Championship.
e. The recipient shall be encouraged to be present at the banquet. The National Office shall contribute up to $250 toward travel expenses.
f. The recipient of the Deb Thompson Award shall subsequently be a nominee for the year-end NCCAA GP4L Student-Athlete Character Award. It is encouraged that one letter of recommendation from an Athletic Director, opponent coach, or member of the institution faculty or staff be included with the nomination.

E. Selection of NCCAA All-American Softball Team
1. An All-American First Team of 12 players shall be selected by way of a conference call no later than the Tuesday following the Softball National Championship. This shall include a Player of the Year. It shall also include Coach of the Year, which shall be selected from the Regional Coaches of the Year, plus the Softball National Championship Coach. There shall also be a Second Team of 12 players on the All-American squad. There shall be no honorable mention. The voting procedure is listed in Appendix F.
2. Only individuals who have been selected to the NCCAA All-Regional Team shall be considered.
3. The complete All-American nomination forms are found in Appendix B and Appendix C for each region and must be submitted to the National Chair by the specified deadline.
4. There shall be an NCCAA representative (National Office personnel or Administration Committee member) in the room or on the call for the voting to oversee that the process is followed.
5. Copies of the voting procedure shall be provided to each voting member of the committee at least a week prior to the vote.
6. The All-American Committee may decide by consent to vote for both teams at once. This shall allow for discussion of all nominated players and then rank all 24 players in order. The vote shall determine who is first and second team.

F. National Coach of the Year
The National Coach of the Year shall be determined from the Regional Coaches of the Year plus the coach of the National Championship winning team during the conference call.

G. Selection of NCCAA Scholar-Athlete
1. Player must be of junior, senior, or graduate student academic status.
2. Must have completed at least one semester or quarter at the nominating institution.
3. Player must have a minimum cumulative grade point average of 3.40 or higher.
4. The nomination ballot must be used via Teamworks and must be received by the National Office four weeks prior to the Softball National Championship.

H. Scholar Team Award
The Scholar Team nomination ballot must be submitted by May 31. The form must be submitted to the National Office via Teamworks.

I. The NCCAA Student-Athlete of the Week award shall be given to two student-athletes (one offensive and one pitcher) in Softball during the regular season, chosen from the list of nominees submitted by institutions. Only one student-athlete per school per award (offensive/defensive) may be nominated. See the full procedures and instructions in the Forms & Procedures section of the Handbook.

VI. MISCELLANEOUS

A. NCCAA Certified Athletic Trainer Policy
Certified Athletic Trainers (ATC) are required at each hosted NCCAA Member home event, NCCAA Regional Championship, and National Championship. For hosted contest in cross country, and golf, institutions may have a trainer able to respond within three to five minutes or athletic personnel with training in CPR, AED usage, first aid, and prevention of disease transmission present at the event. The ATC must be certified by the National Athletic Trainers' Association Board of Certification (NATABOC), or an equivalent affiliation, and maintain a current license in the state of practice. Please reference the policy in the Sports Policies and Procedures section.

B. Code of Conduct
Conduct in competition policy found in Infractions and Penalties section IV.A. shall be followed by all NCCAA-only institutions during regular season and postseason competition. It shall be followed by all NCCAA institutions

for Regional and Softball National Championship competition. Any coach or student-athlete ejected from play shall be subject to penalties found in this policy. It is the responsibility of the offending institution to provide a report to the NCCAA Director of Membership and its Regional Coordinator within 48 hours of the incident. Please see the Infractions and Penalties section noted above for more details related to the Conduct in Competition Policy.

C. Handbook Proposal Process

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

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

D. NCCAA Softball Regional Championship Suggested Guidelines

1. Dates and Sites if a Regional Tournament is Played
   a. The regional final game is to be played no later than the Wednesday prior to the National Championship.
   b. The site and format are under the direction of the Regional Sport Chair as they work with the Regional Coordinator and the National Softball Chair. The NCCAA recommends a rotation method for Regional Championships. A five-year plan for dates and sites should be selected.
   c. The Regional Championships shall be under the direction of the Regional Sports Chair.
   d. All dates and sites should be sent to the National Softball Chair as well as the NCCAA Director of Membership as soon as this information is available.
   e. Dates and sites should be selected that will allow maximum participation in the region and should avoid conflicts with other association playoffs (ie. NAIA, NCAA) and should be voted on by the regional coaches and approved by the Regional Sport Chair.
   f. All sites must conform to all minimum regulations with reference to court size, field of play, lighting, etc. as regulated by that sports rule book.
   g. Regional Championships shall be conducted in the best interest of that sport at the national level of the NCCAA.
   h. Assignment of officials shall be contracted by the host school.
   i. Brackets
      Each region must use the appropriate brackets for the Regional Championships given in Appendix E.
2. Selection of teams
   a. All member institutions must be in good standing in order to participate. This means that they must follow their Declaration of Intent to Participate and must also have met the guidelines for statistics reporting.
   b. Each region must propose a tournament championship structure to be sent to the National Softball Chair by date listed in the Softball section.
   c. This structure shall be voted on by the teams participating in the region for approval by all coaches.
3. Seeding
   a. On the Sunday prior to the Regional Championship, all teams must have made their intent to participate in the championship, per their institutional declaration.
   b. The Regional Sport Chair shall notify each school with the results of the seeding.
   c. Seeding shall be determined by the NCCAA Power Rating System following the final regular season game.
4. Assignment of Officials
   All Regional Officials should be NCAA or NAIA certified officials with their respective sport organization. All officials shall not hold an official relationship with any NCCAA participating institution (past or present).
5. Financial Report
   a. Regional Championship game site managers are to submit to their Regional Sport Chair within 10 days after the completion of the Regional Championship.
   b. Teams that are traveling to the host site should not have to pay an entry fee for the Regional Championship. The host agrees to take on all the costs of hosting because they do not have travel costs.
6. Squad Size
   The squad size for the Regional Championship shall be to list any number of members on the championship roster, all of whom may dress out. There is a roster limit of 22.

7. All-Regional Team and Regional Coach of the Year
   The All-Regional Team and Regional Coach of the Year shall continue to be developed at the regional level under the direction of the Regional Sport Chair. This information shall be submitted to the National Softball Chair for consideration of All-American and National Coach of the Year recognition. The teams need to be rank ordered by the number of votes they receive. The top vote getter shall be declared the Regional Player of the Year. All regional information must be given to the National Softball Chair by Monday prior to the start of the National Championship.
8. Awards
   Regional Champion awards are shipped each year to the Regional Coordinator. All-Regional and Coach of the Year certificates shall be mailed from the National Office. It shall be the responsibility of the Regional Coordinator to distribute Regional Champion banners to the Regional Championship site in a timely manner and have them presentable before the Regional Championship final. Regional banners shall not be presented if there are no Regional Championship games.
9. Publicity
   a. Publicity for Regional Championship play shall be the responsibility of each participating team and shall be supported and encouraged by the Regional Sport Chair.
   b. Regional Sport Chairs should publicize the honors within their respective region.
   c. The NCCAA logo shall be used in all print media including, but not limited to, clothing, media guides, banners, website, etc. The NCCAA logo shall not be altered or skewed in any manner. A proof of graphics should be sent to the National Office for approval. Web links should be directed to www.thenccaa.org.
10. Reporting
    All results and scores should be sent to the National Office and to the National Softball Chair as soon as the games for each day are over. It is the responsibility of the Regional Sport Chair to see that this happens.
11. Christian Service Project (CSP)
    Each region should have a regional CSP. Because of the nature of Regional Championships, a food drive is recommended (other reasonable CSP's are acceptable). The host site shall organize, direct, and communicate the CSP to all participating teams. All teams should participate in the CSP. After the championship, the CSP should be reported to the NCCAA Director of Championships by the Regional Sport Chairs or the host of the Championship.

Appendix A
NCCAA Power Ratings

I. FORMULA

(Results Pts + Location Pts) x (Opp. Affiliation + Opp. Win % + Ranked Opp.) = Individual Game Power Points

1. Results						
	Baseball/Softball	Basketball	Football	Soccer	Volleyball	
a. if win by	6+ runs	15+ points	14+ points	3+ goals	in 3 sets	3 points
b. if win by	-	11-14 points		-	-	2.75 points
c. if win by	3-5 runs	8-10 points	7-13 points	2 goals	in 4 sets	2.5 points
d. if win by	-	4-7 points		-	-	2.25 points
e. if win by	1-2 runs	1-3 points	1-6 points	1 goal	in 5 sets	2 points
f. if a tie	-	-	-	-	-	1.75 points
g. if a loss by	1-2 runs	1-3 points	1-6 points	1 goal	in 5 sets	1.5 points
h. if a loss by	-	4-7 points		-	-	1.25 points
i. if a loss by	3-5 runs	8-10 points	7-13 points	2 goals	in 4 sets	1 point
j. if a loss by	-	11-14 points		-	-	0.75 points
k. if a loss by	6+ runs	15+ points	14+ points	3+ goals	in 3 sets	0.5 points

2. Location					
a. if away	0.25 points	b. if neutral	0.125 points	c. if home	0 points

3. Opponent's Affiliation (multiplier)	
a. NCAA I	x 2.9
b. NCAA II / U Sports	x 2.5
c. NAIA	x 2.2
d. NCAA III / NCCAA I / CCAA	x 1.8
e. NCCAA II	x 1.5
f. Other Countable Opponents^	x 1.0

4. Opponent's Winning %*	
a. .1.000 %	Add 1.00
b. .800 - .999 %	Add 0.80
c. .600 - .799 %	Add 0.60
d. .400 - .599 %	Add 0.40
e. .200 - .399 %	Add 0.20
f. .000 - .199 %	Add 0.00

5. Ranked Opponent*
National rankings of affiliations in lines a. - e.
Add 0.20

II. POWER POINTS

A. The sum of the criteria of Nos. 1-2, multiplied by the sum of Nos. 3-5 determines power points for a game. The maximum points for a contest is 13.325 (win on the road against 1.000 NCAA I Top 25 team). The minimum points for a game is 0.5 (loss at home against .199 or lower other countable opponent).

B. The power rating is determined by adding the power points for the regular season and dividing by the number of games (to the third decimal place). Postseason contests shall not be included.

III. FORFEITS

Forfeits awarded for completed contests shall count toward power ratings or minimum number of games requirement for inclusion in power ratings (e.g., ineligible player, conduct issues, etc.). Forfeits awarded for games not played shall not count toward power ratings (e.g., teams not showing up, not honoring contracts, etc.).

IV. REPORTING

The National Office shall calculate each school's power rating. Each institution and region is responsible for reviewing the release to ensure their rating's accuracy. See sport handbooks for reporting dates and how power ratings are used within each sport. Power ratings shall be released by Wednesday evening per each sport's reporting dates. See region handbooks for how ratings are used within the region. Visit www.thenccaa.org/handbook.

*Opponent's winning percentage and national ranking shall be through the Sunday before the reporting date. When a report is released, winning percentages and rankings for that report, will not be updated for future reports. National rankings only include teams within the rankings. Teams who receive votes are not considered ranked.

continued

Appendix A - NCCAA Power Ratings, Page Two

^Other countable opponents must be an NCCAA countable game per definition in Frequency of Contest section of the NCCAA handbook. Uni-Division sports, such as Baseball & Softball, follow Division I countable opponents rules.

A final power rating shall only be given to teams who meet the minimum number of games requirement for the specific sport. Each sport has a progression of min. number of games (listed below) to be included in each rating that is released. (R1=Report 1, etc.)
Baseball - R1=10, R2=13, R3=16; Basketball - R1=12, R2=15, R3=18; Soccer - R1=8, R2=10; Softball - R1=10, R2=13, R3=16; Volleyball (M) – R1=7, R2=8, R3=9; Volleyball (W) – R1=10, R2=13, R3=15.

Note: These Power Ratings are designed to measure past performance, not necessarily to predict future outcomes.

Softball Appendix B

(Copy form for additional opponents & staple)

All-American Selection Committee
DAN Statistics
Catchers – Outfielders – Infielders
Game by Game Analysis

Player: _____ Position: _____ Institution: _____ Class: _____ Region: _____ Coach: _____

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

Special Information: (Great Pitching Performances: Against which teams) _____
Coach's Comments (Technical Proficiency, Versatility, Execution, Consistency, etc.) _____
_____
_____
_____
_____

Softball Appendix C

(Copy form for additional opponents & staple)

All-American Selection Committee
DAN Statistics
Pitchers
Game by Game Analysis

Player: _____ Position: _____ Institution: _____ Class: _____ Region: _____ Coach: _____

Opponents	G	GS	GC	W	L	IP	R	ER	S	ERA	AB	1B	2B	3B	HR	HP	WP	WP	BB	K
Total of all games																				

Special Information: (Great Pitching Performances: Against which teams) _____
Coach's Comments (Technical Proficiency, Versatility, Execution, Consistency, etc.) _____
_____
_____
_____
_____

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

Appendix D
Deb Thompson Award
Due April 20 to the National Office

Deb Thompson became head coach at Spring Arbor University in 1987 and built a legacy through impacting players for Christ while creating a winning culture on and off the field. She was awarded the NFCA Regional Coach of the Year on 4 occasions, received numerous NCCAA district/regional awards, and was the NCCAA Coach of the Year in 2005 when her Cougars captured the NCCAA National Title. Deb has over 800 career wins and counting, and she was inducted into the Spring Arbor University Hall of Fame in 2002. She has and continues to serve selflessly while nurturing the student-athletes who have had the benefit of calling her coach.

Criteria:

1. The recipient
   The outstanding Christian softball player from the NCCAA
2. Recipients of this award must:
   a. Have a clear Christian testimony both on and off the field, including Christian service activities.
   b. Be an excellent/highly skilled student-athlete.
   c. Be a junior, senior, or graduate student academically and a varsity team member.
   d. Demonstrate leadership ability.
   e. Possess a cumulative GPA of 3.00 or higher on a 4.00 scale.
3. Purpose
   To enhance the Christian purpose of athletic excellence in Christian athletic competition, and to perpetuate the Christian philosophy and faith in evangelical Christian colleges and universities across our nation.
4. Procedures
   a. Student-athletes must be nominated by the head coach, Athletics Director, or Sports Information Director (SID). Only one nominee allowed per institution.
   b. The nomination form must be used and submitted to the National Office by April 20.
   c. Final selection shall be made by the National Softball Committee.
   d. The award shall be presented annually at the National Championship.
   e. The recipient of the Deb Thompson Award shall subsequently be a nominee for the year-end NCCAA GP4L Student-Athlete Character Award. It is encouraged that one letter of recommendation from an Athletic Director, opponent coach, or member of the institution faculty or staff be included with the nomination.

continued

Appendix D, Page Two
Deb Thompson Award
Game Plan 4 LIFE Award Series

Student-Athlete's Name First _____ Last _____

Student-Athlete's Hometown and State _____ Year: ___JR ___SR ___G

Institution _____ Position_____ Coach _____

Christian Character
Describe student-athlete's faith story and character on/off the field.

_____

_____

_____

_____

Christian Service
List student-athlete's specific activities in Christian service and outreach.

_____

_____

_____

_____

Current Season Hitting Stats (Season Team Record: W_____ L_____)

_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
AVG	AB	H	2B	3B	HR	R	RBI	SLG	BB	SO	SB-ATT

Current Season Pitching Stats (If pitcher)

_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
ERA	W	L	GS	CG	SV	IP	H	R	ER	BB	SO

Career Hitting Stats (Career Team Record: W_____ L_____)

_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
AVG	AB	H	2B	3B	HR	R	RBI	SLG	BB	SO	SB-ATT

Career Pitching Stats (If pitcher)

_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
ERA	W	L	GS	CG	SV	IP	H	R	ER	BB	SO

Other Stats Notes (Top 10 national statistical rankings, defensive effectiveness, etc.)

_____

_____

_____

SAMPLE

Appendix D, Page Three
Deb Thompson Award
Game Plan 4 LIFE Award Series

Athletic Honors Received (Individual and/or Team)
List athletic awards/honors from the institution, conference, regional, and national level)

_____

_____

_____

Academic Honors Received (Major _____ GPA _____)
List academic honors.

_____

_____

_____

Leadership
Describe student-athlete's leadership characteristics and qualities.

_____

_____

_____

Additional Comments
Share any other information on why student-athlete is deserving of this award.

_____

_____

_____

Required with Nomination Form

- High resolution headshot AND action photo of student-athlete
- Current season schedule with results.

Nominee Eligibility Requirements

- Be a junior, senior, or graduate student academically and a varsity team member
- Have a clear Christian testimony both on and off the field, including Christian service activities
- Demonstrate leadership ability
- Cumulative GPA must be 3.00 or higher on a 4.00 scale
- Be an excellent/highly skilled student-athlete

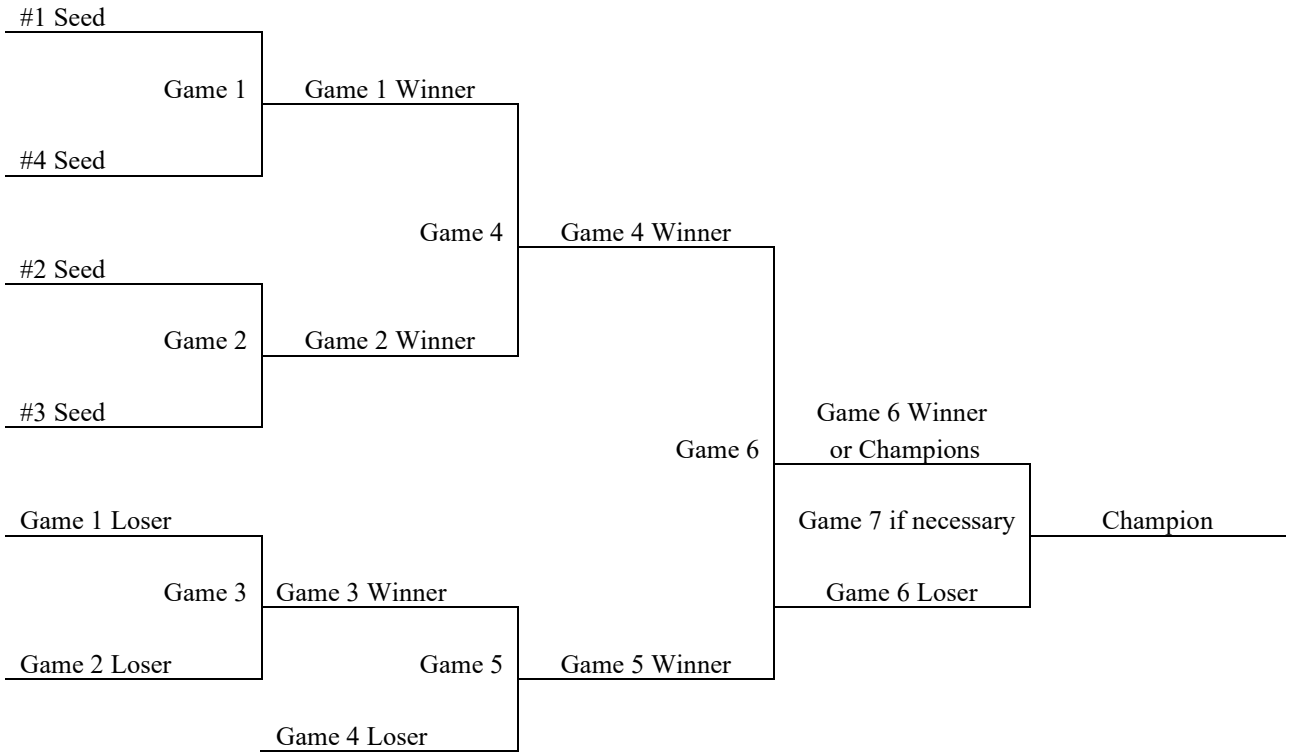
I attest that the nominee meets the eligibility requirements and nomination data is accurate.

_____ _____
Nominator Signature (Coach, SID, or AD) Date

Due by April 20 to jcampbell@thenccaa.org.

SAMPLE

Appendix E
Four Team Regional Championship Brackets

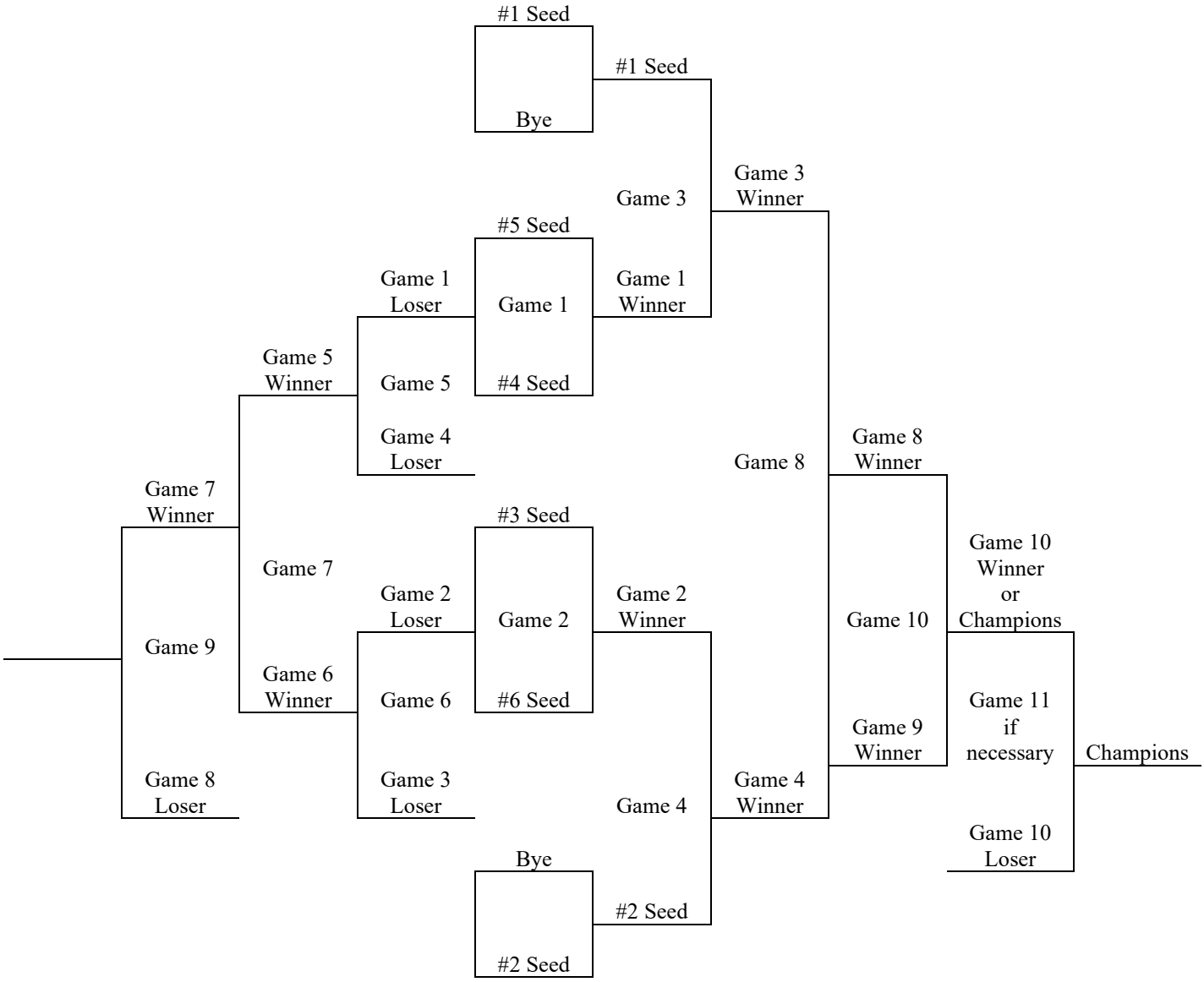


continued

Appendix E, Page Two
Five Team Regional Championship Brackets

continued

Appendix E, Page Three
Six Team Regional Championship Brackets



Appendix F
All-American Voting Procedures

The All-American Voting Procedure for NCCAA Softball is as follows:

1. All-Regional Teams shall be selected and submitted to the National Chair before the NCCAA National Championship. The regional team shall be listed in rank order from most points to least with all ties broken.

2. All nominations to the All-American process shall come from the All-Regional Team selections.
   a. The NCCAA shall recognize an NCCAA All-American First Team. A 12-member squad shall be selected.
   b. The NCCAA shall recognize an NCCAA All-American Second Team. The Second team shall be a 12-member squad.

3. A meeting shall be set and overseen by the National Chair with a member of the National Office present and assisting where needed.

4. An order of nominating shall be determined by the National Chair (e.g. West first, Central second, etc.)

5. The process shall begin with each regional representative nominating the top players (limit of six nominations from a region) from his/her region. The representative shall briefly (30 seconds to 1 minute) discuss the nominations. Regional representatives are responsible for doing any necessary research of individuals on the All-Regional Team and be fully prepared to promote each individual. Players must be nominated in the rank order from the selection of the regional team.

6. Then the regional representatives shall each vote for their top 12 players. Voting by the regional representative must be in the rank order of the region. Voting can occur in a couple of ways. They can share their vote verbally to the National Chair who records it, or an electronic method can be determined to have vote emailed or texted to the National Chair.

7. The National Chair shall tabulate the vote and share with the voting members the total points for each nominated player. Points are allocated to players from highest to lowest (e.g., 12 players on a team, top player receives 12 points, second 11, third 10, etc.). Top number of players to fill the number of slots designated for First Team shall earn First Team honors.

8. In the event of a tie in any position, there shall be an additional vote to break the tie. If a tie remains after additional voting, further analysis and discussion shall occur and another vote shall be conducted. If a tie remains after this additional voting, the tie shall be broken by the National Sport Chair, unless involving his/her student-athletes, in which case the National Vice-Chair shall break the tie.

9. The All-American Second Team selection shall proceed in the same manner as the First Team.

10. The Player of the Year shall be voted on after the conclusion of the full All-American Team selections.

11. The All-American Committee may decide by consent to vote for both teams at once. This shall allow for discussion of all nominated players and then rank all 24 players in order. The vote shall determine who is first and second team.

12. There are no honorable mention teams in the NCCAA.

13. Once the team is selected, it is reviewed by the sport leadership and the National Office before being announced on the NCCAA website.

NATIONAL CHRISTIAN COLLEGE ATHLETIC ASSOCIATION

Men's & Women's
Outdoor Track and Field

Men's & Women's Outdoor Track and Field

I. GENERAL ADMINISTRATION

A. The NCCAA Outdoor Track and Field Season, National Championship, and all events related thereto are under the control and supervision of the NCCAA Outdoor Track and Field coaches and are subject to standards developed by these coaches and subsequent approval of the NCCAA Board of Directors. These standards shall receive annual review and approval by the sport leadership.

1. Composition and Term of Office
   a. The National Outdoor Track and Field Committee shall consist of the National Outdoor Track and Field Chair (who serves as chair of the committee) and the National Outdoor Track and Field Vice-Chair. Non-voting members include the Tournament Director of the National Championship and an NCCAA National Office representative.
   b. The National Outdoor Track and Field Chair shall serve a three-year term of office and shall be succeeded by the National Outdoor Track and Field Vice-Chair.
2. Duties of the National Outdoor Track and Field Committee (see Bylaws section)
   a. Represent the interests of coaches and student-athletes.
   b. Propose revisions of the National Championship operating policies and procedures to the Board of Directors.
   c. Assist in solicitation of bids for future championship sites.
3. Duties of the National Outdoor Track and Field Chair (see National Sport Chair Job Description in Forms & Procedures section)
   a. Initiate, direct, and control the work of the National Outdoor Track and Field Committee.
   b. Communicate with the National Outdoor Track and Field Committee on issues requiring their input.
   c. Conduct meetings of the coaches and the committee at the National Championship to provide opportunities for questions, suggestions, and recommendations regarding the conduct of the championships.
   d. Supervise and assist the Tournament Director of the National Championship with planning and conducting the National Championship.
   e. Invite coaches of all NCCAA participating institutions to the coaches' meeting and request agenda items.
   f. Submit proposed revisions of the operating procedures (Outdoor Track & Field section of the NCCAA Handbook) to the NCCAA Director of Membership no later than May 15.

B. Outdoor Track and Field National Championship Committee
The Championship Committee shall be appointed and approved annually. This committee shall have the responsibility to administer the Outdoor Track and Field National Championship.

1. Membership
   a. The committee shall be composed of the Tournament Director of the National Championship, the National Outdoor Track and Field Chair (who shall serve as Chair of the Championship Committee), or his/her appointee from the National Outdoor Track and Field Committee, the NCCAA National Outdoor Track and Field Vice-Chair or Past Chair, and an NCCAA National Office representative.
   b. If a member of the Championship Committee is directly or indirectly involved in a protest submitted, this individual shall be replaced by an appointee of the National Outdoor Track and Field Chair.
   c. Three members must be present for action to be taken.
2. Responsibilities
   a. Ethical Behavior
      1.) Observe the behavior of the student-athletes, coaches, and other team personnel for the duration of the National Championship.
      2.) Promote standards of ethical behavior during competitive events and throughout the championship. This can be accomplished by general reminders to individuals and teams during the championship and reinforced by more specific communication. If unacceptable behavior occurs, this committee has the right and obligation to act on the issue. This may include a reprimand with official notice to the institution with/via the NCCAA Director of Membership.
   b. Write a report of all cases on which this committee acts.
   c. Make on-site decisions concerning extenuating circumstances that affect the conduct of the championship (e.g., extreme weather conditions).
   d. Make sure all teams follow the NCCAA #KingChasing Code of Ethics signed by coaches and the NCCAA #KingChasing Commitment by student-athletes (on file in the National Office).

3. Protests
   a. Ensure that protest procedures, as indicated in the National Collegiate Athletic Association Rulebook, have been followed.
   b. Act on all appropriate protests.

C. Officers
Chair: Mark Miller, Campbellsville University
Vice-Chair: Justin Carver, York University

D. Election of Sport Chair and Vice-Chair
A National Track and Field Chair and a Vice-Chair are elected to serve three-year terms. The Vice-Chair replaces the National Track and Field Chair after three years to serve as the National Track and Field Chair. Selection must be by more than 50% of the total number of coaches in the NCCAA and shall be conducted by email vote.

II. ELIGIBILITY

A. Institution Eligibility
Only teams that are in good standing with the NCCAA shall be eligible. Good standing shall include all dues paid in full and free from any sanctions imposed by the NCCAA restricting institutional eligibility.

B. Team Eligibility
All NCCAA member institutions must file a completed Declaration of Intent to Participate form by August 31 for all varsity sports with the National Office (see Forms & Procedures section).

C. Individual Eligibility
NCCAA-only member institutions must file an affidavit of eligibility (see Eligibility section) to the NCCAA Director of Membership no later than the date of their first contest (including scrimmage). Dual members with CCAA, NAIA, NCAA II, and NCAA III must confirm eligibility is being filed for all sports in compliance with their primary affiliation on the Membership Directory & Dues Form.

III. GENERAL RULES AND REGULATIONS FOR NCCAA OUTDOOR TRACK AND FIELD NATIONAL CHAMPIONSHIPS

A. Official Rule Book
Both the men's and women's NCCAA Track and Field National Championships shall be conducted under the NCAA Track and Field rules, except as modified by this document and other NCCAA guidelines.

Official National Collegiate Athletic Association (NCAA) Track and Field/Cross Country Rules. To obtain rules, visit www.ncaapublications.com.

B. The NCCAA Men's and Women's Track and Field National Championships shall be held two weeks before the NAIA, NCAA II, and NCAA III Outdoor Track and Field National Meets.

National Championship Dates and Sites:

May 6-8, 2026	TBA
May 12-14, 2027	TBA
May 10-12, 2028	TBA
May 9-11, 2029	TBA
May 8-10, 2030	TBA

C. Frequency of Play and Practice Guidelines
Each sport in the NCCAA has 24 weeks between August 1 and May 15 to conduct practices and competitions. Each sport has a maximum and minimum number of contests in the regular season. Outdoor Track and Field has a maximum of 10 total meets (or 12 meets if indoor track is not sponsored). Each sport has a specified date to begin practice and to conduct their first contest. Outdoor Track and Field start date for practice is September 1. The first allowable meet is September 1. More details can be found in the Sport Policies and Procedures section of the NCCAA Handbook.

D. Rules Education

All coaches, new and returning, must complete an annual online rules education training program. For NCCAA-only members, this includes all paid and voluntary head, associate, assistant, and graduate assistant coaches. For dually affiliated members, this includes all head coaches. New coaches must complete the required training within the first 60 days of hire or prior to the coach's first competition, whichever is earlier. Returning coaches and staff members must complete the required training prior to the earliest start date for competition for any sport sponsored by the institution. More details can be found online at the NCCAA Member Help Center.

E. Required Functions to Attend

Teams that advance to the Outdoor Track & Field National Championship are required to attend and participate in the Christian Service Project, the Coaches Meeting, and the Meet. Arriving late to the championship or not attending/participating in these required functions shall be considered failure to comply with its Declaration of Intent to Participate. The sanction for failure to comply with the Declaration of Intent to Participate is the sport being placed on Restrictive Probation for the following academic year with the potential for additional penalties up to all sports at that institution being placed on Restrictive Probation.

IV. HOST INSTITUTION FOR THE NATIONAL CHAMPIONSHIP

A. The host institution shall be required to submit an official Bid Contract to the National Office one year prior to hosting the event. (See Forms and Procedures section.)

B. The Tournament Director of the National Championship shall have the pertinent information about the championship posted online by April 1.

C. Qualifier Packet and Qualifier Call the NCCAA Director of Championships, in concert with the Tournament Director of the National Championship and the National Sport Leadership, shall prepare a Qualifier Packet detailing key information about the championship event, such as lodging information, schedule, CSP, and other important information. The Qualifier Packet shall be made available on the NCCAA website and sent to each qualifier. Additionally, a mandatory Qualifier Call shall be scheduled once all teams have qualified and before teams travel to the championship site.

D. National Championship entries:

1. Entries are due on the Monday prior to the championship no later than 12:00 p.m. ET via Direct Athletics. Coaches shall enter all participating athletes, including their right of membership entries, on Direct Athletics using the Track and Field Results Reporting System (TFRRS) performances from the NCCAA Outdoor List. Teams that do not appear on the list shall not be able to participate.
2. Coaches shall email the Tournament Director of the National Championship and/or the National Track and Field Chair their list of right of entries.
3. Coaches should print out a confirmation email from Direct Athletics after the close of entries. This shall serve as proof of entries if any discrepancies arise.
4. After the close of entries, no additions shall be allowed. Only scratches and spelling errors are correctable. If a student-athlete is inadvertently not entered into the meet and his/her coach catches the error prior to the scratch deadline (10:00 p.m. ET on Monday), the coach may enter the student-athlete by emailing the National Track and Field Chair and shall be charged a $50 penalty, per mistake, to be paid to the host institution Christian Service Project (CSP).
5. A performance list shall be published by 3:00 p.m. ET on Wednesday.
6. Communication shall be sent by 10:00 a.m. ET Tuesday concerning entries in the decathlon/heptathlon. It is advised that if you enter a student-athlete in the decathlon/heptathlon with no mark or a low score that you also enter them in other events. They can be scratched by Tuesday before 10:00 p.m. ET. This shall help with meet management.
7. If any part of a scheduled outdoor meet during the outdoor season must be moved indoors because of weather, the indoor mark shall be allowed for qualifying.
8. Christian Service Project (CSP): Each school shall pay $50 for the Christian Service Project (CSP) which shall be organized and selected by the host institution.

E. Qualifying standards

1. The qualifying standards shall be established by the standards committee.
2. The standards committee shall consist of four individuals of which the National Chair and Vice-Chair are included. The National Chair shall appoint the other two individuals, who must be from different regions and

not from the regions of the National Chair or Vice-Chair. The standards committee shall post the standards by the end of February to the NCCAA. The standards committee shall strike a balance between meet management, participation, and meet integrity.

3. The standards shall not be more demanding than the average eighth place finish of the preceding three years. (The next highest place finisher or eighth place finisher in the prelims may be used under extenuating circumstances. Example: A student-athlete pulls a muscle in the 100M; student-athlete false starts in the finals or sprints leaving only seven runners; student-athlete falls in hurdles but finishes with very slow time.)
4. There is no qualifying standard for relays, thus a right of entry is not charged in relay events.

F. A student-athlete is permitted to compete in the National Championship only if properly entered and confirmed by his/her coach or representative. Teams are limited to a total of three non-qualifying entries per team. These entries may be used in any event (except relays), even if a qualifying student-athlete is also in that event.

G. The annual Track and Field coaches' meeting shall be held at a time determined by the Championship Host and National Track and Field Chair.

H. The Decathlon and Heptathlon entries shall be treated like all other national events where a coach may use a right-of-entry without a person having established a performance mark. However, if the field has more than 12 student-athletes, all "No Mark" student-athletes shall be deleted from the event. Marks for the Decathlon and Heptathlon competition may be maintained by one of the following ways:

1. Student-athletes who competed in the multi-event format as defined by the NCAA Rule Book in the current season;
2. Student-athlete competes in all of the events over the course of one meet during the current season; or
3. Student-athlete competed at the previous year's NCCAA meet or subsequent conference or national meet in the Decathlon or Heptathlon.

Preference shall be given in the order listed above. No more than 16 student-athletes shall be allowed to compete in the Decathlon or Heptathlon at the NCCAA Outdoor Track & Field Championships.

I. Pictures
A high resolution color photograph shall be taken of any NCCAA championship team. The photo shall be emailed to the NCCAA Director of Communications at the NCCAA National Office immediately following the championship. Arrangements for these photographs shall be made by the Tournament Director of the National Championship.

J. The official results and championship photos shall be sent to the National Office immediately following the championship.

K. National Championship Broadcasting
The NCCAA owns exclusive rights for all broadcasts (television, webcast, radio, etc.). When the NCCAA produces a webcast, no institution or entity is allowed to produce a webcast. All institutions interested in producing a broadcast of any kind must first obtain written approval from the NCCAA Director of Communications. Approval is not guaranteed. More information, including rights fees, is found in the Sports Policies and Procedures section.

V. APPROVED EVENTS

A. Men's Track and Field National Championship

Shot-Put	Long Jump	100 M Dash	4 x 800 M Relay	1,500 M Run
Discus Throw	Pole Vault	200 M Dash	10,000 M Run	5,000 M Run
Hammer Throw	High Jump	400 M Dash	4 x 100 M Relay	4 x 400 M Relay
Javelin Throw	Decathlon	110 M Hurdles	800 M Run	
Triple Jump		400 M Hurdles	3,000 M Steeplechase	

B. Women's Track and Field National Championship

Shot-Put	Long Jump	100 M Dash	4 x 800 M Relay	1,500 M Run
Discus Throw	Pole Vault	200 M Dash	10,000 M Run	5,000 M Run
Hammer Throw	High Jump	400 M Dash	4 x 100 M Relay	4 x 400 M Relay
Javelin Throw	Heptathlon	100 M Hurdles	800 M Run	
Triple Jump		400 M Hurdles	3,000 M Steeplechase	

VI. NCCAA TRACK AND FIELD NATIONAL CHAMPIONSHIP POLICY AND PROCEDURE

A. Preliminaries and Heats
100 M Dash, 200 M Dash, 100/110 M Hurdles, 400 M Hurdles
1. Preliminaries and semifinals shall be conducted in accordance with the NCAA Rule Book as needed. The order of events for both men and women in the semifinals shall be as follows: 100/110 M Hurdles, 100 M Dash, and 200 M Dash.
2. Lane assignments within preliminary heats of preliminaries shall be seeded by performance and not random draw.
3. The following are guidelines for the maximum participants in a "final" race only, before a second heat is to be run. This is subject to change by a decision of the Games Committee, pending the actual number of contestants, but should be used as a guide for the Tournament Director of the National Championship in setting up sections to be run against time.
    a. In the 5,000 M Run, there shall be a maximum of 24 athletes per heat.
    b. In the 3,000 M Steeplechase, there shall be a maximum of 18 athletes per heat.
    c. In the 1,500 M Run, there shall be a maximum of 16 athletes per heat.
    d. In the 800 M Run, there shall be a maximum of 12 athletes per heat.
4. Field events shall be "hot seeded" based on entry performance from the least to the best performance.

B. Competitors must wear assigned numbers during the competition with an exception made in the pole vault and high jump. Competitors in the pole vault and high jump must have their numbers with them to show the field judge.

C. The starting height for the pole vault shall be one increment of 15 centimeters below the qualifying standard (exception allowed for extenuating circumstances).

D. The starting height for the high jump shall be one increment of 5 centimeters below the qualifying standard (exception allowed for extenuating circumstances).

E. Proof of Performance: The qualifying performance of any individual must be verifiable by the coach of the individual's institution. The NAIA Proof of Performance system shall be followed. A coach who challenges the performance must pay a $25 challenge fee to the Tournament Director of the National Championship prior to the first event at the National Championship. The challenged coach must then provide acceptable documentation that verifies the qualified student-athlete's performance as entered on the official entry. The fee shall be refunded if the appeal is upheld. If the challenge fails, the $25 fee shall go to the Tournament Director of the National Championship to help cover championship expenses. A successful challenge shall be reported to the NCCAA National Office and shall result in supervisory probation. A coach who submits an inaccurate entry shall be assessed a fee of $100 per team that goes toward the benefit of the charity of that year's championship.

F. A $10 fee shall apply for protest, appeal of referee decision, and photo review. An additional $25 fee shall apply if the coach wants to see the photo. The fee shall be refunded if the appeal is upheld. Only a Head Coach may file an official protest.

G. Field events shall be measured using the metric system.

H. The Games Committee shall determine if starting blocks shall be limited to those provided by the host or if institutions may provide their own starting blocks. The committee shall also determine if starting blocks shall be required in any specific race. See NCAA Rule Book for more details.

VII. OFFICIALS

A. The host school institution shall provide enough certified officials to ensure a fair and well run meet. The minimum requirements are as follows:
1. Certified Starter.
2. Certified Assistant Starter.
3. The high jump and pole vault shall have at least one certified official at the event.
4. The long jump, triple jump, shot put, discus, and hammer shall have at least two certified officials.
5. The javelin shall have at least three certified officials at the event.

B. Starter and Assistant Starter
1. The starter shall be responsible to see that all contestants have an equal start according to the rule specifications.

2. The start shall follow the time schedule according to the regular schedule of the events.
3. The starter shall be stationed ahead of and to one side of the track when giving the commands for starting races, such as the 100 M Dash and the 100/110 M Hurdles.
4. In races around the curve with the staggered starts, the starter shall be stationed either in front of (preferable) or behind the row of contestants.
5. The assistant starter shall be stationed on the opposite side of the runners relative to the starter.
6. In races using a waterfall start, the starter and assistant starter shall follow the contestants for a few meters to ensure a fair start. In the event of an infraction, they may recall the race.
7. The starter shall give a signal by pistol or bell at the beginning of the last lap of all distance races. Finish line officials shall be very careful in the counting of laps in the distance events.

C. Clerk of Course
1. A clerk shall be appointed to assist the starter.
2. The clerk shall be responsible for giving all necessary instructions concerning the race (number to qualify, lane number, heat number, etc.).

D. Timers
Fully Automatic Time (F.A.T.) must be used. Proper backup timing shall be available in case of malfunction.

E. Inspectors
There shall be enough inspectors to judge proper lane observance and to judge relay exchanges. The head inspector shall be responsible for placing inspectors at the proper points for each race.

F. Field Event Judges
Current coaches shall be elected referees for the National Championship. The Tournament Director of the National Championship and the National Chair shall select coaches to serve. This enables more coaches to become involved in the leadership of the NCCAA and leads to better championship management. Positions to be filled are as follows:
1. Field event referee.
2. Running event referee.
3. Multi-event referee assigned from schools sending multi-event athletes.

G. Scorer
Computer software shall be used to score the championship. A backup system shall be available in case of computer malfunction.

H. The Games Committee, Championship Referee, and F.A.T. personnel shall remain 15 minutes after the championship results are available in the event there should be any disputes.

VIII. AWARDS

The NCCAA maintains a standardized awards program for all National Championships. Team, Men's & Women's Track Athlete of the Meet, Men's & Women's Field Athlete of the Week, National Coach of the Year, and All-American awards are ordered and paid for by the National Office.

A. Awards
1. Team championship banner and a championship trophy shall be awarded for first place (see Awards section).
2. Team plaques for second, third, and fourth places shall be awarded (see Awards section).
3. Scholar-Athlete certificates shall be given to each qualified recipient. The ballot found in the Forms and Procedures section of the Handbook must be sent via Teamworks to the National Office four weeks prior to the National Championship meet.
4. A medallion shall be presented to each member on the championship team (up to 35 total) as well as National Championship t-shirts. Teams may purchase additional awards if needed.

B. Wheeler Track and Field Awards (due April 20)
1. Sponsorship
John and Jody Wheeler were involved in supporting athletic activities of Christian high schools and colleges throughout their lives. John served on the NCCAA Board for over 35 years, and he and Jody founded the NCCAA Pro-Am event that has provided millions of dollars in support for the NCCAA since 1988. A Taylor University graduate who knew the benefit of a Christian worldview and a lifelong pursuit for God's truth, John was inducted into the NCCAA Hall of Fame in 2002.

2. Purpose of the Awards
   The awards were established to enhance excellence in Christian track and field competition and to perpetuate the Christian philosophy and faith as exemplified through Christ-like track and field participation in NCCAA member institutions.
3. Selection Procedure and Committee
   a. Student-athletes must be nominated by the head coach, Athletics Director, or Sports Information Director (SID) on the Wheeler Track and Field Nomination Form (see Appendix A), which is to be sent with national entry materials. Completed forms must be submitted to the National Office by the entry deadline date (with national entry materials). Only one nominee allowed per institution per gender.
   b. Final selection of the recipients shall be made by a selection committee composed of the National Track and Field Chair, Vice-Chair, and a National Office Representative.
   c. Presentation of the awards shall be made at the Track and Field National Championship.
4. Recipients of this award must:
   a. Have a clear Christian testimony both on and off the track, including Christian service activities.
   b. Be an excellent/highly skilled student-athlete.
   c. Be a junior, senior, or graduate student academically and a varsity team member.
   d. Demonstrate leadership ability.
   e. Possess a cumulative GPA of 3.00 or higher on a 4.00 scale.
5. The recipient of the Wheeler award shall subsequently be a nominee for the year-end NCCAA GP4L Student-Athlete Character Award. It is encouraged that one letter of recommendation from an Athletic Director, opponent coach, or member of the institution faculty or staff be included with the nomination.
6. Award
   An award descriptive of the honor shall be given to each recipient recognizing the honor.

C. All-American
The first three finishers in each individual event and the first three relay teams shall be named NCCAA All-Americans. Medals shall be presented to the first three finishers in each event.

D. Outstanding Track and Outstanding Field Athlete of the Meet
These awards, for both men and women, shall be selected by a vote of the respective coaches following the championship.

E. Coaching Staff of the Year
The men's and women's Coaching Staff of the Year awards shall be decided by a vote of the respective coaches following the championship. A plaque shall be provided to the Coaching Staff.

F. NCCAA Scholar Team Award
The purpose of the Scholar Team Award is to honor NCCAA athletic teams that demonstrate academic success in the classroom, emphasize the importance of academics within our national organization, and promote individual student-athlete scholarship on the team. The team must have a minimum grade point average (GPA) of 3.40 on a 4.00 scale in the term they compete. Award nomination information is sent via Teamworks.

G. Scholar-Athlete Award
All candidates shall be submitted via Teamworks four weeks prior to the Outdoor Track & Field National Championship. Candidates to be considered must meet the following criteria:
1. Be of junior, senior, or graduate student academic standing making normal progress toward a degree.
2. Have completed at least one semester or quarter at the nominating institution.
3. Be a competing student-athlete or a varsity letter winner or that institution's equivalent in the sport for which he/she is nominated.
4. The player must have a minimum cumulative GPA of 3.40, which must be confirmed by the Registrar.

H. Student-Athlete of the Week
The NCCAA Student-Athlete of the Week award shall be given to two student-athletes (one field and one track) in Outdoor Track and Field during the regular season, chosen from the list of nominees submitted by institutions. Only one student-athlete per school per award may be nominated. See the full procedures and instructions in the Forms & Procedures section of the handbook.

IX. FINANCES

A. The entry fee for the Track and Field National Championship shall be $300 per team (per gender) or $40 per individual (up to eight). All funds collected shall go toward paying expenses of conducting the championship. Money for the CSP donation may be added and included in the entry amount.

B. The championship banner, All-American awards, the special awards for outstanding student-athletes, and Coaching Staff of the Year awards shall be supplied by the National Office (see Awards section).

C. Any loss shall be absorbed by the host institution.

X. MISCELLANEOUS

A. NCCAA Certified Athletic Trainer Policy
Certified Athletic Trainers (ATC) are required at each hosted NCCAA Member home event, NCCAA Regional Championship, and National Championship. For hosted contest in cross country, and golf, institutions may have a trainer able to respond within three to five minutes or athletic personnel with training in CPR, AED usage, first aid, and prevention of disease transmission present at the event. The ATC must be certified by the National Athletic Trainers' Association Board of Certification (NATABOC), or an equivalent affiliation, and maintain a current license in the state of practice. Please reference the policy in the Sports Policies and Procedures section.

B. Code of Conduct
Conduct in competition policy found in Infractions and Penalties section IV.A. shall be followed by all NCCAA-only institutions during regular season and postseason competition. It shall be followed by all NCCAA institutions for Regional and National Championship competition. Any coach or student-athlete ejected from play shall be subject to penalties found in this policy. It is the responsibility of the offending institution to provide a report to the NCCAA Director of Membership and its Regional Coordinator within 48 hours of the incident. Please see the Infractions and Penalties section noted above for more details related to the Conduct in Competition Policy.

C. Handbook Proposal Process
Should changes to a sport specific section or the Sports Policies and Procedures section of the NCCAA Handbook be desired, the following process shall be followed:
1. Coaching group may propose changes to their sport handbook.
2. Coaching group votes to present proposal(s) to the Administration Committee.
3. Administration Committee votes to accept or reject the proposal.
4. Proposals for change may also come from the National Administrative Council (Sports Information Committee, Competition Experience Committee, and Regional Experience Committee), Eligibility Committee, or Handbook Committee, which are all subcommittees of the Administration Committee.
5. All proposals must come in written form and identify which section of handbook is being addressed.
6. All proposals must have a vote of support.
7. All proposals must be submitted for consideration to the Administration Committee by May 15 for possible inclusion for the upcoming academic year.

Appendix A
Outdoor Track and Field Wheeler Award Nomination Form
Game Plan 4 LIFE Award Series

Student-Athlete's Name: First _____ Last _____

Student-Athlete's Hometown and State _____ Year: ___JR ___SR ___G

Gender: ___M ___F Institution _____ Coach _____

Christian Character
Describe student-athlete's faith story and character on/off the track.

_____

_____

_____

_____

Christian Service
List student-athlete's specific activities in Christian service and outreach.

_____

_____

_____

_____

Current Indoor Season Best Marks

Event	Height/Distance/Time	Finish (e.g., 1st)	NCCAA TFRRS RANK	NAIA/NCAA TFRRS RANK

Career Indoor Personal Records

Event	Height/Distance/Time	Finish (e.g., 1st)	Date

Other Performance Notes
Past NCCAA Championship results, school records, conference records, etc.

_____

_____

_____

continued

SAMPLE

Appendix A, Page Two
Outdoor Track and Field Wheeler Award Nomination Form
Game Plan 4 LIFE Award Series

Athletic Honors Received (Individual and/or Team)
List athletic awards/honors from the institution, conference, regional, and national level.

_____

_____

_____

Academic Honors Received (Major _____ GPA _____)
List academic honors.

_____

_____

_____

Leadership
Describe student-athlete's leadership characteristics and qualities.

_____

_____

_____

Additional Comments
Share any other information on why student-athlete is deserving of this award.

_____

_____

_____

Required with Nomination Form
- Include a high-resolution headshot AND action photo of student-athlete.

Nominee Eligibility Requirements
- Have a clear Christian testimony both on and off the track, including Christian service activities.
- Be an excellent/highly skilled student-athlete.
- Be a junior, senior, or graduate student academically and a varsity team member.
- Demonstrate leadership ability.
- Possess a cumulative GPA of 3.00 or higher on a 4.00 scale.

I attest that the nominee meets the eligibility requirements and nomination data is accurate.

_____ _____
Nominator Signature (Coach, SID, or AD) Date

Due by April 20 to jcampbell@thenccaa.org.

SAMPLE

Men's Volleyball

Men's Volleyball

I. GENERAL ADMINISTRATION

A. The Men's Volleyball National Championship, and all events related thereto, are under the control and supervision of the NCCAA Men's Volleyball Coaches and are subject to standards developed by these respective coaches and subsequent approval by the NCCAA Board of Directors. These standards shall receive annual review and approval by the National Men's Volleyball Committee.

B. National Volleyball Committee
   1. Composition and Term of Office
      a. The National Men's Volleyball Committee shall consist of the National Volleyball Chair (who serves as chair of the committee), the National Men's Volleyball Vice-Chair, Tournament Director of the National Championship, and an NCCAA National Office representative. Non-voting members include the Tournament Director of the National Championship and an NCCAA National Office representative.
      b. The National Men's Volleyball Chair shall serve a three-year term of office and shall be succeeded by the National Men's Volleyball Vice-Chair.
   2. Election
      a. The National Men's Volleyball Committee shall conduct an election of the National Men's Volleyball Chair and Vice-Chair from current committee members at an appropriate time.
      b. If a vacancy occurs on the National Men's Volleyball Committee, the National Men's Volleyball chair shall, in coordination with the Committee Members, appoint a replacement or conduct an election.
   3. Duties of the National Men's Volleyball Committee
      a. Represent the interest of coaches and student-athletes.
      b. Propose revisions of the National Championship operating policies and procedures to the Board of Directors.
      c. Assist in solicitation of bids for future National Championship sites.
      d. Attend the National Championship and vote on award nominations. If a committee member is unable to attend, he/she should vote via conference call.
   4. Duties of the National Men's Volleyball Chair (also see National Sport Chair Job Description in Forms & Procedures section)
      a. Initiate, direct, and control the work of the National Men's Volleyball Committee.
      b. Communicate with the National Men's Volleyball Committee on issues requiring their input.
      c. Conduct meetings of the coaches and the committee at the National Championship to provide opportunities for questions, suggestions, and recommendations regarding the conduct of the National Championship.
      d. Supervise and assist the Tournament Director of the National Championship with planning and conducting the National Championship.
      e. Invite coaches of all NCCAA participating institutions to the coaches' meeting and request that agenda items and nominations for National Men's Volleyball Committee vacancies be sent to the National Men's Volleyball Chair.
      f. Submit proposed revisions of the operating procedures (Men's Volleyball section of the NCCAA Handbook) to the NCCAA Director of Membership no later than May 15.
      g. Assist Regional Coordinators in selecting Regional Sport Chairs as needed.

C. National Championship Committee
   The National Championship Committee shall be appointed and approved annually. This committee shall have the responsibility to administer the Men's Volleyball National Championship.

   1. Membership
      a. The committee shall be comprised of the Tournament Director of the National Championship, the National Men's Volleyball Chair, or his/her appointee from the National Men's Volleyball Committee, and the NCCAA Director of Championships or an NCCAA National Office representative.
      b. If a member of the Championship Committee is directly or indirectly involved in a protest submitted, this individual shall be replaced by an appointee of the National Men's Volleyball Chair.
      c. Three members must be present for action to be taken.
   2. Responsibilities
      a. Ethical Behavior
         1) Observe the behavior of the student-athletes, coaches, and other team personnel for the duration of the National Championship.

2) Promote standards of ethical behavior during competitive events and throughout the championship. This can be accomplished by general reminders to individuals and teams during the championship and reinforced by more specific communication. If unacceptable behavior occurs, this committee has the right and obligation to act on the issue with/via the Director of Membership.

b. Write a report of all cases on which this committee acts. A duplicate shall be filed with the Tournament Director of the National Championship for inclusion with the championship report.

c. Make on-site decisions concerning extenuating circumstances that affect the conduct of the championship (e.g., extreme weather conditions).

d. Make sure all teams follow the NCCAA Code of Ethics signed by coaches and the NCCAA #KingChasing Commitment by student-athletes (on file in the National Office).

3. Protests

a. Ensure that protest procedures, as indicated in the National Collegiate Athletic Association (NCAA with NAIA modifications) Rule Book, have been followed.

b. Act on all appropriate protests.

D. Officers
Chair: Mike Dedee, Roberts Wesleyan University
Vice-Chair: TBA

II. ELIGIBILITY

A. Institution Eligibility
Only teams that are in good standing with the NCCAA shall be eligible. Good standing shall include all dues paid in full and free from any sanctions imposed by the NCCAA restricting institutional eligibility.

B. Team Eligibility
All NCCAA member institutions must file a completed Declaration of Intent to Participate form by August 31 for all varsity sports with the National Office (see Forms & Procedures section).

C. Individual Eligibility
NCCAA-only member institutions must file an affidavit of eligibility (see Eligibility section) to the NCCAA Director of Membership no later than the date of their first contest (including scrimmage). Dual members with CCAA, NAIA, NCAA II, and NCAA III must confirm eligibility is being filed for all sports in compliance with their primary affiliation on the Membership Directory & Dues Form.

III. PLAYING RULES AND REGULATIONS

A. Rules: The National Championship shall follow the NCAA (USAV) rules with NAIA modifications (see Appendix D):

1. The official volleyball to be used is TBA.
2. Unlimited substitution.
3. Libero serves.

B. Rule Book
USA Volleyball, 715 South Circle Drive Colorado Springs, Colorado 80940; Phone: 719/228-6800. Visit www.usavolleyball.org.

C. Statistics
Complete and accurate statistical information must be submitted to the NCCAA in the form of .XML game files, following the steps outlined at www.thenccaa.org/helpcenter and using only one of the approved stats programs (DakStats, Genius Sports, PrestoSports, StatCrew). Game files must be submitted to the NCCAA within 48 hours after the game. However, the mandatory deadline for weekly game files to be uploaded to the NCCAA website is Tuesday at noon ET. Any amount of missing game files in a week shall count as a missed report. Any game files submitted from a non-approved stats program shall count as a missed report. Once statistical reporting begins, missing or incomplete game schedules may result in multiple penalties being issued at the discretion of the National Office.

The penalties for not reporting statistics or for being late are:

1. 1st offense: email or letter of notice of the violation.

2. 2nd offense: email or letter of warning of the violation.
3. 3rd offense: $100 fine paid within 30 days of the date of the invoice or before Regional Championships, whichever comes first.
4. 4th offense: $250 fine paid within 30 days of the date of the invoice or before Regional Championships, whichever comes first, a loss of postseason awards for the applicable athletes and/or team, the team shall become ineligible for statistical reports and ratings for the remainder of the season, and any further penalties at the discretion of the Administration Committee (e.g., ineligible for postseason play).

It is the responsibility of each institution to contact the National Office regarding any technical problems experienced in submitting weekly statistics. Proper communication can prevent team penalties.

Regular Season Neutral Site Tournament Statistics: The host institution of regular season tournaments (e.g., classic, tri-match, or any multi-team event of the like that an institution hosts, regardless of venue or if the host institution is competing) is responsible for recording official statistics for all participating teams for those sports in which a weekly national statistical report is conducted. Missing statistics from a regular season tournament shall be considered a missing statistical report for the host institution, regardless if the host competed (other participants of the tournament shall not be considered to have a missed stats report the first week, but the following week shall be considered to have missed a stats report if still missing). Note: If the host sent files to opponents and opponents failed to update the files in time, the host shall not be penalized.

D. NCCAA Power Rating System
1. See Appendix A for the NCCAA Power Rating System.
2. Each member institution must meet all statistical requirements (see section III.C above).
3. The power rating dates shall start four weeks prior to the week of the National Championship. There shall be a total of three consecutive weeks of power ratings. If a team has regular season games after the final power rating, the final power rating shall be updated with the additional regular season dates for the National Championship Committee to use in selection and seeding.

E. The National Ranking voting shall be conducted by the National Chair, in conjunction with the regional representatives, and be reported to the NCCAA Director of Communications.
1. Each Regional Sport Chair shall be the regional rater along with one additional voter from each region.
2. Regional raters are responsible for submitting region ratings to the National Chair, who shall then send out all region ratings to voters. Raters should include explanation/summary as to why teams are rated where they are. Raters may work to get feedback from regional teams when developing the regional ratings.
3. Regional raters shall then select the top 10 teams nationally and send them to the National Chair. The National Chair shall tally all votes and must send the final ranking along with each regional rating to the NCCAA Director of Communications by 11:00 a.m. (ET) each Tuesday that has a ranking.
4. When casting votes for the national rankings, voters must follow the order of the regional ratings.
5. Ties shall be broken by: 1) number of ballot appearances; 2) most votes in highest place; and 3) winning percentage. The team winning the tie-breaker shall receive one additional point.
6. There shall be bi-weekly volleyball rankings through the conclusion of the regular season, with a final postseason ranking the week following the National Championship, which shall be recognized by AVCA.
7. The National Office serves as the oversight committee.
8. AVCA shall recognize the NCCAA national rankings each week.

F. Frequency of Play and Practice Guidelines
Each sport in the NCCAA has 24 weeks between August 1 and May 15 to conduct practices and competitions. Each sport has a maximum and minimum number of contests in the regular season. Men's Volleyball has a maximum of 26 dates and a minimum of 9 matches. Each sport has a specified date to begin practice and to conduct their first contest. Men's Volleyball's start date for practices, scrimmages, and exhibitions is September 1. The first allowable contest is the Thursday of the last full weekend in January. More details can be found in the Sport Policies and Procedures section of the NCCAA Handbook.

G. Rules Education
All coaches, new and returning, must complete an annual online rules education training program. For NCCAA-only members, this includes all paid and voluntary head, associate, assistant, and graduate assistant coaches. For dually affiliated members, this includes all head coaches. New coaches must complete the required training within the first 60 days of hire or prior to the coach's first competition, whichever is earlier. Returning coaches and staff members

must complete the required training prior to the earliest start date for competition for any sport sponsored by the institution. More details can be found online at the NCCAA Member Help Center.

IV. GENERAL GUIDELINES FOR POSTSEASON COMPETITION

A. Dates and Site

1. Dates of the National Championship for the upcoming years are as follows:

Regionals Completed	National Championship	Site
April 18, 2026	April 24-25, 2026	Judson University, Elgin, IL
April 17, 2027	April 23-24, 2027	TBA
April 22, 2028	April 28-29, 2028	TBA
April 21, 2029	April 27-28, 2029	TBA
April 20, 2030	April 26-27, 2030	TBA

2. Site Requirements
   a. The site shall have a main court with appropriate warm-up space.
   b. Site for the Men's Volleyball National Championship must conform to all regulations outlined in the NCAA (USAV) with NAIA modifications rule book.
   c. The NCCAA Men's Volleyball Committee shall recommend the site based on an evaluation of the bid form submitted by the specific institution at the national coaches' meeting. The NCCAA National Office shall have the final decision.
   d. The host institution must take total responsibility for the financial and organizational aspects of the National Championship and follow recommended NCCAA policies and procedures..
3. Bidding Procedures (see Forms & Procedures section).

B. Guidelines

1. Officials
   a. Officials must possess at least an NAGWS/USA state/regional rating. For the National Championship final match, a national ranking must be held.
   b. The Tournament Director of the National Championship shall select and assign officials in consultation with the National Men's Volleyball Chair.
   c. It is recommended that a minimum of six officials be used.
2. Required Functions to Attend
   Teams that advance to the Men's Volleyball National Championship are required to attend and participate in the National Championship Banquet, the Christian Service Project, the Coaches Meeting, and Contests. Arriving late to the championship or not attending/participating in these required functions shall be considered failure to comply with its Declaration of Intent to Participate. The sanction for failure to comply with the Declaration of Intent to Participate is the sport being placed on Restrictive Probation for the following academic year with the potential for additional penalties up to all sports at that institution being placed on Restrictive Probation.
3. Christian Service Project
   At a convenient time during the National Championship, the teams shall participate in a Christian Service Project set up by the host which shall take at least an hour to reach out in the community. This could be a hands-on service activity or money raised for a local ministry. The host Tournament Director of the National Championship, in concert with the NCCAA Director of Championships, is responsible to secure the sites and set up the times for the service.
4. Tournament Meal
   A team meal should be provided for all participants at a convenient time to allow time for fellowship of participants. The meal shall be included or covered by a sponsorship.
5. Guidelines shall be as follows:
   a. Each qualifying team must submit the following in the team's folder in the Google Drive by 10 days prior to the National Championship: Official team roster and travel party on Google Docs Form (completely filled out), high resolution team photo, player headshots, and any other requested information.
   b. The National Championship shall not exceed three days.
   c. All matches shall be three out of five sets.
   d. Game Times
      The schedule of games and/or matches shall be determined in conjunction with the National Chair, the Tournament Director of the National Championship, and a National Office representative. Preference shall be given to the higher seeded teams to advance with the most amount of rest and/or best playing conditions. The host shall be given the opportunity to schedule one pool play game at a time that allows for the best

hometown fan attendance. Game times and dates may be adjusted to accommodate any Seventh Day Adventist member institution's Sabbath.

6. Championship Reimbursement Policy
   A Championship reimbursement fund called Future Generations shall reimburse member schools for championship expenses when teams qualify. The amounts and policy guidelines are listed in the Sports Policies and Procedures section of the handbook.
7. The NCCAA Men's Volleyball Committee and the host institution shall not accept advertising or promote in any way the marketing or use of alcoholic beverages, tobacco, or illegal drugs in connection with the NCCAA policies.
8. Roster Size and Traveling Party
   The official party is made up of participants, defined as student-athletes, coaches, managers, athletic trainers, and any staff member who travels with a competing team.

   The official party for each team participating in NCCAA Men's Volleyball Championship competition is 25 individuals, which includes 20 student-athletes in uniform and five additional personnel (which can include coaches, managers, athletic trainers, sports information staff, additional student-athletes not in uniform, and/or other institutional personnel) to be used at the discretion of each participating institution.

   A player may be replaced on the official roster between the Regional Tournament and the NCCAA National Championship by any eligible player whose name is included on the Official Eligibility Form for the current season.

   When the roster is submitted to the NCCAA National Office, it shall serve as the Official Roster for the National Championship competition.
   a. Each Head Coach can amend his/her roster with the NCCAA Director of Championships at the coaches meeting (at the championship coaches meeting on site).
   b. Once the coaches' meeting is concluded, a team's roster shall be deemed certified, and no changes can be made for the duration of the championship.
   c. Once the championship begins, no player may play that is not on the official roster with no exceptions, including the event of injury, illness, or family emergency.
   d. Additional people (which can include coaches, managers, athletic trainers, sports information staff, additional student-athletes not in uniform, and/or other institutional personnel) must also be registered on the Official Roster to be permitted in the team only areas.
   e. Any additional university personnel above the travel and roster numbers need to be outside of official championships areas (e.g., bench areas, batting cages, etc.), and the university shall assume any additional cost associated with additional numbers to the travel party.
9. Pre-Match Protocol
   The teams involved in the first set of matches for the National Championship shall have access to the playing courts no more than 60 minutes prior to the scheduled time of play. Succeeding teams shall have no more than 60 minutes and no less than 30 minutes of pre-match time on court. The 30 minutes shall be divided by 11 minutes split court, four minutes for visitors and four minutes for home, five minutes for visitor and five minutes for home, and one minute to return to benches.
10. National Championship Broadcasting
    The NCCAA owns exclusive rights for all broadcasts (television, webcast, radio, etc.). When the NCCAA produces a webcast, no institution or entity is allowed to produce a webcast. All institutions interested in producing a broadcast of any kind must first obtain written approval from the NCCAA Director of Communications. Approval is not guaranteed. More information, including rights fees, is found in the Sports Policies and Procedures section.
11. Each qualifying team must submit the following in the team's folder in the Google Drive five days prior to the championship: Up to date full season stats (individual & team), schedule with results, story lines for broadcasters, a VRO roster file, and action photos.
12. National Championship Housing
    All teams are required to lodge in the hotel designated by the host institution or city for this championship.
13. Uniform colors
    At the coaches meeting, the home team (higher seed) shall choose its uniform color, and visitors must be contrasting colors as much as possible and whenever possible. Once bracket play teams are confirmed, the same policy shall be followed.
14. Bench assignments
    Home teams shall choose which bench they prefer to use, and then teams shall switch each game of the match.

15. Qualifier Packet and Qualifier Call
    The NCCAA Director of Championships, in concert with the Tournament Director of the National Championship and the National Sport Leadership, shall prepare a Qualifier Packet detailing key information about the championship event such as lodging information, schedule, CSP, and other important information. The Qualifier Packet shall be made available on the NCCAA website and sent to each qualifier. Additionally, a mandatory Qualifier Call shall be scheduled once all teams have qualified and before teams travel to the championship site.

C. Format

The championship format shall be a four team round robin tournament. The top two teams shall play a final championship game after round robin play. One team from the three assigned Men's Volleyball regions and one host shall complete the championship field. If a region does not have an institution that meets its declaration, the open slot shall become an at-large bid.

D. Tie-Breaking Procedures for Round Robin

1. The National Championship round robin two-team tiebreaker is head-to-head competition.
2. The following National Championship round robin three-team tie-breaking procedures shall be used only to determine place in round robin and cannot eliminate a team from competition:
   a. Overall match record.
   b. Head-to-head competition.
   c. Percentage of sets won of those played among tied teams (total sets won/total sets played).
   d. Percentage of points won in matches played among tied teams (total points won/total points played).
   e. Percentage of total sets won.
   f. Percentage of total points won.
   g. Coin flip.
3. In the situation where there are three teams tied for second place in the pool, the team judged to be superior by the procedures listed above shall be the bye team. The other two teams shall play one set to 25 points and the winner shall play the bye team one set to 25 points (two 25-point sets total).
4. In the situation where there are three teams tied for first place in the pool, the team judged to be superior by the procedure listed above shall be awarded first place and the first playoff berth. The other teams shall play one 25-point set for the remaining playoff position. An exception to this shall be if a flip of the coin must be used to determine the by team. In that case, all teams must compete for the playoff positions as follows:
   a. Team A wins over team B and gains one playoff berth (one set to 25 points).
   b. Team C plays the losing team (B) for the second playoff berth (one set to 25 points).

   NOTE: If a three-team tiebreaker results in the top two teams being tied in D.2. c, d, e, or f of the tiebreaking procedures, those two teams then revert to the two-team tiebreaker of head-to-head competition.
5. Tiebreaking Set Procedures: There shall be a 40-minute warmup, a coin toss, and teams shall switch sides when one team reaches 13 points.

E. Selection of Teams

1. Teams included shall be the Regional Champion, Regional Qualifier, or Regional Representative of each of the three regions assigned to Men's Volleyball, the host institution, and the number of at-large bids needed to make up a four-team championship.
   a. If a region has only one team available to participate in the Regional Championship or Regional Qualifier Process, that team shall be declared the Regional Representative and receive the region's automatic bid provided they have a record of .500 or better in addition to being declared to accept a Regional Representative bid.
   b. The host institution shall receive an automatic bid. An institution who is the host of an NCCAA National Championship may allow its team to participate in the National Championship if that team meets its institution's Declaration of Intent requirements. The host institution, via the Declaration of Intent process, can choose to accept an automatic bid to National Championships without competing in the Regional Championship or choose to participate in the Regional Championship to earn a place in the National Championship.
   c. The at-large bid request to be considered for the NCCAA National Championship is on the Declaration of Intent to Participate. Athletics Directors can list the conditions by which they shall accept at-large bids on the Declaration of Intent to Participate. To be considered for an at-large bid, a team must have played in the NCCAA regional playoffs, made its declaration to be considered for the Regional Qualifier, or been exempt due to NCAA or NAIA conflicts. In regions that limit teams in their playoff format, teams that have met any institutional declaration requirement may be considered for an at-large bid.

d. At-large bids, if available, shall be selected by the NCCAA Men's Volleyball Committee using the NCCAA Power Rating System Option B. Criteria from the a la carte options shall be the following (in order of importance):
   1) Head-to-head.
   2) Common opponents.
   3) National Rankings.
e. For a la carte items to be used, teams must be within .500 in power ratings.
f. The selection committee should ideally be comprised of unbiased individuals and not include individuals who have qualified for the National Championship or are seeking an at-large selection. If that is not possible, at a minimum, individuals who are seeking an at-large selection are not permitted to participate in the selection process.

2. National Championship Seeding
   a. Criteria to be used in the seeding of the teams shall be the Power Rating System Option B. Criteria from the a la carte options shall be the following (in order of importance):
      1) Head-to-head.
      2) Common opponents.
      3) National Rankings.
   b. For a la carte items to be used, teams must be within .500 in power ratings and a team may only move up or down three places in power ratings.
3. The National Men's Volleyball Chair shall arrange a conference call (see Forms & Procedures section) with the NCCAA Men's Volleyball Committee by Sunday prior to the championship to determine the Regional Champions, Regional Qualifiers, Regional Representatives, at-large bids, and the seeding of the National Championship.

F. Tournament Director of the National Championship
1. Plans the National Championship with the approval of the NCCAA Director of Championships and the National Men's Volleyball Chair.
2. Sends all National Championship information and deadline dates to the NCCAA, eligible institutions, and head coaches.
3. Plans emergency medical procedures.
4. Contacts all media for coverage.
5. Keeps a detailed accounting of all income and expenditures.
6. Obtains information pertaining to the National Championship and distributes this to appropriate coaches.
7. Submits a National Championship Reporting Form (see *Forms and Procedures* section, Item 26) to the NCCAA Director of Membership within 5 days of the event.
8. Emails a high-resolution photograph of the championship team to the National Office within an hour of the event.
9. Submits the championship results in real time to the National Office or directly to the NCCAA website.
10. Provides game stats.

V. AWARDS

The NCCAA maintains a standardized awards program for all National Championships. Team awards are ordered and paid for by the National Office.

A. Championship Awards
The National Championship team shall receive a championship banner, trophy, medallions, and t-shirts. The second place team shall receive a plaque designating its finish.

B. All-Tournament Team
1. An All-Tournament Team of seven players, including Most Outstanding Player, shall be honored at the National Championship.
   a. The teams shall be determined by an allocation system with the coaches making their team selections.
   b. The champions shall receive three players, of which one shall also be the Most Outstanding Player of the Tournament.
   c. The runner up shall receive two selections, and the third and fourth place teams shall each receive one selection.
2. The All-Tournament Team shall be announced prior to the championship awards.

C. National Coach of the Year
The National Coach of the Year shall be voted on by the All-American Committee. Candidates shall consist of the Regional Coaches of the Year and the NCCAA National Champion Coach. The All-American Committee shall evaluate the nominations and vote on a winner using the following criteria:
1. Coaching Aptitude
2. Christian Character
3. Leadership
4. Contribution to the NCCAA

D. Game Plan 4 LIFE Award (see Appendix C) (due April 1)
1. Purpose
The purpose of this award is to honor, each year, the outstanding Men's Volleyball player selected from the NCCAA member institutions.
2. Criteria
The award recipient must be a junior, senior, or graduate student-athlete academically who excels on an outstanding team. He must be an excellent student-athlete, demonstrating leadership ability, Christian service, and having a clear Christian testimony both on and off the court.
3. Nature of Award
An award shall be given to the recipient to commemorate the occasion.
4. Procedures
Coaches wishing to nominate a player must submit the appropriate GP4L Nomination Form to the National Office by April 1. Student-athletes must be nominated by the head coach, Athletics Director, or Sports Information Director (SID). Only one nominee is allowed per institution. The award shall be presented at the awards ceremony of the National Championship. The National Office shall order and pay for the award.
5. Selection
The selection committee shall consist of the National Men's Volleyball Chair, the Vice-Chair, and a representative from the National Office.
6. The recipient shall be encouraged to be present at the banquet. The National Office shall contribute up to $250 toward travel expenses.
7. The recipient of the GP4L award shall subsequently be a nominee for the year-end NCCAA GP4L Student-Athlete Character Award. It is encouraged that one letter of recommendation from an Athletic Director, opponent coach, or member of the institution faculty or staff be included with the nomination.

E. First and Second Team All-American (see Appendix B)
1. Only those nominations submitted on the official form shall be considered.
2. Votes shall be tabulated by the National Men's Volleyball Chair.
3. NCCAA Player of the Year shall be selected first from the top regional players from each region.
4. First Team All-American nominee must be one of the top six players from within the region he represents.
5. The First Team shall consist of seven players and the Second Team shall each consist of seven players (no honorable mention). The First Team of seven shall each receive an award, and the Second Team shall each receive certificates from the National Office. AVCA shall honor the 14 First and Second Teams All-Americans.
6. The All-American selection committee shall be the Regional Sports Chairs along with the National Chair and Vice-Chair and selections shall be made after the National Championship. Any Regional Sports Chairs who are not present at the meeting shall be linked by a conference phone call. All committee members are required to be on the call.

F. Scholar-Athletes (see Forms & Procedures section)
1. Only those nominations submitted on the official ballot and accompanied by a confirmation of the student-athlete's GPA, signed by the Registrar, shall be considered. Candidates must meet the following criteria:
a. Be of junior, senior, or graduate student academic standing making normal progress toward a degree.
b. Have completed at least one semester or quarter at the nominating institution.
c. Be a competing student-athlete or a varsity letter winner or that institution's equivalent in the sport for
d. which nominated.
e. Player must have a minimum cumulative GPA of 3.40, which must be confirmed by the Registrar.
2. Nominations shall be accepted, verified, and compiled via Teamworks by the National Office four weeks prior to the National Championship.

G. Scholar Team Award
The Scholar Team nomination ballot must be submitted by May 31. The form must be submitted to the National Office via Teamworks.

H. Student-Athlete of the Week
The NCCAA Student-Athlete of the Week award shall be given to one student-athlete in Men's Volleyball during the regular season, chosen from the list of nominees submitted by member institutions. Only one student-athlete per institution may be nominated. See procedures in the Forms and Procedures section (Item 28).

VI. MISCELLANEOUS

A. NCCAA Certified Athletic Trainer Policy
Certified Athletic Trainers (ATC) are required at each hosted NCCAA Member home event, NCCAA Regional Championship, and National Championship. For hosted contests in cross country, and golf, institutions may have a trainer able to respond within three to five minutes or athletic personnel with training in CPR, AED usage, first aid, and prevention of disease transmission present at the event. The ATC must be certified by the National Athletic Trainers' Association Board of Certification (NATABOC), or an equivalent affiliation, and maintain a current license in the state of practice. Please reference the policy in the Sports Policies and Procedures section.

B. Code of Conduct
Conduct in competition policy found in Infractions and Penalties section IV.A. shall be followed by all NCCAA-only institutions during regular season and postseason competition. It shall be followed by all NCCAA institutions for Regional and National Championship competition. Any coach or student-athlete ejected from play shall be subject to penalties found in this policy. It is the responsibility of the offending institution to provide a report to the NCCAA Director of Membership and its Regional Coordinator within 48 hours of the incident. Please see the Infractions and Penalties section noted above for more details related to the Conduct in Competition Policy.

C. Meetings
1. The NCCAA Coaches and Athletics Directors Meeting shall be held at a convenient time for those attending the National Championship for the purpose of reviewing and proposing policy and procedural revisions and changes. If votes or count are taken on any topic, only one vote per institution shall be counted. Since the primary purpose of the meeting is solicitation of coaches' suggestions, the head coach's vote shall be counted if more than one representative from an institution is attending. The National Men's Volleyball Chair must send any desired changes in procedures to the NCCAA Director of Membership for presentation to the Administration Committee for a recommendation to the NCCAA Board of Directors. Any major policy changes must have received responses from at least 50% of the coaches and their Athletics Directors (one vote per school).
2. The National Men's Volleyball Committee meeting, open only to committee members or their appointees, shall also be held for the purpose of selecting awards.

D. Handbook Proposal Process
Should changes to a sport specific section or the Sports Policies and Procedures section of the NCCAA Handbook be desired, the following process shall be followed:
1. Coaching group may propose changes to their sport handbook.
2. Coaching group votes to present proposal(s) to the Administration Committee.
3. Administration Committee votes to accept or reject the proposal.
4. Proposals for change may also come from the National Administrative Council (Sports Information Committee, Competition Experience Committee, and Regional Experience Committee), Eligibility Committee, or Handbook Committee, which are all subcommittees of the Administration Committee.
5. All proposals must come in written form and identify which section of handbook is being addressed.
6. All proposals must have a vote of support.
7. All proposals must be submitted for consideration to the Administration Committee by May 15 for possible inclusion for the upcoming academic year.

Appendix A
NCCAA Power Ratings

I. FORMULA

(Results Pts + Location Pts) x (Opp. Affiliation + Opp. Win % + Ranked Opp.) = Individual Game Power Points

1. Results						
	Baseball/Softball	Basketball	Football	Soccer	Volleyball	
a. if win by	6+ runs	15+ points	14+ points	3+ goals	in 3 sets	3 points
b. if win by	-	11-14 points		-	-	2.75 points
c. if win by	3-5 runs	8-10 points	7-13 points	2 goals	in 4 sets	2.5 points
d. if win by	-	4-7 points		-	-	2.25 points
e. if win by	1-2 runs	1-3 points	1-6 points	1 goal	in 5 sets	2 points
f. if a tie	-	-	-	-	-	1.75 points
g. if a loss by	1-2 runs	1-3 points	1-6 points	1 goal	in 5 sets	1.5 points
h. if a loss by	-	4-7 points		-	-	1.25 points
i. if a loss by	3-5 runs	8-10 points	7-13 points	2 goals	in 4 sets	1 point
j. if a loss by	-	11-14 points		-	-	0.75 points
k. if a loss by	6+ runs	15+ points	14+ points	3+ goals	in 3 sets	0.5 points

2. Location					
a. if away	0.25 points	b. if neutral	0.125 points	c. if home	0 points

3. Opponent's Affiliation (multiplier)	
a. NCAA I	x 2.9
b. NCAA II / U Sports	x 2.5
c. NAIA	x 2.2
d. NCAA III / NCCAA I / CCAA	x 1.8
e. NCCAA II	x 1.5
f. Other Countable Opponents^	x 1.0

4. Opponent's Winning %*	
a. .1.000 %	Add 1.00
b. .800 - .999 %	Add 0.80
c. .600 - .799 %	Add 0.60
d. .400 - .599 %	Add 0.40
e. .200 - .399 %	Add 0.20
f. .000 - .199 %	Add 0.00

5. Ranked Opponent*
National rankings of affiliations in lines a. - e.
Add 0.20

II. POWER POINTS

A. The sum of the criteria of Nos. 1-2, multiplied by the sum of Nos. 3-5 determines power points for a game. The maximum points for a contest are 13.325 (win on the road against 1.000 NCAA I Top 25 team). The minimum points for a game are 0.5 (loss at home against .199 or lower other countable opponent).

B. The power rating is determined by adding the power points for the regular season and dividing by the number of games (to the third decimal place). Postseason contests shall not be included.

III. FORFEITS

Forfeits awarded for completed contests shall count toward power ratings (e.g., ineligible player, conduct issues, etc.). Forfeits awarded for games not played shall not count toward power ratings or minimum number of games requirement for inclusion in power ratings (e.g., teams not showing up, not honoring contracts, etc.).

IV. REPORTING

The National Office shall calculate each school's power rating. Each institution and region is responsible for reviewing the release to ensure their rating's accuracy. See sport handbooks for reporting dates and how power ratings are used within each sport. Power ratings shall be released by Wednesday evening per each sport's reporting dates. See region handbooks for how ratings are used within the region. Visit www.thenccaa.org/handbook.

*Opponent's winning percentage and national ranking shall be through the Sunday before the reporting date. When a report is released, winning percentages and rankings for that report, will not be updated for future reports. National rankings only include teams within the rankings. Teams who receive votes are not considered ranked.

continued

Appendix A, Page Two
NCCAA Power Ratings

^Other countable opponents must be an NCCAA countable game per definition in Frequency of Contest section of the NCCAA handbook. Uni-Division sports, such as Baseball & Softball, follow Division I countable opponents rules.

A final power rating shall only be given to teams who meet the minimum number of games requirement for the specific sport. Each sport has a progression of min. number of games (listed below) to be included in each rating that is released. (R1=Report 1, etc.)
Baseball - R1=10, R2=13, R3=16; Basketball - R1=12, R2=15, R3=18; Soccer - R1=8, R2=10; Softball - R1=10, R2=13, R3=16; Volleyball (M) – R1=7, R2=8, R3=9; Volleyball (W) – R1=10, R2=13, R3=15.

Note: These Power Ratings are designed to measure past performance, not necessarily to predict future outcomes.

Appendix B
NCCAA Men's Volleyball All-American Selection Process

I. PURPOSE

To recognize outstanding performance in Christian intercollegiate volleyball participation, to publicize and promote Christian student-athletes, to promote the presence and prominence of Christian character in intercollegiate athletics, to publicize and promote the participating colleges within the NCCAA, to publicize and promote the NCCAA, its presence, its purpose, and its program.

II. GUIDELINES

A. The player must be a member of the volleyball team at a participating NCCAA institution that is in good standing and should be worthy of consideration for the honor of All-American.

B. An All-American nominee must be one of the top six players from the regional team he represents. All ties with an All-Regional Team must be broken.

C. Each Regional Men's Volleyball Chair may submit up to six nominations from his/her region for consideration for All-American status.

D. There shall be an NCCAA representative (National Office personnel or Administration Committee member) in the room or on the call for the voting to oversee that the process is followed.

E. Copies of the voting procedure shall be provided to each voting member of the committee at least a week before the vote.

III. PROCEDURES

A. Coaches must submit nominations and other specified materials to their Regional Men's Volleyball Chair no later than the second Friday of April.

B. Regional Men's Volleyball Chairs must submit their nominations to the National Men's Volleyball Chair no later than the third Wednesday of April. These selections shall be in rank order as determined by the regional coaches' selection. Each Regional Chair is in charge of approving the rank order. Once regional All-American nominations are submitted to the All-American Committee, the rank order may not be changed.

C. The National Men's Volleyball Committee shall meet at the National Championship or via conference call the week after and select the 14 All-Americans.

D. A member of the All-American committee shall complete the statistical spreadsheet of all nominees and shall have that information available to all committee members prior to the selection meeting.

E. The process shall begin with each regional representative nominating the top players (limit of six nominations from a region) from his/her region. Regional representatives are responsible for doing any necessary research of individuals on the All-Regional Team and be fully prepared to promote each individual. Players must be nominated in the rank order from the selection of the regional team.

F. Then the regional representatives shall each vote for their top seven players. Voting by the regional representative must be in the rank order of the region. The All-American Committee shall determine by consensus the NCCAA Player of the Year from the top player in each region. Voting can occur by either sharing their vote verbally to the National Chair who records it, or an electronic method can be determined to have vote emailed or texted to the National Chair.

G. In the event of a tie in any position, there shall be an additional vote to break the tie. If a tie remains after additional voting, further analysis and discussion should occur and another vote should be conducted. If a tie remains after this additional voting, the tie shall be broken by the National Sport Chair, unless involving his/her student-athletes, in which case the National Vice-Chair shall break the tie.

continued

Appendix B, Page Two
NCCAA Men's Volleyball All-American Selection Process

H. The All-American Second Team selection shall proceed in the same manner as the First Team.

I. The All-American Committee may decide by consent to vote for all teams at once. This shall allow for discussion of all nominated players and then rank in order all players and the vote would determine who is first and second team.

J. There are no honorable mention teams in the NCCAA.

K. Once the team is selected, it is reviewed by the sport leadership and the National Office before being announced on the NCCAA website.

IV. PUBLICITY

A. The All-American Team selections shall be published on the NCCAA website.

B. The Regional Sport Chairs shall publicize the honors within their respective region.

V. AWARDS

Awards are presented to each All-American First Team member.

continued

Appendix B, Page Three
NCCAA Men's Volleyball
All-Regional/All-American Nomination Form

Name _____ Class _____

Institution _____ Coach _____

Institution Address _____

Season: _____ Won _____ Loss _____

Position _____ Height _____ Age _____

Nominee's Hometown Newspaper and Address _____

Region _____ Regional Sport Chair _____

Statistics – Report season statistics based on the American Volleyball Coaches Association (AVCA) Statistics Manual. If this information is unavailable, attach a copy of the nominee's season statistics and an explanation of how the statistics are figured.

Matches Played _____ Sets Played _____ Position _____ Height _____

Serves	**Attacks**	**Sets**	**Blocks**
Attempts _____	Attempts _____	Attempts _____	Solo _____
Aces _____	Kills _____	Assists_____	Assists_____
Errors _____	Errors _____	Errors _____	Errors_____
Aces/Set_____	Kills/Set_____	Assists/Set_____	Blocks/Set_____
Serve % _____	Kills % _____		

Serve Reception Attempts _____ Errors _____ % _____ Total Digs _____ Digs/Set _____

Volleyball Honors and Awards _____

_____

Christian Character _____

_____

Scholarship _____

_____

Leadership _____

_____

Comments: _____

_____

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

_____ _____

Coach's signature Date

SAMPLE

Appendix C
Game Plan 4 LIFE Award
Men's Volleyball

Due to the National Office by April 1

I. PURPOSE:

The purpose of this award is to honor the outstanding men's volleyball player selected annually from NCCAA member institutions.

II. CRITERIA

Recipients of this award must:

a. Have a clear Christian testimony both on and off the court, including Christian service activities.
b. Be an excellent/highly skilled student-athlete.
c. Be a junior, senior, or graduate student academically and a varsity team member.
d. Demonstrate leadership ability.
e. Possess a cumulative GPA of 3.00 or higher on a 4.00 scale.

III. NATURE OF AWARD

An award shall be given to the recipient to commemorate the occasion and shall come from the National Office.

IV. SELECTION PROCEDURES

Coaches wishing to nominate a player must submit the appropriate GP4L Nomination Form (see Appendix B) to the National Office by April 1. The nomination must include a high resolution headshot photo of the nominee. No coach may nominate more than one player. The award shall be presented at the awards ceremony of the National Championship. The recipient shall be expected to be present at the ceremony; therefore, coaches should keep this in mind when making their nominations. The National Office shall order and pay for the award.

V. SELECTION

The selection committee shall consist of the National Men's Volleyball Chair, the Vice-Chair, and a representative from the NCCAA National Office.

VI. RECIPIENT

The recipient of the GP4L award shall subsequently be a nominee for the year-end NCCAA GP4L Student-Athlete Character Award. It is encouraged that one letter of recommendation from an Athletic Director, opponent coach, or member of the institution faculty or staff be included with the nomination

continued

Appendix C, Page Two
GP4L Award Men's Volleyball Nomination Form
Game Plan 4 LIFE Award Series

Student-Athlete's Name First _____ Last _____

Student-Athlete's Hometown and State _____ Year: ___JR ___SR ___G

Institution _____ Position_____ Coach _____

Christian Character
Describe student-athlete's faith story and character on/off the field.

_____

_____

_____

Christian Service
List student-athlete's specific activities in Christian service and outreach.

_____

_____

_____

Current Season Offensive Stats (Season Team Record: W_____ L_____)

_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
SP	K	K/S	E	TA	PCT	A	A/S	SA	SA/S	SE

Current Season Defensive Stats

_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
SP	D	D/S	RE	BS	BA	TB	B/S	BE	BHE	SE

Career Offensive Stats (Career Team Record: W_____ L_____)

_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
SP	K	K/S	E	TA	PCT	A	A/S	SA	SA/S	SE

Career Defensive Stats

_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
SP	D	D/S	RE	BS	BA	TB	B/S	BE	BHE	SE

Other Stats Notes (Top 10 national statistical rankings, etc.)

_____

_____

_____

continued

SAMPLE

Appendix C, Page Three
GP4L Award Men's Volleyball Nomination Form

Athletic Honors Received (Individual and/or Team)
List athletic awards/honors from the institution, conference, regional, and national level)

_____

_____

_____

Academic Honors Received (Major _____ GPA _____)
List academic honors.

_____

_____

_____

Leadership
Describe student-athlete's leadership characteristics and qualities. Give examples of leadership in action.

_____

_____

_____

_____

Additional Comments
Share any other information on why student-athlete is deserving of this award.

_____

_____

_____

Required with Nomination Form

- High resolution headshot AND action photo of student-athlete
- Current season schedule with results.

Nominee Eligibility Requirements

- Be a junior, senior, or graduate student academically and a varsity team member.
- Have a clear Christian testimony both on and off the field, including Christian service activities.
- Demonstrate leadership ability.
- Cumulative GPA must be 3.00 or higher on a 4.00 scale.
- Be an excellent/highly skilled student-athlete.

I attest that the nominee meets the eligibility requirements and nomination data is accurate.

_____ _____
Nominator Signature (Coach, SID, or AD) Date

Due by April 1 to jcampbell@thenccaa.org

SAMPLE

Appendix D
NAIA Men's Volleyball Rules Modifications

I. Playing Rules

All NCCAA Men's Volleyball regular season and postseason competitions shall be governed by the USA Volleyball Indoor Rules Book with modifications. The following modifications apply:

1. The libero is allowed to serve.
2. Timeouts extended to 75 seconds.
3. Regulations (USAV-Indoor) unless modified by this document.
4. Allow coin toss winner to choose serve or receive (home team selects bench before coin toss)
5. Increase the timeout duration to 75 seconds with a 15-second warning whistle. Resume play early if both teams are ready.
6. Technical timeouts to only be used as requested by media.
7. No visible jewelry permitted.
8. Number of substitutions per set shall be unlimited (NCAA rules shall be limited to six).
9. The centerline rule shall be observed as the USAV-Indoor state, except that an unobstructive push off completely across the centerline by the setter is to be ignored.
10. Ball handling during timeouts shall be permitted in the free zone.
11. Attacking between sets shall be permitted into own court.
12. Intermission between sets two and three shall be 3 to 10 minutes with prior notification to visiting head coach.
13. Players may pursue the ball beyond the sport court if the play does not extend into the bleachers.
14. A double contact during a team's second hit when the next contact on the ball is a teammate is allowed. A double contact that crosses the net to the opponent or is next contacted by an opponent before a teammate is a double contact foul.

II. WARM UP PROTOCOL

CLOCK	COURT TEAM	
60:00	Half Court	H/V
	No balls crossing net	
40:00	Full Court	V
30:00	Full Court	H
	Coin Toss – Captains and Officials	
20:00	Full Court	V
15:00	Full Court	H
10:00	Full Court	V
5:00	Full Court	H
00:00	Teams return to Benches	

NATIONAL CHRISTIAN COLLEGE ATHLETIC ASSOCIATION

Women's Volleyball

Division II

Division II Women's Volleyball

I. GENERAL ADMINISTRATION

A. The NCCAA Division II Volleyball Sport Season and National Championship and all events related thereto are under the control and supervision of the NCCAA Division II Volleyball Coaches and are subject to standards developed by these coaches and subsequent approval of the NCCAA Board of Directors. These standards shall receive annual review and approval by the Championship Games Committee.

B. National Volleyball Committee
   1. Composition and term of office
      a. The National Volleyball Committee shall consist of the National Volleyball Chair (who shall chair the committee), the National Volleyball Vice-Chair, and the Regional Volleyball Chairs.
      b. The term of office for Regional Volleyball Chairs shall be evaluated by the regional coaches according to their regional handbook.
      c. The National Volleyball Chair shall serve a three-year term of office and shall be succeeded by the National Volleyball Vice-Chair.
   2. Election
      a. The regional coaches shall conduct an election of the Regional Volleyball Chair to the National Volleyball Committee at an appropriate time.
      b. If a vacancy occurs on the National Volleyball Committee, the National Volleyball Chair shall, upon approval of the rest of the committee, appoint a replacement or conduct an election.
   3. National Volleyball Committee members shall:
      a. Represent the interests of the coaches and student-athletes.
      b. Propose revisions of national operating policies and procedures.
      c. Assist in solicitation of bids for future championship sites.
      d. Submit the top players in the respective regions as All-American nominees per the All-American policy.
      e. Attend the Championship event or join the conference call to vote on All-Americans.

C. National Championship Committee
   1. Membership
      a. The committee shall be composed of the Tournament Director of the National Championship, the National Volleyball Chair or his/her appointee(s) from the National Volleyball Committee, and an NCCAA National Office representative.
      b. If a member of the Championship Committee is directly or indirectly involved in a protest submitted, this individual shall be replaced by an appointee of the National Volleyball Chair (e.g. this may be an affiliation with one of the teams involved in a protest, or misconduct of an official of a protested game).
      c. Three members must be present for action to be taken.
   2. Responsibilities
      a. Ethical behavior
         1) Observe the behavior of student-athletes, coaches, and other team personnel for the duration of the National Championship.
         2) Promote standards of ethical behavior during competitive events and throughout the National Championship. This can be accomplished by general reminders to individual(s) and team(s) during the National Championship and reinforced by more specific communication. If unacceptable behavior occurs, this committee has the right and obligation to act on the issue with/via the Director of Membership.
      b. Write a report for all cases on which this committee acts. A duplicate report shall be filed with the Tournament Director of the National Championship for inclusion with the championship report.
      c. Make on-site decisions concerning extenuating circumstances that affect the conduct of the championship (e.g., extreme weather conditions).
      d. Make sure all teams follow the NCCAA Code of Ethics signed by coaches and the NCCAA #KingChasing Commitment by student-athletes (on file in the National Office).
   3. Protests
      a. Ensure that protest procedures as indicated in the NCAA Rule Book (with NAIA modifications) have been followed.
      b. Act on all appropriate protests.

D. Officers
Chair: Kristi McDaniel, Arlington Baptist University
Vice-Chair: Jojo Wilkes, Calvary University

E. Election of Sport Chair and Vice-Chair
A National Volleyball Chair and a Vice-Chair are elected to serve three-year terms. The Vice-Chair replaces the National Volleyball Chair after three years to serve as the National Volleyball Chair. Selection must be by more than 50% of the total number of coaches in the NCCAA and shall be conducted by email vote.

II. ELIGIBILITY

A. Institution Eligibility
Only teams that are in good standing with the NCCAA shall be eligible. Good standing shall include all dues paid in full and free from any sanctions imposed by the NCCAA restricting institutional eligibility.

B. Team Eligibility
All NCCAA member institutions must file a completed Declaration of Intent to Participate form by August 31 for all varsity sports with the National Office (see Forms & Procedures section).

C. Individual Eligibility
NCCAA-only member institutions must file an affidavit of eligibility (see Eligibility section) to the National Eligibility Chair no later than the date of their first contest (including scrimmage). Dual members with CCAA, NAIA, NCAA II, and NCAA III must confirm eligibility is being filed for all sports in compliance with their primary affiliation on the Membership Directory & Dues Form.

III. PLAYING RULES AND REGULATIONS

A. Official Rule Book
1. During the Division II NCCAA Volleyball National Championship and the regular season, the rules shall be the official National Collegiate Athletic Association (NCAA) Volleyball Rules with NAIA Volleyball Coaches Association approved modifications.
2. To obtain rules, visit www.ncaapublications.com.

B. Statistics
1. Complete and accurate statistical information must be submitted to the NCCAA in the form of .XML game files, following the steps outlined at www.thenccaa.org/helpcenter and using only one of the approved statistical programs (DakStats, Genius Sports, PrestoSports, StatCrew). Game files must be submitted to the NCCAA within 48 hours after the game. However, the mandatory deadline for weekly game files to be uploaded to the NCCAA website is Tuesday at noon ET. Any amount of missing game files in a week shall count as a missed report. Any game files submitted from a non-approved statistical program shall count as a missed report. Once statistical reporting begins, missing or incomplete game schedules may result in multiple penalties being issued at the discretion of the National Office.

   The penalties for not reporting statistics or for being late are:
   a. 1st offense: email or letter of notice of the violation.
   b. 2nd offense: email or letter of warning of the violation.
   c. 3rd offense: $100 fine paid within 30 days of the date of the invoice or before Regional Championships, whichever comes first.
   d. 4th offense: $250 fine paid within 30 days of the date of the invoice or before Regional Championships, whichever comes first, a loss of postseason awards for the applicable athletes and/or team, the team shall become ineligible for statistical reports and ratings for the remainder of the season, and any further penalties at the discretion of the Administration Committee (e.g., ineligible for postseason play).

   It is the responsibility of each institution to contact the National Office regarding any technical problems experienced in submitting weekly statistics. Proper communication can prevent team penalties.

   Regular Season Neutral Site Tournament Statistics: The host institution of regular Season tournaments (e.g., classic, tri-match, or any multi-team event of the like that an institution hosts, regardless of venue or if the host institution is competing) is responsible for recording official statistics, for all participating teams, for those

sports in which a weekly national statistical report is conducted. Missing statistics from a regular season tournament shall be considered a missing statistical report for the host institution, regardless if the host competed (other participants of the tournament shall not be considered to have a missed statistical report the first week, but the following week shall be considered to have missed a statistical report if still missing). Note: If the host sent files to opponents and opponents failed to update the files in time, the host shall not be penalized.

2. Statistics for eligible All-American nominations shall be submitted on the official All-American Statistical Form (see Appendix A) to the National Chair by the Wednesday following the National Committee seeding conference call. The said report, ranking nominees in each category, shall be completed and sent to the Regional Sports Chairs no later than the Friday following the conference call.

C. National Rankings

1. The coaches' poll voting shall be conducted by the National Chair, in conjunction with regional representatives, and be reported to the NCCAA Director of Communications.
2. In Division II, each Regional Sport Chair shall be the region rater and voter.
3. Regional raters are responsible for submitting region ratings to the National Chair, who shall then send out all region ratings to voters. Raters should include explanation/summary as to why teams are rated where they are. Raters may work to get feedback from region teams when developing the region ratings.
4. Regional raters shall then select the top 10 teams nationally and send to the National Chair. The National Chair shall tally all votes and must send the final ranking along with each regional rating to the NCCAA Director of Communications by 11:00 a.m. (ET) each Tuesday that has a ranking.
5. When casting votes for the national rankings, voters must follow the order of the regional ratings.
6. Ties shall be broken by:
   a. Number of ballot appearances;
   b. Most votes in highest place; and
   c. Winning percentage.

   The team winning the tiebreaker shall receive one additional point.
7. There shall be bi-weekly rankings through the conclusion of the regular season, with a final postseason ranking the week following the National Championship.
8. National Office serves as the oversight committee.

D. NCCAA Power Rating System

1. See Appendix D for the NCCAA Power Rating System.
2. Each member institution must meet all statistical requirements (see section III.B above).
3. The Volleyball power rating dates shall start five weeks prior to the week of the National Championship. There shall be a total of three consecutive weeks of power ratings. If a team has regular season games after the final power rating, the final power rating shall be updated with the additional regular season dates for the National Women's Volleyball Committee to use in selection and seeding.

NOTE: Members dually affiliated with CCAA have an exception of meeting an eight-match minimum for inclusion in the final power ratings.

E. Frequency of Play and Practice Guidelines

Each sport in the NCCAA has 24 weeks between August 1 and May 15 to conduct practices and competitions. Each sport has a maximum and minimum number of contests in the regular season. Women's Volleyball has a maximum of 26 dates and a minimum of 15 matches. Each sport has a specified date to begin practice and to conduct their first contest. Women's Volleyball's start date for practices, scrimmages, and exhibitions is 17 days prior to the first allowable game, not to exceed August 1. The first allowable contest cannot be before the third Thursday in August. More details can be found in the Sport Policies and Procedures section of the NCCAA Handbook.

F. Rules Education

All coaches, new and returning, must complete an annual online rules education training program. For NCCAA-only members, this includes all paid and voluntary head, associate, assistant, and graduate assistant coaches. For dually affiliated members, this includes all head coaches. New coaches must complete the required training within the first 60 days of hire or prior to the coach's first competition, whichever is earlier. Returning coaches and staff members must complete the required training prior to the earliest start date for competition for any sport sponsored by the institution. More details can be found online at the NCCAA Member Help Center.

IV. GENERAL GUIDELINES FOR POSTSEASON COMPETITION

A. National Championship Date and Site

1. Date
   The National Championship shall be held the week prior to Thanksgiving.
2. Regional finals must be concluded on or before the Saturday two weeks prior to the week of the National Championship. Regions with dually affiliated members (e.g., NCAA III) must conclude on or before the Tuesday one week prior to the week of the National Championship
3. Site Requirements
   a. The site shall have a main court with appropriate warm up space.
   b. The NCCAA volleyball coaches can recommend the site at the National Coaches' Meeting based on evaluation of the bid form (see Forms & Procedures section) submitted by the specific institution.
   c. The Host Institution must take total responsibility for the financial and organizational aspects of the National Championship and follow the recommended NCCAA policies and procedures.
   d. The host institution shall take full responsibility to organize and oversee the Christian Service Project (CSP). All participating teams shall participate. The CSP shall be fully explained to qualifying teams.
4. Bidding Procedure
   a. Institutions shall submit the bid form (sample bid form found in the Forms & Procedures section) to the National Office.
   b. A copy of the bid shall be sent to the National Chair and Vice-Chair.
   c. The bid shall be reviewed by all the coaches at the National Coaches' meeting and they shall make a recommendation to the National Sports Chair and the National Office. If a bid comes later than this meeting, then a survey of coaches shall be taken if deemed necessary. A phone conference call with the sport leadership, the National Office, and the bid applicant shall be held to discuss the bid in detail. A site visit shall be scheduled if deemed necessary. The final decision shall be made by the National Office in concert with the sport leadership.
5. Dates of the National Championship for the upcoming years are as follows:

Regionals Completed*	National Championship	Site
November 8, 2025	November 19-22, 2025	Ozark Christian College, Joplin, MO
November 7, 2026	November 18-21, 2026	TBA
November 6, 2027	November 17-20, 2027	TBA
November 4, 2028	November 15-18, 2028	TBA
November 3, 2029	November 14-17, 2029	TBA

*Regions with dually affiliated members (e.g., NCAA III) must conclude on or before the Tuesday one week prior to the week of the National Championship.

B. Conduct of National Championship

1. The championship structure shall be determined by the number of regions and follow the format below.
2. Eight-team championship – two pools of four teams, with the top two teams from each pool automatically advancing to semifinal play. Overall National Championship would then create semifinal seeding with the winner of Pool A playing the #2 team from Pool B. The winner of Pool B will play the #2 team from Pool A.
3. The seeding for the two pools shall be the following:
   Pool A: 1, 4, 5, 8
   Pool B: 2, 3, 6, 7
4. Team selection and seeding shall be the responsibility of the National Volleyball Committee and shall be completed during the call-in conference call on the Sunday following the final Regional Championships or at a later date if needed to accommodate regions with dually affiliated teams.
5. Guidelines
   a. The Championship shall not exceed four days.
   b. All matches shall be three out of five games.
6. Required Functions to Attend
   Teams that advance to the Women's Volleyball National Championship are required to attend and participate in the National Championship Banquet, the Christian Service Project, the Coaches Meeting, and Contests. Arriving late to the championship or not attending/participating in these required functions shall be considered failure to comply with its Declaration of Intent to Participate. The sanction for failure to comply with the Declaration of Intent to Participate is the sport being placed on Restrictive Probation for the following academic year with the potential for additional penalties up to all sports at that institution being placed on Restrictive Probation.
7. Tie-breaking Procedures for Pool Play

a. The National Championship pool play two-team tiebreaker is head-to-head competition.
b. The following National Championship pool play three-team tie-breaking procedures shall be used only to determine place in pool play and cannot eliminate a team from competition:
   1) Overall match record.
   2) Head-to-head competition.
   3) Percentage of sets won of those played among tied teams (total sets won/total sets played).
   4) Percentage of points won in matches played among tied teams (total points won/total points played).
   5) Percentage of total sets won.
   6) Percentage of total points won.
   7) Coin flip.
c. In the situation where there are three teams tied for second place in the pool, the team judged to be superior by the procedure listed above shall be the bye team. The other two teams shall play one set to 25 points and the winner shall play the bye team one set to 25 points (two 25-point sets total).
d. In the situation where there are three teams tied for first place in the pool, the team judged to be superior by the procedure listed above shall be awarded first place and the first playoff bid. The other teams shall play one 25-point set for the remaining playoff position. An exception to this shall be if a flip of the coin must be used to determine the bye team. In that case, all teams must compete for the playoff positions as follows:
   1) Team A wins over team B and gains one playoff bid (one set to 25 points).
   2) Team C plays the losing team B for the second playoff bid (one set to 25 points).

   NOTE: If a three-team tiebreaker results in the top two teams being tied in No. 3, 4, 5, or 6 of the tie-breaking procedures, those two teams then revert to the two-team tiebreaker of head-to-head competition.
e. Tiebreaking Set Procedures: There shall be a 40-minute warmup, a coin toss, and teams shall switch sides when one team reaches 13 points.

8. The official ball, Baden, shall be the championship ball as determined by the contractual agreement/ commitment between the preferred vendor and the National Office.
9. Roster Size
   The official party is made up of participants, defined as student-athletes, coaches, managers, athletic trainers, and any staff member who travels with a competing team.

   The official party for each team participating in NCCAA National Volleyball Championship competition is 25 individuals, which includes 20 student-athletes in uniform and five additional personnel (which can include coaches, managers, athletic trainers, sports information staff, additional student-athletes not in uniform, and/or other institutional personnel) to be used at the discretion of each participating institution.

   A player may be replaced on the official roster between the Regional Tournament and the NCCAA National Championship by any eligible player whose name is included on the Official Eligibility Form for the current season.

   When a roster is submitted to the NCCAA National Office, it shall serve as the Official Roster for the National Championship competition.
   a. Each head coach can amend his/her roster with the NCCAA Director of Championships at the championship coaches' meeting on site.
   b. Once the coaches' meeting is concluded, a team's roster shall be deemed certified, and no changes can be made for the duration of the championship.
   c. Once the championship begins, no player may play that is not on the official roster with no exceptions, including the event of injury, illness, or family emergency.
   d. Additional people (which can include coaches, managers, athletic trainers, sports information staff, additional student-athletes not in uniform, and/or other institutional personnel) must also be registered on the Official Roster to be permitted in the team only areas.
   e. Any additional university personnel above the travel and roster number's need to be outside of official championships areas (e.g., bench areas, batting cages, etc.) and the university shall assume any additional cost associated with additional numbers to the travel party.
10. Pre-Match Protocol
    The teams involved in the first set of matches for the National Championship shall have access to the playing courts no more than 60 minutes prior to the scheduled time of play. Succeeding teams shall have no more than 60 minutes and no less than 30 minutes of pre-match time on court. The 30 minutes shall be divided into 11 minutes split court, four minutes for visitors and four minutes for home, five minutes for visitors and five minutes for home, and one minute to return to benches.

11. Game Times
    The schedule of games and/or matches shall be determined in conjunction with the National Chair, the Tournament Director of the National Championship, and the NCCAA National Office. Preference shall be given to the higher seeded teams to advance with the most amount of rest and/or best playing conditions. The host shall be given the opportunity to schedule one pool play game at a time that allows for the best hometown fan attendance. Game times and dates may be adjusted to accommodate any Seventh Day Adventist member institution's Sabbath.
12. Expenses
    No entry fee shall be charged.
13. Championship Reimbursement Policy
    A Championship reimbursement fund called Future Generations shall reimburse member schools for championship expenses when teams qualify. The amounts and policy guidelines are listed in the Sports Policies and Procedures section of the NCCAA Handbook.
14. Officials
    a. Officials must possess at least an NAGWS/USA state/regional rating. For the championship match, a national ranking must be held.
    b. The selection and assignment of officials shall be made by the Tournament Director of the National Championship in consultation with the National Volleyball Chair.
    c. It is recommended that a minimum of six officials be used.
    d. Officials shall be required to attend all officials' meetings at the National Championship, barring extenuating circumstances.
15. National Championship Broadcasting
    The NCCAA owns exclusive rights for all broadcasts (television, webcast, radio, etc.). When the NCCAA produces a webcast, no institution or entity is allowed to produce a webcast. All institutions interested in producing a broadcast of any kind must first obtain written approval from the NCCAA Director of Communications. Approval is not guaranteed. More information, including rights fees, is found in the Sports Policies and Procedures section.
16. Each qualifying team must submit the following in the team's folder in the Google Drive five days prior to the championship: Up to date full season statistics (individual & team), schedule with results, story lines for broadcasters, a VRO roster file, and action photos.
17. National Championship Housing
    All teams are required to lodge in the hotel designated by the host institution or city for this championship.
18. National Championship Christian Service Project (CSP)
    Each player and coach participating in the National Championship shall be asked to donate up to, but not more than, two hours of his/her time to serve in a CSP. The host Tournament Director of the National Championship, in concert with the NCCAA Director of Championships, is responsible to secure the sites and set up the times for the service.
19. The highest seed shall choose which bench they prefer to use and then teams shall switch each game of the match.

C. National Championship Team Selection
1. All NCCAA member institutions must send to the National Office a completed Declaration of Intent to Participate form by August 31 for all varsity sports.
2. There are six regions, and each champion of the region shall be an automatic qualifier to the National Championship. Two additional slots shall go to one at-large bid and one to the host.
3. If a region has only one team available to participate in the Regional Championship or Regional Qualifier Process, that team shall be declared the Regional Representative and receive the region's automatic bid provided they have a record of .500 or better in addition to being declared to accept a Regional Representative bid.
4. If an NCAA Division III dual member institution qualifies and competes in its NCAA III conference tournament, it is not able to compete in the NCCAA Division II Regional and/or National Championships due to a schedule conflict.
5. The National Volleyball Chair shall arrange a National Championship conference call with the National Volleyball Committee no later than the Saturday the week prior to the National Championship to decide the at-large berths and the seeding of the National Championship. Multiple selection and seeding scenarios shall be developed if needed, depending on Regional Championships and/or dually affiliated conferences still competing. The call shall be made at a time specified by the National Volleyball Chair.
6. The host institution shall receive an automatic bid. An institution who is the host of an NCCAA National Championship may allow its team to participate in the National Championship if that team meets its

institution's Declaration of Intent requirements. The host institution, via the Declaration of Intent process, can choose to accept an automatic bid to National Championships without competing in the Regional Championship or choose to participate in the Regional Championship to earn a place in the National Championship.

7. The at-large request to be considered for the NCCAA National Championship is on the Declaration of Intent to Participate. Athletic Directors can list the conditions by which they shall accept at-large spots on the Declaration of Intent to Participate. To be considered for an at-large, an institution must have played in the NCCAA regional playoffs or been exempt due to NCAA or NAIA conflicts.
8. At-large berths shall be selected by the National Volleyball Committee using the NCCAA Power Rating System Option B with the following criteria (in order of importance):
    a. Head-to-head competition.
    b. Results vs. common opponents.
    c. The strength of the region.
9. Seeding for the National Championship
    a. The Regional Sports Chairs shall be responsible to send the following information to the National Volleyball Chair prior to the Sunday conference call:
        1) Regional winner
        2) Other information that might be helpful in seeding
    b. Regional Sports Chairs must send all region brackets (two weeks before regionals) and results to both the NCCAA National Office as well as the National Volleyball Chair as soon as results are known.
10. Criteria for seeding shall be the NCCAA Power Rating System Option B with the following criteria (in order of importance):
    a. Head-to-Head competition.
    b. Results vs. common opponents.
    c. The strength of the region.
11. For a la carte items to be used, teams must be within .500 in power ratings and a team may only move up or down three places in power ratings.
12. The National Women's Volleyball Committee, in conjunction with the National Office, can adjust seeding to avoid regional opponents being grouped together in pool play (if possible), following the Regional Seeding Conflict Guidelines in the Sports Policies and Procedures section of the handbook.
13. Each qualifying team must submit the following in the team's folder in the Google Drive by 10 days prior to the National Championship: Official team roster and travel party on Google Docs Form (completely filled out), high resolution team photo, player headshots, and any other requested information.

V. AWARDS

The NCCAA maintains a standardized awards program for all National Championships. Team, Most Outstanding Player, National Coach of the Year, and All-American awards are ordered and paid for by the National Office.

A. All-Tournament Team
1. An All-Tournament Team of seven players including one Most Outstanding Player shall be honored at the championship.
    a. The first place team shall receive two players (including the Most Outstanding Player), the second place team two players, and third through fourth place teams shall each receive one. One additional spot shall be selected by the Tournament Committee and may come from any team.
    b. The two finalist teams must submit either a libero or setter on their list of nominees.
2. The All-Tournament Team shall be announced prior to the championship awards.
3. An NCCAA award shall be awarded to each selected player.

B. Championship Awards
The National Championship team shall receive a championship banner, trophy, medallions, and t-shirts. Teams finishing second through fourth shall receive a plaque designating their finish.

C. Dr. Vickie Grooms Denny Award
1. Purpose
The purpose of this award is to honor, each year, the outstanding Division II women's volleyball player selected from the NCCAA member institutions. The award is in honor of Dr. Vickie Grooms Denny and her long and faithful service to the NCCAA, particularly in volleyball. Although Vickie has many accolades, it is her pursuit of excellence on and off the court as a reflection of Jesus Christ that stands above the wins.

2. The award shall be presented at the awards ceremony of the National Championship and the National Office shall order and pay for the award. The recipient should give forth their best effort to be present during the awards ceremony.
3. Recipients of this award must:
   a. Have a clear Christian testimony both on and off the court, including Christian service activities.
   b. Be an excellent/highly skilled student-athlete.
   c. Be a junior, senior, or graduate student and a varsity team member.
   d. Demonstrate leadership ability.
   e. Possess a cumulative GPA of 3.00 or higher on a 4.00 scale.
4. Procedures
   a. Student-athletes must be nominated by the head coach, Athletics Director, or Sports Information Director (SID). Only one nominee allowed per institution.
   b. The nomination form (Appendix D) must be used and submitted to the National Office by October 15.
5. Selection
   Selection committee includes the National Chair, Vice-Chair, and Regional Sports Chairs.
6. The recipient shall be encouraged to be present at the banquet. The National Office shall contribute up to $250 toward travel expenses.
7. The recipient of the Dr. Vickie Grooms Denny Award shall subsequently be a nominee for the year-end NCCAA GP4L Student-Athlete Character Award. It is encouraged that one letter of recommendation from an Athletic Director, opponent coach, or member of the institution faculty or staff be included with the nomination.

D. All-American Selections
1. All-American candidates shall be submitted on the All-American Statistical Form (Appendix A) by the Wednesday prior to the National Championship.
2. The National Volleyball Committee selects the following from the field of entries (see Appendix F):
   a. National Player of the Year
   b. National Coach of the Year
   c. A seven-player First Team comprised of four hitters, one setter, one libero, and one alternate.
   d. A seven-player Second Team comprised of four hitters, one setter, one libero, and one alternate.
   e. American Volleyball Coaches Association (AVCA) shall honor the seven First Team and seven Second Team Division II All-Americans for only those selected individuals whose head coaches are current AVCA members. In conjunction with Division I, an NCCAA-AVCA Coach of the Year and Player of the Year shall be selected by Tuesday following the Division I championship.
   f. There shall be an NCCAA representative (National Office personnel or Administration Committee member) in the room or on the call for the voting to oversee that the process is followed.
   g. Copies of the voting procedure shall be provided to each voting member of the committee at least a week before the vote.

E. National Coach of the Year
1. National Coach of the Year award (submitted by Athletics Director of nominated coach to respective Regional Volleyball Chair) to the coach voted by the National Volleyball Committee using the following criteria:
   a. Coaching Aptitude
   b. Christian Character
   c. Leadership
   d. Contribution to the NCCAA
2. Each Regional Coach of the Year and each national qualifier coach is eligible. Nomination forms are due to the National Chair before the All-American meeting at the National Championship.

F. Scholar-Athletes Awards (see Forms & Procedures section)
This form must be sent to the National Office via Teamworks four weeks prior to the start of the National Championship. Candidates must meet the following criteria:
1. Be of junior, senior, or graduate student academic standing making normal progress toward a degree.
2. Have completed at least one semester or quarter at the nominating institution.
3. Be a competing student-athlete or a varsity letter winner or that institution's equivalent in the sport for which she is nominated.
4. Player must have a minimum cumulative GPA of 3.40, which must be confirmed by the Registrar.

G. Scholar Team
The Scholar Team nomination ballot must be submitted by January 31. The form must be submitted to the National Office via Teamworks.

H. Student-Athlete of the Week
The NCCAA Student-Athlete of the Week award shall be given to two student-athletes (one offensive & one defensive) in Division II Women's Volleyball during the regular season, chosen from the list of nominees submitted by institutions. Only one student-athlete per school per award (offensive/defensive) may be nominated. See the full procedures and instructions in the Forms & Procedures section of the handbook.

VI. MISCELLANEOUS

A. NCCAA Certified Athletic Trainer Policy
Certified Athletic Trainers (ATC) are required at each hosted NCCAA Member home event, NCCAA Regional Championship, and National Championship. For hosted contests in cross country, and golf, institutions may have a trainer able to respond within three to five minutes or athletic personnel with training in CPR, AED usage, first aid, and prevention of disease transmission present at the event. The ATC must be certified by the National Athletic Trainers' Association Board of Certification (NATABOC), or an equivalent affiliation, and maintain a current license in the state of practice. Please reference the policy in the Sports Policies and Procedures section.

B. Code of Conduct
Conduct in competition policy found in Infractions and Penalties section IV.A. shall be followed by all NCCAA-only institutions during regular season and postseason competition. It shall be followed by all NCCAA institutions for Regional and National Championship competition. Any coach or student-athlete ejected from play shall be subject to penalties found in this policy. It is the responsibility of the offending institution to provide a report to the NCCAA Director of Membership and its Regional Coordinator within 48 hours of the incident. Please see the Infractions and Penalties section noted above for more details related to the Conduct in Competition Policy.

C. Meetings
1. A meeting for championship officials, with the Tournament Director of the National Championship and National Volleyball Chair, shall be scheduled prior to the championship.
2. A meeting for championship coaches to discuss matters pertaining to the championship shall be scheduled prior to the opening match(es).
3. The National Volleyball Coaches' Meeting, open to all Division II volleyball coaches, shall be scheduled prior to the championship with agenda set forth by the National Chair, including said requested items received from Division II coaches.
4. The National Volleyball Committee Meeting, open only to the committee members or their appointees, shall be for the purpose of selecting All-Americans, National Player of the Year, and National Coach of Year awards (based on National Office approval of these awards).

D. Tournament Director of the National Championship
1. The Tournament Director of the National Championship plans the Championship, with the approval of the National Volleyball Chair and the NCCAA Director of Membership.
2. Sends all Championship information and deadline dates to the Regional Volleyball Chairs and National Volleyball Chair.
3. Is a member of the conference call, arranged by the National Volleyball Chair and in concert with the NCCAA Director of Championships (see Forms & Procedures section).
4. Submits a completed Championship Reporting Form (see Forms & Procedure section), in duplicate, to the National Volleyball Chair and the NCCAA Director of Championships within **10 days** of the event.

E. Duties of the National Volleyball Chair
1. Perform duties as listed in the Forms and Procedures section.
2. Communicate with the National Volleyball Committee on issues requiring its input.

F. All policies are in keeping with the NCCAA Division II Official Handbook.

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

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

Appendix A
Division II Volleyball All-American Statistical Form

Submit to National Chair
Due Date: Wednesday Prior to National Championship

Name:_____ Class:_____

Institution: _____ Coach: _____

Institution Address: _____

Season: 20___ to 20___ Won: ____ Loss: _____ Player Regional Rank: ____

Position: _____ Height: _____ Age: _____

Player's Hometown Newspaper and Address: _____

Region: _____ Regional Sports Chair: _____

ATTACK STATISTICS

	Sets	Kills	Attack Errors	Total Attacks	Attack Pct.	Kill Avg.
TEAM TOTALS						

BLOCKING STATISTICS

	Sets	Block Solos	Block Assists	Individual Block Avg.	Team Block Avg.
TEAM TOTALS					

DIG STATISTICS

	Sets	Digs	Dig Avg.
TEAM TOTALS			

SETTING STATISTICS

	Sets	Total Assists	Assist Avg.
TEAM TOTALS			

SERVING STATISTICS

	Sets	Aces	Ace Avg.
TEAM TOTALS			

Volleyball Honors and Awards:

Christian Character:

Scholarship:

Leadership:

Comments:

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

_____ _____
Coach's signature *Date*

continued

SAMPLE

Appendix A, Page Two
Division II Volleyball Statistics Guidelines

ATTACK ATTEMPT is charged to a player any time the player attempts to hit the ball over the net into the opponent's court. The ball may be spiked, set, tipped, or hit as an overhead contact. Any ball that is played over the net in an attempt to score a point or a side-out should be considered an attack. Any ball played over the net simply to keep the ball alive should not be considered an attack attempt.

KILL is awarded to a player any time an attack is not returnable by the opposition or any time the attack leads directly to a blocking error by the opposition. A kill leads directly to a point.

ATTACK ERROR is charged to a player whenever an attack is: hit out of bounds; hit into the net leading to a four hit violation; blocked down by opposition to the same side as the attacker (and cannot be kept in play) and if the hitter nets, makes a center line violation, is called for an illegal contact on the antenna, or hits the ball into the antenna.

ASSIST ATTEMPT is awarded whenever that player passes or sets the ball to an attacker who subsequently attacks the ball or attempts to keep it in play.

ASSIST is awarded whenever that player passes or sets the ball to a teammate who attacks the ball for a kill. A player cannot have more assists than kills.

SERVICE ACE is a serve that results directly in a point.

SERVICE ERROR is charged to a player if the serve fails to clear the net, the serve is out of bounds or hits the antenna, the server foot-faults or takes too much time, or the player serves out of rotation.

RECEPTION ERROR is charged to a player if the serve strikes the floor in the area of the player, the player passes the serve but it cannot be kept in play by her team, or the player is called for a reception violation by the official (i.e. "lift").

DIG is awarded to a player whenever she passes a ball that has been attacked by the opposition and it is kept in play. The pass or play of any ball that is attacked is awarded a dig. The ball can be kept in play on the digger's side of the net or returned to the opposition.

BLOCK SOLO is awarded to a player whenever the player blocks the ball into the opposition's court, leading directly to a point.

BLOCK ASSIST is awarded to each player whenever two or three players block the ball into the opponent's court for a point, even if only one player actually blocks the ball.

BLOCK ERROR is charged whenever a blocker is called for netting, line violation, back row blocker, or reaching over the net.

Appendix B
Division II Volleyball National Championship Committee
2025-2026

NATIONAL SPORT CHAIR	Kristi McDaniel Arlington Baptist University 3001 W Division Street Arlington, TX 76012	817-461-8741 kmcdaniel@abu.edu
NATIONAL VICE-CHAIR	JoJo Wilkes Calvary University 15800 Calvary Road Kansas City, MO 64147	816-425-6128 jojo.wilkes@calvary.edu
TOURNAMENT DIRECTOR OF THE NATIONAL CHAMPIONSHIP	Chris Lahm Ozark Christian College 1111 N Main Street Joplin, MO 64801	417-626-1262 lahm.chris@occ.edu

Appendix C
Dr. Vickie Grooms Denny Award

Purpose: The purpose of this award is to honor, each year, the outstanding Division II women's volleyball player selected from the NCCAA member institutions. The award is in honor of Dr. Vickie Grooms Denny and her long and faithful service to the NCCAA, particularly in volleyball. Although Vickie has many accolades, it is her pursuit of excellence on and off the court as a reflection of Jesus Christ that stands above the wins. The award shall be presented at the awards ceremony of the National Championship and the National Office shall order and pay for the award. The recipient should give forth their best effort to be present during the awards ceremony.

A. Recipients of this award must:
   1. Have a clear Christian testimony both on and off the court, including Christian service activities.
   2. Be an excellent/highly skilled student-athlete.
   3. Be a junior, senior, or graduate student academically and a varsity team member.
   4. Demonstrate leadership ability.
   5. Possess a cumulative GPA of 3.00 or higher on a 4.00 scale.

B. Procedures
   1. Student-athletes must be nominated by the head coach, Athletics Director, or Sports Information Director (SID). Only one nominee allowed per institution.
   2. The nomination form must be used and submitted to the National Office by October 15.

C. Selection
   1. Selection committee includes the National Chair, Vice-Chair, and Regional Sport Chairs;
   2. The committee shall perform a final review of candidates and select a recipient during the National Volleyball Committee meeting held annually at the National Championship.

D. The recipient of the Dr. Vickie Grooms Denny Award shall subsequently be a nominee for the year-end NCCAA GP4L Student-Athlete Character Award. It is encouraged that one letter of recommendation from an Athletic Director, opponent coach, or member of the institution faculty or staff be included with the nomination.

continued

Appendix C, Page Two
Dr. Vickie Grooms Denny Award Nomination Form
Game Plan 4 LIFE Award Series

Student-Athlete's Name First _____ Last _____

Student-Athlete's Hometown and State _____ Year: ___JR ___SR ___G

Institution _____ Position_____ Coach _____

Christian Character
Describe student-athlete's faith story and character on/off the field.

_____

_____

_____

Christian Service
List student-athlete's specific activities in Christian service and outreach.

_____

_____

_____

Current Season Offensive Stats (Season Team Record: W_____ L_____)

_____ |	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
SP	K	K/S	E	TA	PCT	A	A/S	SA	SA/S	SE

Current Season Defensive Stats

_____ |	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
SP	D	D/S	RE	BS	BA	TB	B/S	BE	BHE	SE

Career Offensive Stats (Career Team Record: W_____ L_____)

_____ |	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
SP	K	K/S	E	TA	PCT	A	A/S	SA	SA/S	SE

Career Defensive Stats

_____ |	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
SP	D	D/S	RE	BS	BA	TB	B/S	BE	BHE	SE

Other Stats Notes (Top 10 national statistical rankings, etc.)

_____

_____

_____

continued

SAMPLE

Appendix C, Page Three
Dr. Vickie Grooms Denny Award Nomination Form
Game Plan 4 LIFE Award Series

Athletic Honors Received (Individual and/or Team)
List athletic awards/honors from the institution, conference, regional, and national level)

_____

_____

_____

Academic Honors Received (Major _____ GPA _____)
List academic honors.

_____

_____

_____

Leadership
Describe student-athlete's leadership characteristics and qualities. Give examples of leadership in action.

_____

_____

_____

Additional Comments
Share any other information on why student-athlete is deserving of this award.

_____

_____

_____

Required with Nomination Form

- High resolution headshot AND action photo of student-athlete
- Current season schedule with results.

Nominee Eligibility Requirements

- Have a clear Christian testimony both on and off the court, including Christian service activities.
- Be an excellent/highly skilled student-athlete.
- Be a junior, senior, or graduate student academically and a varsity team member.
- Demonstrate leadership ability.
- Possess a cumulative GPA of 3.00 or higher on a 4.00 scale.

_____'=

I attest that the nominee meets the eligibility requirements and nomination data is accurate.

_____ _____
Nominator Signature (Coach, SID, or AD) Date

Due by October 15 to jcampbell@thenccaa.org.

SAMPLE

Appendix D
NCCAA Power Ratings

I. FORMULA

(Results Pts + Location Pts) x (Opp. Affiliation + Opp. Win % + Ranked Opp.) = Individual Game Power Points

1. Results						
	Baseball/Softball	Basketball	Football	Soccer	Volleyball	
a. if win by	6+ runs	15+ points	14+ points	3+ goals	in 3 sets	3 points
b. if win by	-	11-14 points		-	-	2.75 points
c. if win by	3-5 runs	8-10 points	7-13 points	2 goals	in 4 sets	2.5 points
d. if win by	-	4-7 points		-	-	2.25 points
e. if win by	1-2 runs	1-3 points	1-6 points	1 goal	in 5 sets	2 points
f. if a tie	-	-	-	-	-	1.75 points
g. if a loss by	1-2 runs	1-3 points	1-6 points	1 goal	in 5 sets	1.5 points
h. if a loss by	-	4-7 points		-	-	1.25 points
i. if a loss by	3-5 runs	8-10 points	7-13 points	2 goals	in 4 sets	1 point
j. if a loss by	-	11-14 points		-	-	0.75 points
k. if a loss by	6+ runs	15+ points	14+ points	3+ goals	in 3 sets	0.5 points

2. Location					
a. if away	0.25 points	b. if neutral	0.125 points	c. if home	0 points

3. Opponent's Affiliation (multiplier)	
a. NCAA I	x 2.9
b. NCAA II / U Sports	x 2.5
c. NAIA	x 2.2
d. NCAA III / NCCAA I / CCAA	x 1.8
e. NCCAA II	x 1.5
f. Other Countable Opponents^	x 1.0

4. Opponent's Winning %*	
a. .1.000 %	Add 1.00
b. .800 - .999 %	Add 0.80
c. .600 - .799 %	Add 0.60
d. .400 - .599 %	Add 0.40
e. .200 - .399 %	Add 0.20
f. .000 - .199 %	Add 0.00

5. Ranked Opponent*
National rankings of affiliations in lines a. - e.
Add 0.20

II. POWER POINTS

A. The sum of the criteria of Nos. 1-2, multiplied by the sum of Nos. 3-5 determines power points for a game. The maximum points for a contest is 13.325 (win on the road against 1.000 NCAA I Top 25 team). The minimum points for a game is 0.5 (loss at home against .199 or lower other countable opponent).

B. The power rating is determined by adding the power points for the regular season and dividing by the number of games (to the third decimal place). Postseason contests shall not be included.

III. FORFEITS

Forfeits awarded for completed contests shall count toward power ratings or minimum number of games requirement for inclusion in power ratings (e.g., ineligible player, conduct issues, etc.). Forfeits awarded for games not played shall not count toward power ratings (e.g., teams not showing up, not honoring contracts, etc.).

IV. REPORTING

The National Office shall calculate each school's power rating. Each institution and region is responsible for reviewing the release to ensure their rating's accuracy. See sport handbooks for reporting dates and how power ratings are used within each sport. Power ratings shall be released by Wednesday evening per each sport's reporting dates. See region handbooks for how ratings are used within the region. Visit www.thenccaa.org/handbook.

*Opponent's winning percentage and national ranking shall be through the Sunday before the reporting date. When a report is released, winning percentages and rankings for that report, will not be updated for future reports. National rankings only include teams within the rankings. Teams who receive votes are not considered ranked.

continued

Appendix D, Page Two
NCCAA Power Ratings

^Other countable opponents must be an NCCAA countable game per definition in Frequency of Contest section of the NCCAA handbook. Uni-Division sports, such as Baseball & Softball, follow Division I countable opponents rules.

A final power rating shall only be given to teams who meet the minimum number of games requirement for the specific sport. Each sport has a progression of min. number of games (listed below) to be included in each rating that is released. (R1=Report 1, etc.)
Baseball - R1=10, R2=13, R3=16; Basketball - R1=12, R2=15, R3=18; Soccer - R1=8, R2=10; Softball - R1=10, R2=13, R3=16; Volleyball (M) – R1=7, R2=8, R3=9; Volleyball (W) - R1=10, R2=13, R3=15.

Note: These Power Ratings are designed to measure past performance, not necessarily to predict future outcomes.

Appendix E
DII Women's Volleyball All-American Selection Procedure

A. Nominations
1. All-Regional Teams shall be selected and submitted to the National Chair. The regional team shall be listed both in rank order from most points to least as well as rank order by position such as the top four hitters, top one setter, top one libero, and top one alternate. All ties must be broken. The top seven players (by position) nominated for All-American consideration from each region shall be brought to the National Volleyball Committee meeting.
2. Not all Regional Players of the Year will automatically be placed on the All-American First Team. Each player shall be compared regarding their criteria then placed accordingly.
3. The criteria considered in the selection process shall include statistics, academic standing, and Christian character.
4. The coaches/Regional Sports Chairs shall ensure that the statistics listed are the final/most updated statistics.

B. Teams

The NCCAA shall recognize:
1. An NCCAA All-American First Team. A seven-member team shall be comprised of four hitters, one setter, one libero, and one alternate.
2. An NCCAA All-American Second Team. A seven-member team shall be comprised of four hitters, one setter, one libero, and one alternate.

C. Meeting

The All-American Team selection meeting shall be held on Wednesday of the National Championship.

D. Committee Structure for Voting The committee shall comprise of the six Regional Chairs and the National Chair. In addition, a representative from the National Office shall be in the room or on the call for the voting to oversee that the process is followed.

E. Selection Process
1. An order of nomination shall be determined by the National Chair (e.g., Southwest first, Central second, etc.) The process shall begin with each regional representative nominating the top hitters (no limit on nomination) from his/her region. The representative shall briefly discuss the nominations. Regional representatives are responsible for doing any necessary research of individuals on the All-Regional Team and be fully prepared to promote each individual. Players must be nominated in the rank order from the regional team.
2. Then the regional representatives shall each vote for their top four players in each position (hitter, setter, and libero). Voting by the regional representative must be in the rank order of the region. Voting can occur in a couple of ways. They can share their vote verbally with the National Chair who records it, or an electronic method can be determined.
3. The alternate player takes the highest rated player from the highest vote getter not selected from each position vote. A vote for these three players shall be held to make the last selection. Region rank must still be followed. If there is more than one player from the same region in this vote, the lower ranked player(s) shall be eliminated from the vote.
4. The National Chair shall tabulate the vote and share with the voting members the total points for each nominated player. Points are allocated to players from highest to lowest (e.g., four players nominated for a position, top player receives four points, second three, third two, etc.). The top number of players to fill the number of slots designated for First Team shall earn First Team honors.
5. In the event of a tie in any position, there shall be an additional vote to break the tie. If a tie remains after additional voting, further analysis and discussion shall occur and another vote shall be conducted. If a tie remains after this additional voting, the tie shall be broken by the National Sport Chair, unless involving his/her student-athletes, in which case the National Vice-Chair shall break the tie.
6. The Player of the Year shall be voted on after the conclusion of the full All-America Team selections. The top vote getter from each position (hitter, setter, libero) shall be reviewed again, and then another vote shall be taken to determine the Player of the Year. Region rank must still be followed. If there is more than one player from the same region in this vote, the lower ranked player(s) shall be eliminated from the vote.
7. The All-American Second Team selection shall proceed in the same manner as the First Team.
8. There are no honorable mention teams in the NCCAA.

Appendix E, Page Two
DII Women's Volleyball All-American Selection Procedure

9. Once the team is selected, it is reviewed by the sport leadership and the National Office before being announced on the NCCAA website.

F. Coach of the Year

The committee shall use the Coach of the Year Nomination Form from the NCCAA Handbook and require that each nominee is the Coach of the Year from their respective region or a national qualifier. A vote shall be taken as a group on the nominations. If a nominee serves on the committee, he/she shall be recused from the vote and replaced with another representative from the region to join the remaining committee members to vote and determine the Coach of the Year.

Appendix F
National Championship Eight-Team Format, One Court

POOL A			**POOL B**
#1			#2
#4			#3
#5			#6
#8			#7
WEDNESDAY			
Time	**Match #**	**Court**	**Opponents**
9:30 a.m.	1	1	#4 vs. #5
11:30 a.m.	2	1	#3 vs. #6
1:30 p.m.	3	1	#1 vs. #8
3:30 p.m.	4	1	#2 vs. #7
5:30 p.m.	5	1	#1 vs. #5
7:30 p.m.	6	1	#2 vs. #6
THURSDAY			
9:30 a.m.	7	1	#4 vs. #8
11:30 a.m.	8	1	#3 vs. #7
1:30 p.m.	9	1	#1 vs. #4
3:30 p.m.	10	1	#2 vs. #3
5:30 p.m.	11	1	#5 vs. #8
7:30 p.m.	12	1	#6 vs. #7
FRIDAY			
Time	**Match #**	**Court**	**Opponents**
3:00 p.m.	13	1	1A vs. 2B Semifinals
6:00 p.m.	14	1	1B vs. 2A Semifinals
SATURDAY			
Time	**Match #**	**Court**	**Opponents**
1:00 p.m.	15	1	Championship
Immediately following			**AWARDS CEREMONY**

Awards

NCCAA National Awards Program

The National Awards Program is conducted under the guidance of the Director of Membership. The Director of Membership is empowered to appoint members, including the chair, of the committees needed to conduct the selection of recipients for the association awards. The Board of Directors is sensitive to the desire of the sponsoring foundations, sports groups, or other individuals or bodies with a genuine interest in the awards process. Thus, deference is practiced in all committee selections. The approved NCCAA National Awards include the following:

Sport Awards
- All-American Award
- Coach of the Year Award
- Student-Athlete of the Week Award
- Sport Award Procedures

Superlative Awards
- Baseball: Hank Burbridge Award
- Divisions I & II Men's Basketball: Pete Maravich Memorial Award
- Division I Women's Basketball: Kathy Freese-Peabody Award
- Division II Women's Basketball: Dr. Marti MacCullough Award
- Divisions I & II Men's Cross Country: Elvin & Joyce King Award
- Divisions I & II Women's Cross Country: Dr. Ray Bullock Award
- Men's & Women's Golf: Dan & Kelly Wood Award
- Men's & Women's Indoor & Outdoor Track and Field: John & Jody Wheeler Awards
- Divisions I & II Men's Soccer: Kyle Rote, Jr. Award
- Divisions I & II Women's Soccer: Joe & Q Harding Award
- Softball: Deb Thompson Award
- Men's Volleyball: Game Plan 4 LIFE Award
- Division I Women's Volleyball: Susan R. Hellings Award
- Division II Women's Volleyball: Dr. Vickie Grooms Denny Award
- Game Plan 4 LIFE Sport Awards

Scholar Awards
- NCCAA Scholar-Athlete Award
- NCCAA Scholar Team Award

Year End Awards
- #KingChasing Institution of the Year | Appendix A: #KingChasing Program Reporting Form
- Meritorious Service Award
- Heart of Courage Award | Appendix B: Heart of Courage Award Criteria
- Presidential Award
- GP4L Student-Athlete Character Award | Appendix C: GP4L Student-Athlete Character Award Nomination
- GP4L Athletic Staff Paul & Carolyn Berry Award | Appendix D: GP4L Athletic Staff Paul & Carolyn Berry Award Nomination Form
- Hall of Fame Award | Appendix E: NCCAA Hall of Fame Nomination Form

Pro-Am Scholarship Awards
- John & Jody Wheeler Ministry Scholarship
- Grover & Darla Todd Ministry Scholarship
- Bob McCloskey Memorial Ministry Scholarship

Other Awards
- Wilhelmi-Haskell Stewardship Award
- Soccer: Frank Jewell Award

Other Award Resources
- Appendix F: Superlative Award Naming Nomination Form
- NCCAA Award History
- NCCAA National Champions

I. SPORT AWARDS

A. All-American Award
The NCCAA grants All-American status to deserving student-athletes who participate in sports sponsored by the association. Criteria, procedure and method of selection shall rest with the selection committee of the sport. Approval of each program rests with the officers of each sport. See individual sport sections for more information.

B. Coach of the Year Award
All sports that conduct a National Championship have the opportunity of selecting a Coach of the Year. Criteria and method of selection shall be recommended by the coaches within each sport. See individual sport sections for more information.

C. Student-Athlete of the Week Award
The NCCAA Student-Athlete of the Week Award shall be given to male and female athletes in both Division I and Division II, chosen from the list of nominees submitted by all recognized sports each week. See Forms & Procedures section.

D. Sport Award Procedures
1. The following team awards shall be supplied and paid for by the National Office:
    a. National Championship team awards are presented as follows in Baseball, Men's Basketball (I & II), Women's Basketball (I & II), Men's Cross Country (I & II), Women's Cross Country (I & II), Men's and Women's Golf, Men's Soccer (I & II), Women's Soccer (I & II), Men's and Women's Indoor Track and Field, Men's and Women's Outdoor Track and Field, Softball, Men's Volleyball, and Women's Volleyball (I & II):
        1) Championship Team Member Awards (medallions)
        2) National Championship Banner
        3) National Championship Award
        4) National Second Place Plaque
        5) National Third Place Plaque
        6) National Fourth Place Plaque
        7) National Final Four Plaque
    b. National Invitational awards are presented as follows in Baseball (II): National Invitational Banner.
2. The following individual awards shall be supplied and paid for by the National Office:
    a. Coach of the Year – plaque
    b. Outstanding Player of the National Championship – plaque as designated
    c. All-American First Team – award
    d. National Player of the Year – plaque
    e. Student-Athlete of the Week – certificate and t-shirt for each recipient (Note: non-NCAA dually affiliated members)
    f. NCCAA Superlative Award (all sports have named awards except Men's Volleyball) – award
    g. All-Tournament Team – an award provided for each team sport championship based on the number approved for each sport by the Administration Committee.
3. For each sanctioned sport, the following awards shall be ordered through the National Office by the Regional and/or National Sport Chair:
    a. Regional Champion – team banner or plaque, paid by the Region and sent to Regional Coordinator
    b. All-Regional Team – individual certificates, provided by the National Office
    c. Regional Coach of the Year – certificate, provided by the National Office

II. SUPERLATIVE AWARDS

These superlative awards in the Game Plan 4 LIFE Character Award Series were established to emphasize Christian character within athletics and to perpetuate the Christian philosophy and faith in NCCAA institutions. Each sanctioned National Championship sport shall annually select one recipient through the established criteria and process.

A. Baseball: Hank Burbridge Award
Hank Burbridge was the baseball coach at Spring Arbor University for 40 years and amassed a record of 1,003 wins and 519 losses. Hank was named NCCAA District/Regional Coach of the Year 12 times, NCCAA National Coach of the Year on four occasions, and was inducted into the NCCAA Hall of Fame in 1993. His Cougar baseball teams won multiple NCCAA and NAIA District Championships and were crowned NCCAA National Champions in 1992,

1993, and 1998. Hank was a mentor and leader in NCCAA and NAIA baseball networks as well as within USA Baseball. He never missed an opportunity to share Christ or to encourage all who met him.

B. Divisions I & II Men's Basketball: Pete Maravich Memorial Award
"Pistol Pete" Maravich was known for his ball handling, shooting abilities, and creative passing. Maravich set several collegiate records and was the 1970 Player of the Year. He was an NBA All-Star, named one of NBA's 50 greatest players, and inducted in the Basketball Hall of Fame in 1987. He came to know Christ later in his life and spent the last years of his life pointing people to Christ. He wanted to be remembered for serving Jesus to the utmost, rather than his basketball legacy.

C. Division I Women's Basketball: Kathy Freese-Peabody Award
Kathy Freese-Peabody led her teams to three NCCAA National Championship appearances, while also emphasizing the importance of spiritual growth. She assisted with growing the sport of women's basketball in the NCCAA during her tenure and served the association in a variety of roles, including national chairperson.

D. Division II Women's Basketball: Dr. Marti MacCullough Award
Dr. Marti MacCullough accumulated over 300 wins and eight NCCAA Regional Championships during coaching stints at Lancaster Bible College and Philadelphia Biblical University (now Cairn University). Marti coached in eight NCCAA National Championships and was named NCCAA Coach of the Year twice. She served as National Sport Chair and Vice-Chair for multiple terms. Marti taught her teams that God is not separate from our athletic life and that their play is an act of worship given back to the Lord.

E. Divisions I & II Men's Cross Country: Elvin & Joyce King Award
Elvin and Joyce King were instrumental in the development and growth of both cross country and track & field within the NCCAA. Elvin served as Meet Director and National Sport Chair in each sport for many years, while Joyce was the point person administratively for the championship meets. Elvin's teams won nine NCCAA Cross Country National Championships, and he was named NCCAA Coach of the Year eight times. Elvin and Joyce served alongside each other for over 40 years at Cedarville University and worked tirelessly to make an impact for Christ.

F. Divisions I & II Women's Cross Country: Dr. Ray Bullock Award
For many years, Dr. Ray Bullock dedicated himself to the development of cross country as a sport in general, but as a ministry within the NCCAA. The NCCAA Hall of Famer (1999) led his teams to over 10 total NCCAA and NAIA national championships and coached dozens of All-Americans. Ray has impacted the lives of countless student-athletes and coaches through his mentoring and sacrifice.

G. Men's & Women's Golf: Dan & Kelly Wood Award
Dan and Kelly Wood's commitment to the NCCAA is evident in the growth of the Golf National Championships with venue upgrades, the addition of women's golf, and an enhanced format. While at two NCCAA member institutions, Dan served as NCCAA Men's Golf Chair from 1993-1999. He assumed the role of Executive Director in 2000 and developed the Game Plan 4 LIFE character initiative while also expanding Christian Service Projects and sports ministry funding. Kelly worked for the NCCAA from 1992 to 2023 in various roles. Her heart for the Lord and to reach others for Christ has helped grow the NCCAA's Kingdom impact.

H. Men's & Women's Indoor & Outdoor Track and Field: John & Jody Wheeler Awards
John and Jody Wheeler were involved in supporting athletic activities of Christian high schools and colleges throughout their lives. John served on the NCCAA Board for over 35 years, and he and Jody founded the NCCAA Pro-Am event that has provided millions of dollars in support for the NCCAA since 1988. A Taylor University graduate who knew the benefit of a Christian worldview and a lifelong pursuit for God's truth, John was inducted into the NCCAA Hall of Fame in 2002.

I. Divisions I & II Men's Soccer: Kyle Rote, Jr. Award
Kyle Rote, Jr. simply excelled in every area of life. He played every available sport, but soccer grabbed his allegiance in his teen years, and he was an All-American selection during his days at the University of the South. He rose to worldwide fame as the first US professional player to be viewed as a superstar during the days of the North American Soccer League. Throughout his career in sports, and today as a representative for professional athletes, Kyle Rote, Jr. simply lets his faith in Christ drive him to be excellent as a husband, father, and community leader.

J. Divisions I & II Women's Soccer: Joe & Q Harding Award
Joe Harding served multiple terms as NCCAA Men's Soccer chair while coaching at Huntington University and Moody Bible Institute. His teams collected three NCCAA National Championships, and Joe earned both the NISOA Honor Award and the NCCAA Frank Jewell Award for his excellence and integrity in coaching. His most recent honor was as an inductee into the Malone University Hall of Fame (2021). Carol Harding, or as all her friends know her, Q, was a five-sport standout at Wheaton College. Throughout the years, while a university professor and assistant coach to Joe, she was an encourager and advocate for NCCAA, especially within the sport of soccer. She was a prayer warrior for Joe and his student-athletes and for many of Joe's opposing coaches and peers, always caring more for those leaders than for the result of the matches.

K. Softball: Deb Thompson Award
Deb Thompson became head coach at Spring Arbor University in 1987 and built a legacy through impacting players for Christ while creating a winning culture on and off the field. She was awarded numerous NCCAA district/regional awards and was the NCCAA Coach of the Year in 2005 when her Cougars captured the NCCAA National Title. Deb has over 800 career wins and counting and was inducted into the Spring Arbor University Hall of Fame in 2002. She has and continues to serve selflessly while nurturing the student-athletes who have had the benefit of calling her coach.

L. Men's Volleyball: Game Plan 4 LIFE Character Award
See description below.

M. Division I Women's Volleyball: Susan R. Hellings Award
Susan R. Hellings played volleyball in the mid 1970's at Houghton College (now Houghton University). She was a starting hitter for her championship team. Susan exemplified Christian leadership on the court, not allowing anything to stand in the way of team unity. She was an excellent student as demonstrated by being her high school valedictorian and graduating Summa Cum Laude from college with a B.A. in mathematics. Susan was the type of student-athlete who exemplified all the characteristics this award is intended to honor.

N. Division II Women's Volleyball: Dr. Vickie Grooms Denny Award
As the head coach at Maranatha Baptist College (now Maranatha Baptist University), Clearwater Christian College, and Bob Jones University, Dr. Vickie Grooms Denny's teams have won 14 NCCAA National Championships. An inductee into the NCCAA Hall of Fame (2005), she has served as NCCAA Division II Women's Volleyball Chair, member President, and continues to serve on the Board of Directors. Overshadowing her many accomplishments, it is her pursuit of excellence on and off the court as a reflection of Jesus Christ that stands above the wins.

O. GP4L Sport Awards
In lieu of a named award, some sports honor their model NCCAA Christian student-athletes by using the Game Plan 4 LIFE (GP4L) Award. (See specific sport section for forms and process.) Currently, all awards have been named except men's volleyball.

III. SCHOLAR AWARDS

A. NCCAA Scholar-Athlete Award
The purpose of the Scholar-Athlete Award is to recognize outstanding scholar-athletes among NCCAA member institutions, emphasize the place of academics in our national organization, and publicize and promote the NCCAA by recognizing institutions individually and collectively through this medium.

1. Criteria for nomination
   a. Be of junior, senior, or graduate student academic standing making normal progress toward a degree.
   b. Have completed at least one term (semester or quarter) at the nominating institution.
   c. Be a competing student-athlete in the sport for which nominated.
   d. Have maintained a minimum cumulative grade point average of 3.40 on a 4.00 scale at the nominating institution. Transfer students must have a cumulative grade point average of 3.40 on a 4.00 scale based on all grades at all institutions attended, regardless of whether a course grade is accepted at the nominating institution. GPA cannot be rounded up.
2. Procedure for nomination
   The nominating institution must submit a completed nomination form on Teamworks to the National Office four weeks prior to the National Championship. The institution's registrar's office or compliance officer must verify the nominee's GPA on the Teamworks form with a signature. Forms shall not be complete until signatures are acquired.

3. Selection process
   The National Office shall compile and announce a list of recipients during the National Championship. All student-athletes who are nominated and who meet all the criteria shall be granted this award.
4. Recognition and publicity
   Recipients shall be announced at the National Championship (optional) and on the NCCAA website. A certificate of recognition shall be sent to the recipient. A second certificate for the institution shall be sent upon request.

B. NCCAA Scholar Team Award
The purpose of the Scholar Team Award is to honor NCCAA athletic teams that demonstrate academic success in the classroom, emphasize the importance of academics within our national organization, and promote individual student-athlete scholarship on the team.

1. Criteria for nomination
   a. An institution must be a current NCCAA member in good standing. The team must be a varsity team.
   b. Have a minimum grade point average (GPA) of 3.40 on a 4.00 scale. Please do NOT round up to 3.4 or 3.40.
   c. Fall teams use fall term(s) GPA's only and spring teams use spring term(s) GPA's only.
   d. Teams that overlap terms and have countable games or matches in each term must use GPA's from all terms in which the sport participates. (Note: tennis is a spring only sport, golf is a fall only sport.)
   e. Include all varsity student-athletes who competed in the sport with the institution for any portion of the academic year.
   f. Meet the minimum number or greater on the team as the number of student-athletes required to field a team in the sport to be recognized. (Note: track and field minimum is eight student-athletes.)
2. Nomination and Selection process
   a. The NCCAA Scholar Team Award Nomination Form must be completed on Teamworks and sent to the NCCAA National Office by January 31 for all eligible fall sports and May 31 for all eligible winter/spring sports of each academic year.
   b. The institution's registrar's office or compliance officer must verify the nominee's GPA on the Teamworks form with a signature. Forms shall not be complete until signatures are acquired.
3. Recognition
   Certificates shall be sent to each student-athlete represented on the team. One team certificate shall be given to the institution and the coach. An award shall be sent to the institution for each team receiving the Scholar Team Award.

IV. YEAR END AWARDS

A. #KingChasing Institution of the Year
The NCCAA uses intercollegiate athletics to further the Great Commission and is committed to equipping student-athletes and coaches to make a positive impact for Christ. In athletics, the term #RingChasing is used by athletes to describe their goal of winning a championship. Within the NCCAA, there is a focus on #KingChasing, which helps lay a foundation of seeking Christ first.

The #KingChasing program uses the four values of the Game Plan 4 LIFE – Love, Integrity, Faith, and Excellence – to enhance the purpose of collegiate athletics to be more than winning championships. The mission of the #KingChasing program is to keep Christ at the center of the student-athlete experience. The Administration Committee shall select the NCCAA #KingChasing Institution of the Year, and the award is presented at the Annual Convention. See Appendix A.

B. Meritorious Service Award
Individuals who, over a period of years, exhibit a dedication and special service to the NCCAA shall be considered for the Meritorious Service Award. Their effort must have made a significant contribution to the welfare of the association and be so recognized by the participating institutions as a whole. Examples of persons qualifying for the Meritorious Service Award are: Board of Directors, National Sport Chairs, Regional Coordinators, and others whose service to the NCCAA is exceptional. This award is presented at the Annual Convention.

C. Heart of Courage Award
The purpose of this award is to recognize a Christian athlete who has also shown courage in the midst of difficult circumstances, while at the same time inspiring others to live out their faith. Nominations are due to the National Office by March 1. This award shall be presented at the Annual Convention. See Appendix B. (See Forms & Procedures section, Item 38 for reimbursement policy.)

D. Presidential Award

The NCCAA presents an annual All-Sports Award to one Division I and one Division II member institution. Points are earned based upon a team's finish in an NCCAA National Championship. Only NCCAA National Championship sanctioned sports are eligible for the point system. An award shall be presented to the institution with the most points in each Division at the Annual Convention. Baseball (m), Golf (m & w), Indoor Track & Field (m & w), Outdoor Track & Field (m & w), Softball (w), and Volleyball (m) serve as "uni-division" championships in which either division is eligible for points. Currently, Division I sports include: Basketball (m & w), Cross Country (m & w), Soccer (m & w), and Volleyball (w), in addition to the "uni-division" championships. Division II sports include: Basketball (m & w), Cross Country (m & w), Soccer (m & w), and Volleyball (w), in addition to the "uni-division" championships. Point system for both division is as follows: 1st place -12 points, 2nd place – 9 points, 3rd place – 8 points, 4th place – 7 points, 5th place – 6 points, 6th place – 5 points, 7th place – 4 points, 8th place – 3 points, 9th place - 2 points, 10th place – 1 point. If two or more teams are tied the points for each place are added together and divided by the number of teams tied.

E. Game Plan 4 LIFE Student-Athlete Award
The purpose of the Game Plan 4 LIFE Character Award is to recognize NCCAA student-athletes who epitomize the Christian character qualities of Love, Integrity, Faith, and Excellence. Nominations come from the winners of each of the superlative awards of each individual sport. See Appendix C. (See Forms & Procedures section, Item 38 for reimbursement policy.)

F. Game Plan 4 LIFE Athletic Staff Paul & Carolyn Berry Award
The purpose of the Game Plan 4 LIFE Character Award is to recognize NCCAA athletic staff who epitomize the Christian character qualities of Love, Integrity, Faith, and Excellence. Paul Berry and his wife, Carolyn, have served the NCCAA in almost every volunteer role offered by the association since 2000. Having served at NCCAA members George Fox College, Christian Heritage College, and The Master's College, both Paul and Carolyn displayed a love for Christian higher education, specifically the use of intercollegiate athletics to impact the next generation. As a Regional Coordinator, Paul has given his time and talent to ensure the West Region was well represented and remained active within the NCCAA. After being elected 2nd Vice-President of Membership in 2000, Paul served as Member President from 2005-2008 and remains on the Board of Directors as an emeritus member today. Lesser known roles of service include the NCCAA Pro-Am, where Paul was a committee member and Carolyn a volunteer and ladies' devotional leader, and the NCCAA Annual Convention where Carolyn volunteered for any task available. Throughout all their service to member schools and the NCCAA, Paul and Carolyn served with all four traits of the Game Plan 4 Life: Love, Integrity, Faith, and Excellence. Those who know them know they made others better and have been role models in how to keep a marriage vibrant and God-honoring for over 58 years. Nominations are due to the National Office by March 1. See Appendix D. (See Forms & Procedures section, Item 38 for reimbursement policy.)

G. Hall of Fame Award
The purpose of the Hall of Fame Award is to recognize individuals who have given outstanding leadership and/or service to the NCCAA.

1. Criteria for selection
   a. An individual with at least five years of involvement with the NCCAA.
   b. An individual who has made a significant contribution to the NCCAA as a coach, administrator, chaplain, donor, or other role.
   c. An individual of high moral character and Christian integrity.
   d. An individual presently making a positive contribution by serving the Lord and society.
   e. An individual maintaining an interest in the NCCAA, Christian higher education and intercollegiate athletics (e.g., prayer partner, donor, volunteer, etc.).
2. Nomination and selection process
   a. The selection committee is comprised of the Executive Director and the Administration Committee.
   b. The Administration Committee has assigned a five-member Hall of Fame Committee that reports to the Administration Committee.
      1) The Hall of Fame Committee shall review all nominations and make recommendations in rank order to the selection committee.
      2) The Hall of Fame Committee shall also seek out and make recommendations of legacy type candidates to be considered for nomination.
      3) The Hall of Fame Committee shall review the process for selection and make recommendations to update that process.
      4) Hall of Fame Committee members shall serve a three-year term. If a committee member steps down from their term early, the Administration Committee shall assign a new member. Committee members can be assigned for additional terms.

5) The Hall of Fame Committee shall meet as often as needed to review candidates, consider policies of the selection process, and/or seek additional legacy nominations.
6) The Hall of Fame Committee shall select a chair to guide the committee.

c. Nomination forms shall be emailed to member institutions annually (see Appendix E).
d. Nominations may come from current and former NCCAA member institutions, Hall of Fame Committee members, National Office staff, or NCCAA Board of Director members.
e. Nomination form, five letters of support, and biographical sketch shall be returned to the National Office no later than November 15.
f. The selection committee shall select inductees annually. If there are three or less nominees, inductees shall be selected by a simple majority. The Hall of Fame Committee shall recommend to the Administration Committee any candidates to carry over to the following year. A candidate shall not be carried over for more than two additional years.
g. No more than three inductees shall be selected each year. If there are more than three nominations in a given year, those receiving votes shall have their nomination(s) carried over to the following year (but not more than three years).
h. The Executive Director has the right of refusal.
i. Inductees shall be notified of their selections via telephone and email by December 31.
j. Those who are selected shall be inducted during the Annual Convention. (See Forms and Procedures section, Item 38 for reimbursement policy.)
k. An NCCAA Hall of Fame inductee can be removed by a 2/3 vote of the Administration Committee and approval of the Board of Directors if cause is found that discredits the inductee's standing of character and moral issues.

V. PRO-AM SCHOLARSHIP AWARDS

A. John & Jody Wheeler Ministry Scholarship
Named for the founder of the NCCAA Pro-Am, John Wheeler and his wife, Jody, this award was established through the fundraising endeavors of the Pro-Am. Each foursome in the college tournament round at the NCCAA Pro-Am represents an NCCAA member institution. The institution that is represented by the overall winning foursome is the recipient of a $3,000 scholarship to be awarded to a student for the next school year who is a Christian ministries or missions major. Criteria for choosing a student to receive this scholarship include: participation in athletics (Division I only); participation in ministry in church, school, community, and the world; academic proficiency; and financial need.

B. Grover & Darla Todd Ministry Scholarship
This award was named for NCCAA Board Member and Finance Committee Chairperson, Grover Todd and his wife, Darla. The institution that is represented by the overall second place foursome in the college tournament round is the recipient of a $2,000 scholarship to be awarded to a student for the next school year who is a Christian ministries or missions major. Criteria for choosing a student to receive this scholarship include: participation in athletics (Division I only); participation in ministry in church, school, community, and the world; academic proficiency; and financial need.

C. Bob McCloskey Memorial Ministry Scholarship
This award was named for Bob McCloskey, NCCAA catastrophic insurance preferred vendor since 2007, who attended the NCCAA Pro-Am from 2009-2015. Since 2013, McCloskey Agency has served as the sponsor of the NCCAA Victory Bowl and, upon Bob's death on February 3, 2016, a new gift was given to fund additional Ministry/Mission scholarships via the NCCAA Pro-Am. Criteria for choosing a student to receive this scholarship include: participation in athletics (Division I only); participation in ministry in church, school, community, and the world; academic proficiency; and financial need.

VI. OTHER AWARDS

A. Wilhelmi-Haskell Stewardship Award
Named for NCCAA founders, Norm Wilhelmi and E.C. Haskell, the Wilhelmi-Haskell Stewardship Award is awarded to individuals who, over a period of years, have exhibited dedicated work and loyal support of the NCCAA program and ministry. The recipient is recommended by the Executive Director or any Director on staff. This award is presented at the Annual Convention or at the most appropriate time determined by the National Office.

B. Soccer: Frank Jewell Award
This award is presented annually to an individual who has displayed Christian character and integrity while coaching soccer within the NCCAA. The award is presented by the National Intercollegiate Soccer Official's Association (NISOA) in memory of Frank Jewell, NISOA liaison with the NCCAA from 1983-2010. It is selected by the NCCAA Executive Director and a representative from NISOA.

Appendix A
NCCAA #KingChasing Program

ABOUT
The NCCAA uses intercollegiate athletics to further the Great Commission and is committed to equipping student-athletes and coaches to make a positive impact for Christ. In athletics, the term #RingChasing is used by athletes to describe their goal of winning a championship. Within the NCCAA, there is a focus on #KingChasing which helps lay a foundation of seeking Christ first.

The #KingChasing program uses the four values of the Game Plan 4 LIFE – Love, Integrity, Faith, and Excellence – to enhance the purpose of collegiate athletics to be more than winning championships. The mission of the #KingChasing program is to keep Christ at the center of the student-athlete experience.

An institution shall be named an NCCAA #KingChasing Institution by earning 105 points. The top three point-earning institutions shall be finalists for the NCCAA #KingChasing Institution of the Year (in the event of a tie for third, the committee shall vote to break the tie). The Administration Committee (or designated sub-committee) shall select the NCCAA #KingChasing Institution of the Year, and the award is presented at the Annual Convention.

There are 150 possible points, along with an additional 25 possible bonus points.

Sports Ministry Fund amounts required to be used for Christian Outreach
#KingChasing Institution of the Year shall receive $2,000.
#KingChasing Institution remaining finalists shall receive $1,000 each.

Bill Price Scholarship
The Bill Price Scholarship is intended for assisting any student in a ministry-related major (e.g., sports ministry, cross cultural, pastoral, worship arts, etc.) in meeting their financial needs. The institution may use funds to assist up to two students. All student recipients are requested to submit a letter of appreciation, including the impact of the award on their continuing education, to Mizuno USA on or before September 15 (send letters to NCCAA National Office).
#KingChasing Institution of the Year shall receive $10,000. #KingChasing Institution remaining finalists shall receive $5,000 each.

The deadline to submit the #KingChasing report is May 20.

1. Ejections shall be monitored for spring sports contests after the deadline.
2. Winter/Spring Scholar teams are due by May 20 to be eligible for #KingChasing points.
3. The #KingChasing Institution of the Year shall be announced at the Annual Convention.

continued

Appendix A, Page Two
NCCAA #KingChasing Program Reporting Form
Due May 20

#KINGCHASING STUDY PROGRAM

Institution's coaches participate in the #KingChasing Study Program and incorporate it into the team's faith integration plan. (25 possible points)

Points earned are calculated by percentage of coaches/teams that participated in the #KingChasing Study Program.
Example: 7 out of 12 coaches/teams participate (25 x .583 = 14.6 points earned)

# of NCCAA Sponsored Sports _____ # of teams that participated in #KingChasing Study Program_____

#KINGCHASING DAY

A. Institution participates in #KingChasing Day on the third Monday in September. (20 possible points)

Points earned are calculated by the percentage of teams that participated in a CSP on #KingChasing Day (Ideally, these CSP's are in addition to the team CSP's in the FAITH section below).
Example: 7 out of 12 coaches/teams participate (20 x .583 = 11.7 points earned)

# of NCCAA Sponsored Sports _____ # of teams that participated in #KingChasing Day_____

B. Institution posts #KingChasing Day events on social media, using #KingChasing hashtag and tagging official NCCAA social media accounts. (5 possible points)

Full points earned by AD confirming social media posts were made as described above. No points without confirmation.

Completed: Yes _____ No _____

LOVE

A. No Ejections (5 possible points)

Full points earned by reporting zero ejections. One point is lost for each ejection reported. (Ejections shall be monitored for spring sports playing contests after the April 30 deadline.)

Ejections: _____

B. Athletic staff (AD's, SID's, Coaches, etc.) connect with their counterpart at another specific NCCAA member institution and offer to pray for them. (10 possible points)

Full points earned by AD confirming athletic staff was charged with connecting to their counterpart at another specific NCCAA member, and reporting which member institution it was. No points without confirmation.

Completed: Yes _____ No _____ If yes, which member institution _____

C. Athletic staff (AD's, SID's, Coaches, etc.) connect with their counterpart at another specific non-NCCAA member institution and offer to pray for them. (10 possible points)

Full points earned by AD confirming athletic staff was charged with connecting to their counterpart at another specific non-NCCAA member, and reporting which institution it was. No points without confirmation.

Completed: Yes _____ No _____ If yes, which institution _____

continued

SAMPLE

Appendix A, Page Three
NCCAA #KingChasing Program Reporting Form

INTEGRITY

A. Athletic department holds a fall AND a winter/spring meeting with coaches and athletic staff to communicate #KingChasing standards. (5 possible points)
Full points earned by AD confirming meetings were held for all coaches and athletic staff. No points without confirmation.

Completed: Yes _____ No _____

B. Head coaches complete the GP4L Video Series (4 videos) and sign the Code of Ethics. Suggestion: show a video at each athletic department meeting mentioned above. (10 possible points)
Full points earned by AD confirming this happened. No points without confirmation.

Completed: Yes _____ No _____

C. Athletic department holds event(s) for student-athletes to communicate #KingChasing standards. (5 possible points)
Full points earned by AD confirming event(s) were held for all student-athletes. No points without confirmation.

Completed: Yes _____ No _____

D. Each student-athlete signs the #KingChasing Commitment. (5 possible points)
Full points earned by AD confirming this happened. No points without confirmation.

Completed: Yes _____ No _____

FAITH

A. Institution's teams participate in Christian Service Projects (CSP's) and/or mission trips during the year. Detailed summary of outreach required (see last page below). (20 possible points)
Points earned are calculated by percentage of school's teams that participated in team sponsored CSP's and/or mission trips during the year (not NCCAA Regional/National CSP's).
Example: 7 out of 12 teams participated in CSP's/mission trips (20 x .583 = 11.7 points earned)

# of NCCAA Sponsored Sports _____ # of teams that participated in CSP's and/or mission trips_____

B. Have a webpage dedicated to #KingChasing (NCCAA provides info). (5 possible points)
Full points are earned if webpage exists. No points earned if webpage does not exist.

Completed: Yes _____ No _____ If yes, enter URL _____

EXCELLENCE

A. Have student-athletes represented on Scholar-Athletes lists. (8 possible points)
Points earned are calculated by percentage of school's teams that have Scholar-Athletes.
Example: 12 out of 18 teams have at least one Scholar-Athlete (8 x .667 = 5.3 points earned)

# of NCCAA Sponsored Sports _____ # of teams with at least one Scholar-Athlete _____

B. Have teams represented on Scholar-Team list. (5 possible points)
Points earned are calculated by the percentage of school's teams that are represented. (Winter/Spring Scholar teams are due by May 15 to be eligible for #KingChasing points.)
Example: 5 out of 8 teams represented. (5 x .625 = 3.1 points earned)

# of NCCAA Sponsored Sports _____ # of teams named Scholar-Teams _____

continued

SAMPLE

Appendix A, Page Four
NCCAA #KingChasing Program Reporting Form

C. Submit nominations for GP4L Character Award Series during the year. (10 possible points)
Points earned are calculated by percentage of school's teams that had a nomination.
Example: 3 out of 4 teams nominated. (10 x .75 = 7.5 points earned)

# of NCCAA Sponsored Sports _____ # of teams with a nomination _____

D. Submit nominations for the end of year Men's & Women's Game Plan 4 LIFE Athletic Staff Character Awards. (2 possible points)
1 point is earned for a men's nomination and 1 point is earned for a women's nomination.

Men's submitted: Yes _____ No _____ Women's submitted: Yes _____ No _____

BONUS POINTS

A. Athletic Director views the Shepherd Coach Introductory Video. (5 possible points)
Full points earned by AD confirming he/she viewed the video. No points without confirmation.

Completed: Yes _____ No _____

B. Athletic Director enrolls in Shepherd Coach training and earns certificate. (20 possible points)
Full points earned by AD and Shepherd Coach confirmation. No points without confirmation.

Completed: Yes _____ No _____

SAMPLE

continued

Appendix A, Page Five
NCCAA #KingChasing Program Reporting Form

Detailed Summary of Outreach

List your team sponsored (NCCAA Sponsored sports) spiritual outreach endeavors below.

	Team	CSP or Mission Trip	Date of Outreach	Location of Outreach	Person Responsible
Ex	W Volleyball	Mission Trip	Apr. 2019	Costa Rica	Jane Doe
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					

Summarize each endeavor above, including a description of the outreach and the group(s) ministered to.

SAMPLE

I attest that the information submitted on this #KingChasing report is accurate.

_____ _____ _____

Institution Athletic Director's Signature Date

The #KingChasing report is due to the National Office by May 20.

Appendix B
Heart of Courage Award Criteria
Due March 1

I. CRITERIA

This award shall be given to a student-athlete fitting the following criteria:
1. A current player on an NCCAA team.
2. Has exemplary Christian character.
3. Has shown courage in the midst of difficult circumstances in such a way as to inspire others.

II. SELECTION

A representative of an NCCAA member institution shall nominate a recipient on the above criteria. Nominations are due to the National Office by March 1. The Administration Committee shall approve the nomination.

III. AWARD

An award shall be given to the recipient(s) at the Annual Convention. (See Forms and Procedures section, Item 38 for reimbursement policy.)

IV. PURPOSE

The purpose of this award is to recognize a Christian student-athlete who has also shown courage during difficult circumstances, while at the same time inspiring others to live out their faith. God Himself puts a premium on perseverance and endurance. It is our desire to encourage those who are doing just that in unusual circumstances, and to say thank you for truly reminding us of our Living Hope.

V. HONOREE

The award itself was inspired by the courage of Kathy Stewart of Kentucky Christian College.

On May 7, 1998, Kathy Stewart was diagnosed with a malignant brain tumor. This diagnosis was followed by six months of physical problems and fruitless efforts to find the cause. During the summer of 1998, Kathy underwent two surgeries to remove the tumor, a series of radiation treatments, and two months of recovery. She returned to school in mid-September, made up her class work and proceeded to play basketball her senior year. Physically, Kathy struggled, but spiritually she gave God praise for His mercy and support during her ordeal. Throughout Kathy's illness, she constantly lifted others up with her positive outlook and her bubbling spirit. Though struggling herself, her greatest concern was for her family.

On February 18, 2000, Kathy lost her battle to cancer, but won the victory in Jesus for her eternity. She was a model student-athlete and an inspiration for all in the way she lived out her faith. All who knew Kathy were challenged to do the same.

Appendix C
Game Plan 4 LIFE (GP4L)
Student-Athlete Character Award Nomination
Due April 20

I. PURPOSE

The purpose of the Game Plan 4 LIFE Student-Athlete Character Award is to recognize NCCAA student-athletes who epitomize the Christian character qualities of:

Love: demonstrating a caring and consistent love for others (I Corinthians 13)
Integrity: living out ethical principles in a clear and consistent manner (Job 27:5)
Faith: acknowledging a life of faith and sharing that faith with others (Hebrews 11)
Excellence: striving to do all things at the highest standard (Philippians 4:8)

II. CRITERIA

1. A student-athlete who is junior, senior or graduate status and with involvement within NCCAA athletics.
2. An individual who consistently demonstrates love, integrity, faith and excellence within college athletics, their campus, and their home/college community.

III. SELECTION

1. The selection committee is comprised of the Administration Committee.
2. The selection committee shall select one male and one female student-athlete annually.
3. Nominations for the year-end award shall come from the winners of each individual superlative award given during the academic year. (See sport specific sections for nomination forms.)
4. Selection shall take place by April 30 with spring superlative awards to be completed by April 20.

IV. PROCEDURES

1. The following are required for a completed submission:
   a. Additional comments of support for each student-athlete following the selection of in-season awards.
   b. A high resolution head shot photo in .jpg format is required.
2. Recipients shall be notified of their selection via e-mail, telephone and/or letter by April 30.
3. Recipients shall be honored during the Hall of Fame Banquet at the NCCAA Annual Convention. A subsidy of up to $250 towards travel shall be available to each of the winners. (See Forms and Procedures section, Item 38 for reimbursement policy.)

Appendix D
NCCAA Game Plan 4 LIFE (GP4L) Athletic Staff
Paul & Carolyn Berry Award
Nomination Form
Due March 1

I. PURPOSE

The purpose of the Paul & Carolyn Berry Award is to recognize NCCAA athletic staff who epitomize the Christian character qualities of:

Love: demonstrating a caring and consistent love for others (I Corinthians 13)
Integrity: living out ethical principles in a clear and consistent manner (Job 27:5)
Faith: acknowledging a life of faith and sharing that faith with others (Hebrews 11)
Excellence: striving to do all things at the highest standard (Philippians 4:8)

II. CRITERIA

1. Nominees must be employed in a coaching or athletic staff role at an NCCAA member institution.
2. Nominees' lives shall demonstrate a personal commitment to Christ in the athletic environment as well as in all other spheres of endeavor.
3. Nominees shall be individuals who consistently demonstrate the values of Love, Integrity, Faith, and Excellence, and demonstrate commitment to the NCCAA at their institutions, as well as regionally and/or nationally.

III. SELECTION

1. The selection committee shall be comprised of the Administration Committee.
2. The selection committee shall select one male and one female athletic staff annually.

IV. PROCEDURES

1. Completed nomination forms and letters of support are due to the National Office by March 1 each year.
2. The following are required for a completed submission:
   a) The completed nomination form accompanied by a letter from the nominator which elaborates on reasons why the nominee is deserving of the award. This shall include the four aspects of the GP4L characteristics.
   b) Individuals may be nominated by current or former student-athletes, fellow coaches, athletic administrators, or others associated with institutional leadership. Nominations shall be supported by at least four letters from persons in these groups.
   c) A high resolution head shot photo in .jpg format.
3. Inductees shall be notified of their selection via e-mail, telephone, and/or letter.
4. Recipients shall be honored during the Hall of Fame Banquet at the NCCAA Annual Convention. (See Forms and Procedures section, Item 38 for reimbursement policy.)

continued

Appendix D, Page Two
NCCAA Game Plan 4 LIFE (GP4L) Athletic Staff
Paul & Carolyn Berry Award
Nomination Form

Please see the previous page for all requirements for nomination and selection of candidates for the Paul & Carolyn Berry Award.

(Please print or type all information)

I wish to nominate:

Name _____ Sport _____

Telephone _____ E-mail _____

Institution _____ Years involved at institution _____

Institution Address _____

Leadership Positions _____

Awards and Honors _____

Name of Nominator _____ Position _____

Institution _____

Address _____

Telephone (_____)_____ - _____ Email _____

Signature of Nominator _____ Date _____

SAMPLE

Submit all information by March 1 to the National Christian College Athletic Association
302 W Washington St • Greenville, SC 29601• Fax: 864-250-1141• Phone: 864-250-1199
Brandon Gilmore, Director of Membership • bgilmore@thenccaa.org

Appendix E
NCCAA Hall of Fame Nomination Form
Due November 15

A. PURPOSE

The purpose of the Hall of Fame Award is to recognize individuals who have given outstanding leadership and/or service to the NCCAA. The criteria for selection are as follows:

1. An individual with at least five years of involvement with the NCCAA.
2. An individual who has had a significant contribution to the NCCAA as a coach, administrator, chaplain, donor, or other role.
3. An individual of high moral character and Christian integrity.
4. An individual presently making a positive contribution by serving the Lord and society.
5. An individual maintaining an interest in the NCCAA, Christian higher education and intercollegiate athletics (e.g., prayer partner, donor, volunteer, etc.).

B. SELECTION PROCEDURE AND COMMITTEE

An overview of the nomination and selection process shall be as follows:

1. The selection committee is comprised of the Executive Director and the Administration Committee, with the Hall of Fame Committee reviewing all nominations and making recommendations in rank order to the selection committee.
2. Nomination form, five letters of support, and biographical sketch must be returned to the National Office no later than November 15.
3. The selection committee shall select inductees annually. If there are three or less nominees, inductees shall be selected by a simple majority. If there are more than three nominees, voting shall be conducted by rank order (e.g., first choice – 3 points; second choice – 2 points; third choice – 1 point).
4. No more than three inductees shall be selected each year. The Hall of Fame Committee shall recommend to the Administration Committee any candidates to carry over to the following year. A candidate shall not be carried over for more than two years.
5. The Executive Director has the right of refusal.
6. Inductees shall be notified of their selections via telephone and email by December 31.
7. Those who are selected shall be inducted during the Annual Convention. (See Forms and Procedures section, Item 38 for reimbursement policy.)

C. RECIPIENT QUALIFICATIONS

1. List the individual's involvement with the NCCAA, including years served. List any role served (e.i., coach, AD, SID, etc.) at a member institution(s) with years served; and any volunteer role (e.g., Regional Coordinator, National Sport Chair, board member, etc.) within NCCAA with years served.
2. Share how this individual significantly contributed to the NCCAA.
3. Describe this individual's Christian character and integrity.
4. Explain how this individual is presently making a positive contribution by serving the Lord and society.
5. Describe how this individual is maintaining an interest in the NCCAA, Christian higher education, and intercollegiate athletics.
6. Please list NCCAA awards/honors and/or championship titles.

D. AWARD

An award descriptive of the honor shall be given to each recipient during the Annual Convention.

continued

Appendix E, Page Two
NCCAA Hall of Fame Nomination Form
Due November 15

Nominations may come from NCCAA member institutions and former member institutions, Hall of Fame Committee members, National Office staff, or NCCAA Board of Directors members.

I wish to nominate _____

Address _____ Telephone (_____)_____-_____

City _____ State _____ Zip _____

Email Address _____

Institution Affiliation _____

Enclosed are five letters of support and the biographical sketch.

Name of Nominator _____

Address _____ Telephone (_____)_____-_____

City _____ State _____ Zip _____

Email Address _____

SAMPLE

Appendix F
Superlative Award Naming Nomination Form

A. Nomination Form – Complete this form and submit to the NCCAA National Office for consideration.

B. Nominee's Resume – Include the nominee's resume or biography, describing his/her background and contributions.

C. Award Criteria Narrative – In no more than two typed pages, provide specific, concrete examples for the three criterion below (one of which must be fulfilled in order for the granting of Naming Rights in Recognition to be considered):

1. Recognition of outstanding service to the NCCAA whilst serving in an academic, athletic, and/or administrative capacity; or outstanding service to the NCCAA.
2. Recognition of achievements of distinguished alumni.
3. Recognition of generous financial or other contribution from a donor (be it by way of donation, bequest, sponsorship, etc.), such contribution being voluntary and not rendered in consideration of the granting of naming rights.

D. Articles and Letters – To present a comprehensive picture of the nominee, please include both:

1. Up to five news or magazine articles written about the candidate; and
2. No more than five letters of support from individuals, college/universities, and/or organizations.

E. Complete Submission Package – In order to be considered, all of the above items must be received by the NCCAA National Office. The NCCAA National Office relies on the entire nomination package in selecting each Naming Rights in Recognition. **Incomplete submissions will not be considered.** Complete packages will be reviewed and voted on by members of the NCCAA Administration Committee of the Board of Directors.

NOTE: In sports where one gender is attached to both gender awards, the Administration Committee reserves the right to re-assign gender specific honorees if the case arises.

Please print or type

I wish to nominate _____

Address _____ Telephone (___) _____-_____

City _____ State _____ Zip _____

Email Address _____

Institution/Affiliation _____

Complete nomination submission package included (see above).

Name of Nominator _____

Address _____ Telephone (___) _____-_____

City _____ State _____ Zip _____

Email Address _____

Signature _____ Date _____/_____/_____

SAMPLE

NCCAA AWARD HISTORY

MERITORIOUS SERVICE AWARD

1991	Lynn Bargfeldt
	Ron Bishop
	Susan Bowman
	Dr. Ray Bullock
	Dr. Don Callan
	David Diehl
	Dr. Homer Drew
	Nancy Durrwachter
	Tom Fink
	Bill Forlow
	Bob Gustavson
	Joe Harding
	Jim Huckaby
	Chet Kammerer
	Doug Karnes
	Elvin King
	Larry Maddox
	Dr. Howard F. Nourse
	Wendy Parsons
	Keith Phillips
	Curt Richards
	Dr. Ken Roden
	Peg Roorbach
	Dr. Byron Shenk
	Terry Taggart
	Susie Toomey
1992	Joe Brockinton
	Dr. Ted Comden
	Dr. Chris Davis
	Kay Dunckel
	Gene Fitzgerald
	Greg Gaffney
	Sherrie Holloway
	Stephen Morley
	Jean Penfound
	Deborah Rupp
	Jeff Sikes
	Dr. Ken Sisson
	Tami Smialek
	Jack Souther
	Dr. Ralph Swearngin
	Karen Traut
1993	Steve Burke
	Lee Erickson
	Kirk Hanson
	Dr. Craig Hayward
	Jim Phillips
	Charlie Temple
1994	Kristi Brodin
	Jim Flint
	Wayne Rasmussen
1995	Gary Baldwin
	Tim Collins
	Bruce Dixon
	Dr. Mike Fratzke
	Mel Hankinson
	Jim Kessler
	Orin Linde

MERITORIOUS SERVICE AWARD (cont.)

1995	Bob Marsh
(cont.)	Candace Moats
	Martin Ozinga III
	Ben Peterson
	Dave Ribbens
	Susie Toomey
	Lauren Wartluft
	John Wheeler
1996	Charles Canon
	John Foss
	Kirk Hanson
	Tim Hills
	Scott Laing
	Dean Skinner
	Dan Wood
1997	Dr. John Bratcher
	Chris Coy
	Dick Gilroy
	Dave Grube
	Joe Hakes
	Willie Holley
	Jim Huckaby
	Ken Hyland
	Dr. Marti MacCullough
	Drew Peterson
	Harold Williams
	Don Wood
	Kelly Wood
	Sam Woolwine
1998	Mike Faro
	Rick Fields
	Lynn Hanson
	Roger Jacobs
	Mike Lightfoot
	Dave Spilman
	Dan Wood
	Del Wubbena
1999	Sheldon Bassett
	Bill Bockwitz
	Dr. Jerry Boone
	Byron Deel
	Sherman Eberly
	Roger Jacobs
	Fred Johnson
	Rick Johnson
	Ray Kuhles
	Dave Ribbens
	Nancy Siddens
	Bobby Temple
	Del Wubbena
2000	Bruce Dixon
	Willie Holley
	Rocky Kent
	Susan Kindley
	Paul Kurtz
	Dan Wielhouwer
2001	Dr. Chris David
	Kathy Freese
	Sherrie Holloway

MERITORIOUS SERVICE AWARD (cont.)

2001 (cont.) Robbie Jones
Candace Moats
Rick Stephens
Evelyn Swearngin
Dave Walter

2002 Dr. Vickie Grooms Denny
Gene Fitzgerald
Kirk Hanson
Joe Harding
Dr. Bob Jackson
Randy Kirk
Pat Milligan
Rich Ozinga
Dave Ribbens
Dr. Ralph Swearngin

2003 Lesley Burbridge-Bates
Brian Hamil
Kirk Hanson
Steve Hilbelink
Willie Holley
Darek Jarmola
C. Dan Joyner
Jay Martin
Brian Mogg
Claudette Stine
Deb Thompson

2004 David Baillie
Bill Bippes
Dr. Jerry Boone
Teresa Clark
Don Rekoske
Jerry Terrill

2005 Ron Arnett
Bill Bippes
Dr. Vickie Byler
Dr. Keith Conner
Freddie King
Jody Martinez
Lanny Nihart
Amy Strong
Brad Williams

2006 Kent Bottenfield
Jim Hunter
Chad Leach
Jonathan Meade

2007 Jim Aller
Dr. Kevin Crawford
Greg Hughes
Dr. Pamela Johnson
Richard Neal
Paul Swanson

2008 Jason Beck
Paul Berry
Lindsay Bickerstaff
Neal Butler
Paul Furey
Ritchie Richardson

MERITORIOUS SERVICE AWARD (cont.)

2008 Charlotte Snowden
Amy Strong

2009 Randy Douglas
Greg Hayton
Jerry Malone
Pete Morey
Jeff Santarsiero
Dennis Scott

2010 Duane Aagaard
Jeff Bolender
Dave Herron
Jeff Raymond
Will Shouse
Alan Sumner
Bob White

2011 Ryan Bowen
Shawn Condra
Joe Griffin
Tony Natali
Deb Thompson
Drew Watson
Chris Williams
Dr. Rick Wright

2012 Ben Belleman
Curt Bickley
Glenn Bridges
Clayton Morrison
Tom Price
Ryan Sommers

2013 Kyle Bloom
Dr. Jimmy Epting
Mark Goetsch
Chris Lahm
Mike Manes
Dr. Barry McKeown
Brian Patton
Justin Pollock
Darren Richie
Julia Reininga
Dave Spilman
Angie Taulborg
Mandy Wray

2014 Aimee Davison
Steve Evans
Tom Hancock
Dr. Matt Hill
Chuck Kandt
Merl McGinnis
Becky Pearl

2015 Shawn Condra
Mark DeMichael
Roy Mulholland
Larry Olson
Kenny Trapp

2016 Bob Brickman
Jason Covarrubias
Eddie Davis
Andria Harshman

MERITORIOUS SERVICE AWARD (cont.)

2016	Mark Miller
(cont.)	Lanny Nihart
	Tom Price
	James Whitaker
2017	Mark Arthur
	Josh Beers
	Pete Beers
	Chad Briscoe
	Aaron Brister
	Patti Buchta
	Tom Hancock
	Jon High
	Joshua Miller
	Rich Renzema
	Jack Strong
	James Whitaker
2018	Jim Hardy
	Jon Mack
	Alicia Mucher
	Jacob Phillips
	Bill Schepel
	John & Jody Wheeler
2019	Zach Bice
	Jud Brooker
	Sho Gray
	Hank Moore
	Lauren Sanders
2020	Dr. Chris Carmichael
	T-Ray Fletcher
	Dr. Jesse Godding
	Mark Goetsch
	John McGillivray
	Jeremy Miller
	Jared Sellars
	Dr. Matthew Webb
	Chris Williams
2021	Mark Berokoff
	Josh Gamblin
	John Mills
2022	Jeffrey Huff
	Kara Lail
	Dr. Dee Morris
	Selina Slate
	Gerald Verway
2023	Mark Arthur
	Joe Blackwell
	Jason Covarrubias
	Chris Lahm
	Joe Liwosz
	Clifton McDaniel
	Marcus Moeller
	Brian Patton
	Eric Salley
	Cathy Snider
	Rob Thompson
	Eric Turner

MERITORIOUS SERVICE AWARD (cont.)

2024	Paul Berry
	Hailey Cavanagh
	Jordan Strom
	Amy Strong
	Willie Williams
2025	Zack Barron
	Jeremy Butler
	Chelsea Jones
	Lauren Sanders

WILHELMI-HASKELL STEWARDSHIP AWARD

1991	John Wheeler
	Harold Williams
1993	Sam Woolwine
1994	Dr. John Crandall
	Alvin R. May
1995	Lois Tomlin
1998	Dave Schmidt
	Kelly Wood
1999	Glen Rankin
2001	Lynn Bargfeldt
	Charles Canon
	Bud Schaeffer
2006	Glenn & Joyce Bridges
	Cowart Awards
	Greenville First Presbyterian Church
	South Carolina Charities, Inc.
	Norm Wilhelmi
2008	Tom & Linda Dodgen
	Tom & Jill Hancock
	oobe
	John & Jody Wheeler
2018	Sam & Angie Kelly
	Terry & Connie Metzger
	Roger & Donna Skelly
	Grover & Darla Todd
2020	Gabe Wallis
2022	Lou Denny
	Roger & Donna Skelly
2023	Greenville First Presbyterian Church
	Lu Ann Kandt

SPORTS MINISTRIES AWARD

1990	Cedarville College
1991	Multnomah School of the Bible
1992	Bethel College
1993	Pillsbury College
1994	Northland Baptist Bible College
1995	North Central Bible College
1996	Asbury College
1997	Moody Bible Institute
1998	Houghton College
1999	St. Louis Christian College
2000	Multnomah Bible College
2001	Indiana Wesleyan University
2002	Northwestern College
2003	The Master's College
2004	Bethel College

SPORTS MINISTRIES AWARD (cont.)

2005 The Master's College
2006 Northland Baptist Bible College
2007 Faith Baptist Bible College
2008 Southern Wesleyan University
2009 Central Christian College of Kansas
Central Bible College
2010 Clearwater Christian College
2011 The Master's College
2012 Southeastern University
2013 Colorado Christian University
2014 Maranatha Baptist University
Indiana Wesleyan University
2015 Clearwater Christian College
2016 Grace College
2017 Columbia International University
2018 Bob Jones University
2019 Southwestern Assemblies of God University
2020 Columbia International University

Renamed #KingChasing Award

#KINGCHASING AWARD

2022 Houghton College
2023 Asbury University
2024 Manhattan Christian College
2025 University of Northwestern

HALL OF FAME

1991 E.C. Haskell
Jim Huckaby
Norm Wilhelmi
1992 Dr. Don Callan
Dr. Ralph Swearngin
1993 Hank Burbridge
Elvin King
1994 Jim Kessler
Dick Patterson
1995 Ron Bishop
Kristi Brodin
Dr. Mike Fratzke
1996 Tom Fink
Dr. Ken Roden
1997 Dr. John Bratcher
Willie Holley
Larry Maddox
1998 Dr. Barry R. May
Harold Williams
1999 Dr. Ray Bullock
2000 Stephen H. Morley
David L. Ribbens
Hal Smith
2001 Mike Lightfoot
Del Wubbena
2002 John Wheeler
2003 Homer Drew
Kirk Hanson
Ken Sanders

HALL OF FAME (cont.)

2004 Dr. Marti MacCullough
Ben Peterson
Jerry Terrill
2005 Dr. Vickie Grooms Denny
2006 Jean Penfound
2007 Dick Damron
Sam Riggleman
2008 Vern Howard
Dr. Pam Johnson
Bob White
2009 Dr. Chris Davis
Pete Reese
2010 Joe Harding
2011 Keith Champion
Marsha Jackson
Dr. Dee Morris
2012 Ron Arnett
2013 Jack Hazen
Jeff Santarsiero
2014 John Foss
Jody Martinez
Richard "Dick" Molenhouse
2015 Paul Berry
2016 Arlon Beadles
Patrick Gilliam
2017 John McGillivray
2018 Candace Moats
Tony Natali
2019 Keith Connor
Judy Fox
Brian Patton
2020 Glen "Chet" Kammerer
Harold "Skip" Lord
Dr. Dennis Scott
2021 Gary Bailey
Dr. Rick Wright
2022 Mark Goetsch
Chris Hess
Chris Lahm
2023 Geno DeMarco
Darren Richie
2024 Dr. Matt Hill
2025 Dr. Jim Poteet
Rob Thompson
Kelly Wood

HEART OF COURAGE AWARD

2005	Maureen Reimiller	Trinity Bible College
2006	Sarah Wenger	Philadelphia Biblical University
2009	Kim Kersey	Lincoln Christian College
2014	Kaylee McBeth	Colorado Christian University
2018	Lindsay Burton	Greenville University

GP4L CHARACTER AWARD-Student

2011	Greta King	Northwestern College
	Dayton Merrell	Grace College
2012	Emma Kile	Clearwater Christian College
	Corey Burke	Judson University
2013	Torey DeLozier	Maranatha Baptist Bible College
	Austin Muchow	North Central University
2014	Leah Rutt	Dallas Baptist University
	Taylor Pill	Maranatha Baptist University
2015	Melissa Loretto	Trinity International University
	Sutton Rehwaldt	North Central University
2016	Tera Weyer	North Central University
	Daniel Anderson	Maranatha Baptist University
2017	Karen Moe	University of Northwestern
	Malcolm Mann	Mid-America Christian Univ.
2018	Alanna Battermann	Columbia International Univ.
	Chris Baker	McMurry University
2019	Kylee Leffew	Bob Jones University
	Andrew Taylor	Maranatha Baptist University
2020	Alexa Hill	Grace College
	Tanner Youngberg	University of Northwestern
2021	Sacia Hanson	Grace College
	Coby Jones	Johnson University Tennessee
2022	Autumn Herriford	Asbury University
	Sam Kiser	Campbellsville University
2023	Kristin Yuan	Faith Baptist Bible College
	Jordan White	Manhattan Christian College
2024	Bryce Crabb	University of Northwestern
	Maddie Ryman	Grace College
2025	Clayton Winter	Asbury University
	Katelyn Crosby	Randall University

GP4L CHARACTER AWARD-Staff

2013	Dr. Vickie Denny	Clearwater Christian College
	Mike Faro	Roberts Wesleyan College
2014	Cammie Petree	McMurry University
	Adam Preston	Campbellsville University
2015	Kim Abbott	Columbia International University
	Martin Ward	Providence University College
2016	Beth Wilmeth	University of Northwestern
	Hank Moore	SW Assemblies of God University
2017	Amy Strong	Trinity Christian College
	Dan George	Grace Bible College
2018	Julia Reininga	Southern Wesleyan University
	Neal Ring	Bob Jones University
2019	Kelly Sharp	Grace College
	Steve Edwards	Brewton-Parker College
2020	Hilary Lakes	Campbellsville University
	Gui Fadlalla	Kansas Christian College
2021	Alicia du'Monceaux	University of Northwestern
	Brian Fincham	Faith Baptist Bible College
2022	Hannah McCarrell	University of Northwestern
	Jonny Gamet	Bob Jones University
2023	Sarah Connally	University of Northwestern
	Dave Hieb	University of Northwestern

Renamed Paul & Carolyn Berry Award

GP4L STAFF - PAUL & CAROLYN BERRY AWARD

2024	Chad Mayes	Asbury University
	Judy Allen	Trinity Baptist College
2025	Billy Aune	University of Northwestern
	Danae Widbin	University of Northwestern

MURCHISON AWARD

1974	Jim Woudstra	Northwestern College
1975	Tod Habegger	Summit Christian College
1976	Bob Eelman	The King's College
1977	Danny Smith	Tennessee Temple University
1978	Rick Cole	Baptist Bible College, PA
1979	Don Hiebenthal	Western Baptist College
1980	Scott Gregory	Atlanta Christian College
1981	Dean Ropp	Bryan College
1982	Brian Miller	Northwestern College
1983	Jeff Stackhouse	Grand Rapids/Bible & Music
1984	John Boal	Grace College
1985	Charlie McMaham	Cincinnati Bible College
1986	Perry Frank	Indiana Wesleyan University
1987	Joe Graham	Grace College

Not awarded after 1987

WHEELER OUTDOOR TRACK & FIELD AWARD

1984	Gary Anderson	Cedarville College
	Lori Shepard	Taylor University
1985	Eric Joseph	Biola University
	Jane Romig	Cedarville College
1986	Tom Welsh	Baptist Bible College, PA
	Jane Brooker	Cedarville College
1987	Dave Getsinger	Spring Arbor College
	Jodie Williamson	Taylor University
1988	Mike Yoder	Taylor University
	Teresa Luidhardt	Indiana Wesleyan University
1989	David Luce	Huntington College
	Eileen Gable	Roberts Wesleyan College
1990	Nate Phinney	Taylor University
	Jo Ellen Earhart	Huntington College
1991	Don Rains	Tabor College
	Sarah Hurst	Indiana Wesleyan University
1992	Chris Bombei	Taylor University
	Carrie Williamson	Taylor University
1993	Brad Johnson	Huntington College
	Elizabeth Steinwachs	Roberts Wesleyan College
1994	Matt Langdon	Huntington College
	Stephanie Sherman	Cedarville College
1995	Chris Debacker	Spring Arbor College
	Jennifer Zenner	Cedarville College
1996	Joe Cunningham	Cedarville College
	Julianne Pletcher	Cedarville College
1997	Braden Black	Indiana Wesleyan University
	Kim Sturm	Spring Arbor College
1998	Joe Cebulski	Taylor University
	Shannon Bult	Olivet Nazarene University
1999	Darren Youngstron	Taylor University
	Stacey Wenger	Malone College
2000	Suzi Jeren	Malone College
	Chrissie Jeren	Malone College

WHEELER OUTDOOR TRACK & FIELD AWARD (cont.)

2001	Jeff Boele	Greenville College
	Amy Ferrell	Greenville College
2002	Tim Sprankle	Grace College
	Laura Norris	Indiana Wesleyan University
2003	John Wachtmann	Taylor University
	Heidi Bock	Spring Arbor University
2004	Beau Meredith	Greenville College
	Staci Weisser	Bethel College
2005	Dave Gramlich	Malone College
	Meg Peters	Spring Arbor University
2006	Kevin Hall	Cedarville University
	Erica Young	Bethel College
2007	Geoff King	Bethel College
	Jamecia McCall	Greenville College
2008	John Bowman	Indiana Wesleyan University
	Bethany Carr	Olivet Nazarene University
2009	Josh Foss	Indiana Wesleyan University
	Kalie Hauenstein	Malone University
2010	Brad Wilson	Bethel College
	Katie VanderArk	Trinity Christian College
2011	Caleb Sutton	Judson University
	Julia Urbanski	Geneva College
2012	Robby Burns	Bethel College
	Michaela Crew	Spring Arbor University
2013	Kyle Anderson	Spring Arbor University
	Trisha Nelson	Bethel College
2014	Jonathon Rex	Grace College
	Anastasia Pearse	Trinity Western University
2015	Aaron McGinnis	Roberts Wesleyan College
	Rachel Hust	Roberts Wesleyan College
2016	Daniel Marinelli	Bob Jones University
	Destiny Garza	SW Assemblies of God Univ.
2017	Macallister Seitz	Grace College
	Chelsea Gilles	Greenville College
2018	Nathan Potts	Greenville University
	Chelsea Hayward	Roberts Wesleyan College
2019	Jacob Kirkwood	Faith Baptist Bible College
	Kalyn Buteyn	Warner University
2020	Kyle Kapella	College of the Ozarks
	Amanda Sonnenburg	University of Northwestern
2021	Josiah Otis	University of Northwestern
	Ava DeShazer	University of Northwestern
2022	Robert Herrera	SW Assemblies of God Univ.
	Meghann Miller	Columbia International Univ.
2023	Briar Kellem	College of the Ozarks
	N/A	
2024	Jarod Belden	York University
	Sara Yakana	Greenville University
2025	Gianni Estrada	Greenville University
	Kylee Gray	Malone University

WHEELER INDOOR TRACK & FIELD AWARD

2015	Donovan Graham	Grace College
	Kelsey Bruce	Dallas Baptist University
2016	Tommy Grant	Bethel College
	Anna Grace Govero	Mississippi College
2017	Ryan Kingland	Dallas Baptist University
	Chelsea Gilles	Greenville College

WHEELER INDOOR TRACK & FIELD AWARD (cont.)

2018	Stetson Rayas	Dallas Baptist University
	Stephanie Johnston	Concordia Univ. Ann Arbor
2019	Brayden Russell	Campbellsville University
2020	Daniel Esteril	Warner University
	Bekah Spencer	Bethel University
2021	N/A	
2022	N/A	
2023	Winston Griffith	SW Assemblies of God Univ.
2024	Ben Place	Cedarville University
	Talahiva Talanoa	Greenville University
2025	Tanner Muhlenkamp	Cedarville University
	Emily Walsh	Cedarville University

JOHN & JODY WHEELER MINISTRY SCHOLARSHIP

1995	Pillsbury Baptist Bible College
1996	Philadelphia College of Bible
1997	Trinity Christian College
1998	Bethel College
1999	Bartlesville Wesleyan College
2000	Taylor University
2001	Taylor University
2002	Trinity Christian College
2003	Practical Bible College
2004	Practical Bible College
2005	Philadelphia Biblical University
2006	Davis College
2007	Taylor University
2008	Davis College
2009	Trinity Christian College
2010	Trinity International University
2011	Oklahoma Wesleyan University
2012	Trinity Christian College
2013	The Crown College
2014	Southern Wesleyan University
2015	Team NCCAA
2016	Southern Wesleyan University
2017	Southern Wesleyan University
2018	Indiana Wesleyan University
2019	Central Christian College of Kansas
2020	Oklahoma Wesleyan University
2021	Central Christian College of Kansas
2022	Trinity Christian College
2023	Bethel University
2024	Ohio Christian University
2025	Pensacola Christian College

DAVE & CONNIE SPILMAN MINISTRY SCHOLARSHIP

1997	Cedarville College
1998	Trinity Christian College

DAN & KELLY WOOD MINISTRY SCHOLARSHIP

1999	Trinity Christian College
2000	Lee University

RICH & LINDA OZINGA
MINISTRY SCHOLARSHIP
2001 Atlanta Christian College
2002 Trinity Christian College

DR. BOB & BRENDA JACKSON
MINISTRY SCHOLARSHIP
2003 Trinity Christian College
2004 Oklahoma Wesleyan University
2005 Southern Wesleyan University

JACK & AMY STRONG
MINISTRY SCHOLARSHIP
2006 Trinity Christian College
2007 Southern Wesleyan University
2008 Philadelphia Biblical University
2009 Oklahoma Wesleyan University
2010 Oklahoma Wesleyan University

KYLE & DIANNA BLOOM
MINISTRY SCHOLARSHIP
2011 Spring Arbor University
2012 North Greenville University

TERRY & CONNIE METZGER
MINISTRY SCHOLARSHIP
2013 Cairn University
2014 Central Christian College of Kansas
2015 Central Christian College of Kansas
2016 Cairn University
2017 Central Christian College of Kansas
2018 Central Christian College of Kansas

DAVID & ANGIE MILLER
MINISTRY SCHOLARSHIP
2019 Bob Jones University
2020 Maranatha Baptist University
2021 Ohio Christian University
2022 Welch College
2023 Great Lakes Christian College

SCOTT & LORI TRUE
MINISTRY SCHOLARSHIP
2024 Asbury University

GROVER & DARLA TODD
MINISTRY SCHOLARSHIP
2025 Columbia International University

BOB McCLOSKEY MEMORIAL
MINISTRY SCHOLARSHIP
2016 Faith Baptist Bible College
Ohio Christian University
2017 Grace Bible College
Toccoa Falls College
2018 Cincinnati Christian University
Southern Wesleyan University
2019 Carver College
Ohio Christian University

BOB McCLOSKEY MEMORIAL
MINISTRY SCHOLARSHIP
2020 Grace Christian University
2021 Ottawa University Arizona
2022 Southern Wesleyan University
2023 Paine College
University of Northwestern
2024 Roberts Wesleyan University
Toccoa Falls College
2025 Bethel University
Wayland Baptist University

GAME PLAN 4 LIFE AWARD (GOLF)
2014 Madison Alexander — Lee University
Jacob Forsythe — Cedarville University
2015 Katie Holdren — Bethel College
Drew Posada — Oklahoma Baptist University
Renamed Dan & Kelly Wood Award

DAN & KELLY WOOD AWARD (GOLF)
2016 Chelsea Thomas — Bethel College
Micah Gold — Bob Jones University
2017 Carley LaPlant — Indiana Wesleyan University
Matt Shannon — Bob Jones University
2018 Kylie Withrow — Campbellsville University
Collin Duckworth — Central Christian College of KS
2019 Nick Mahowald — University of Northwestern
Brooke Thomas — Bethel University
2020 Noah Johnson — University of Northwestern
Rachel Harvey — Grace College
2021 Isaak Ramsey — Cedarville University
Grace Haakenson — Judson University
2022 Grant Bagwell — Bob Jones University
Mattie Krause — University of Northwestern
2023 Jackson Nyhus — University of Northwestern
Kirsten Darling — University of Northwestern
2024 Thatcher Wilson — Ohio Christian University
Grace May — Grace College

WHEELER AWARD (Men's Cross Country)
1987 John Oswald — Cedarville College
1988 Eric Fillinger — Cedarville College
1989 Matt Messner — L.I.F.E. Bible College
1990 Peter Casaletto — Cedarville College
1991 Dan Combs — Anderson University
1992 Robert Sommers — Indiana Wesleyan University
Ryan Sommers — Indiana Wesleyan University
1993 Mark Zweifel — Trinity Bible College
1994 Peter Pletcher — LeTourneau University
1995 Darin Grant — Indiana Wesleyan University
1996 James Njoroge — Taylor University
1997 Justin Rhodes — LeTourneau University
1998 Ben Thompson — Cedarville College
1999 Luke Baker — Indiana Wesleyan University
2000 Tim Sprankle — Grace College
2001 Art Woodruff — Grace College
2002 Jeremy Smith — Roberts Wesleyan College
2002 Dan Moyer — Indiana Wesleyan University
2004 Leo Kormanik — Malone College

WHEELER AWARD (Men's Cross Country) (cont.)

2005		Dan Lane	Spring Arbor University
2006		Richard Visser	Trinity Christian College
2007		Elias Rojas	Indiana Wesleyan University
2008		Ryan Crocker	Malone University
2009		Cooper Pasque	Colorado Christian University
2010		Matthew Hussey	Roberts Wesleyan College
2011		Evan Thayer	Cedarville University
2012		Nate Nevius	Judson University
2013	**DI**	Andrew Reidsma	Trinity Christian College
	DII	Sutton Rehwaldt	North Central University
2014	**DI**	Dallas Ford	Fresno Pacific University
	DII	Kevin England	Faith Baptist Bible College
2015	**DI**	Joel Hartman	Bethel College
	DII	Caleb Wagner	Maranatha Baptist University
2016	**DI**	Gerado Nava	SW Assemblies of God Univ.
	DII	Joshua Rush	Bob Jones University
2017	**DI**	Daniel Michalski	Cedarville University
	DII	Matthew Hopkins	Bob Jones University
2018	**DI**	Bret Crawford	Campbellsville University
	DII	John Driskill	Alice Lloyd College
2019	**DI**	Samuel Baumer	College of the Ozarks
	DII	Ben Douthit	Bob Jones University
2020	**DI**	Joel Zaila	Warner University
	DII	Franz Craesmeyer	Grace Christian University
2021	**DI**	Sam Kiser	Campbellsville University
	DII	Drew Smith	Maranatha Baptist University

Renamed Elvin & Joyce King Award

ELVIN & JOYCE KING AWARD (MEN'S CROSS COUNTRY)

2022	**DI**	Logan Rufenacht	Grace College
	DII	Mitchell Moody	Welch College
2023	**DI**	Avery Richardson	Bethel University
	DII	Ben Bird	Grace Christian University
2024	**DI**	Samuel Bennett	Campbellsville University
	DII	Patrick De Ronde	Spurgeon College

WHEELER CROSS COUNTRY AWARD (Women's Cross Country

1987	Sherry Pomeroy	Taylor University
1988	Tammi Williams	Olivet Nazarene University
1989	Marlys Newey	The Master's College
1990	*Not awarded*	
1991	Tammy Harvey	Cedarville College
1992	Krista Pritchard	Cedarville College
1993	Sara Smearsoll	Taylor University
1994	Jennifer Zenner	Cedarville College
1995	Jenny Kohl	Olivet Nazarene University
1996	Julianne Pletcher	Cedarville College
1997	Nicole Moriarity	Valley Forge Christian
1998	Lauren Houck	Geneva College
1999	Beth Austin	Roberts Wesleyan College
2000	Meran Miles	Spring Arbor University
2001	Sarah Ostercamp	Northwestern College

Renamed Bullock Award

BULLOCK AWARD (Women's Cross Country)

2002		Heidi Wright	Cedarville University
2003		Elizabeth Reed	Roberts Wesleyan College
2004		Katie Bloomquist	Indiana Wesleyan University
2005		Samantha Maat	Cedarville University
2006		Laura Lolly York	Taylor University
2007		Emily LaSala	Indiana Wesleyan University
2008		Elisabeth Pyles	Cedarville University
2009		Amber Wray	Bethel College
2010		Hannah Matthews	Covenant College
2011		Trisha Miller	Bethel College
2012		Trisha Neslon	Bethel College
2013	**DI**	Hannah Schwab	Trinity Christian College
	DII	Kristen Anderson	Moody Bible Institute
2014	**DI**	Sarah Rayas	Dallas Baptist University
	DII	Samantha Coblentz	Johnson University Tennessee
2015	**DI**	Kelsey Bruce	Dallas Baptist University
	DII	Annalise Schroeder	North Central University
2016	**DI**	Cashlee Rayas	Dallas Baptist University
	DII	Katie Morris	Moody Bible Institute
2017	**DI**	Brooklyn Schumaker	Belhaven University
	DII	Wendy Busenitz	Faith Baptist Bible College
2018	**DI**	Anna Nisen	Bethel College
	DII	Kimberly Buskirk	Grace Christian University
2019	**DI**	Emma Jankowski	Bethel University
	DII	Chloe Jacob	Trinity Bible College
2020	**DI**	Emma Mott	Bethel University
	DII	Hannah Peterson	Bob Jones University
2021	**DI**	Maggie Lockard	Campbellsville University
	DII	Carlee Salyers	Alice Lloyd College
2022	**DI**	Leah-Joy Gaensler	Redeemer University
	DII	Abby Pausch	Crown College
2023	**DI**	Nina Daman	Campbellsville University
	DII	Danielle Ruhr	Boyce College
2024	**DI**	Nina Daman	Campbellsville University
	DII	Kate Janzen	Emmaus University

KYLE ROTE JR. AWARD (Men's Soccer)

1987	Tom Ensign	Judson College
1988	Richard Adolph	Grand Rapids Baptist College
1989	Sowerby Gomes	Bartlesville Wesleyan College
1990	Dan La Veine	George Fox College
1991	Ralph Garofano	Lee College
1992	Jason Acres	Judson College, IL
1993	Brian Lee	Bartlesville Wesleyan College
1994	Paul Roehrenbeck	Malone College
1995	Marcelo Galvao	Judson College, IL
1996	Jonathan Lenarz	Trinity Christian College
1997	Shawn Tatham	Lee University
1998	Donald Laing	Hope International University
1999	Jason Rollins	Nyack College
2000	Rick Collins	Mt. Vernon Nazarene College
2001	Pedro Figueirdo	Judson College, IL
2002	Joe Phiri	Union University
2003	Russell Courtney	Bryan College
2004	Seth Huber	Greenville College
2005	Phil Ellis	Cedarville University
2006	Daniel Seiffert	Mt. Vernon Nazarene Univ.
2007	Steve Moldenhauer	Judson University

KYLE ROTE JR. AWARD (Men's Soccer) (cont.)

2008		Zach Patterson	Mt. Vernon Nazarene Univ.
2009		Cheyne Roberts	Palm Beach Atlantic Univ.
2010		Mitch Lobdell	Indiana Wesleyan University
2011		Corey Burke	Judson University
2012	**DI**	Steve Elli	Cedarville University
	DII	Ethan Montesinos	Moody Bible Institute
2013	**DI**	Paul Seddon	Houghton College
	DII	Chris Thompson	Grace Bible College
2014	**DI**	Connor Gilmour	Cedarville University
	DII	Joshua Persson	Moody Bible Institute
2015	**DI**	Lukas Muszong	Bethel College
	DII	Taylor Hunt	Ozark Christian College
2016	**DI**	Jesse Toth	Houghton College
	DII	Wira Wama	Maranatha Baptist University
2017	**DI**	Ian Billin	Bethel College
	DII	Ryan Walker	Kentucky Christian University
2018	**DI**	Omar Salgado	Central Christian College of KS
	DII	Karl Walker	Bob Jones University
2019	**DI**	Doran Battermann	Columbia International Univ.
	DII	Asa St. Lawrence	Maranatha Baptist University
2020	**DI**	Tyler Brueckman	Grace College
	DII	Riley Buchalski	Pensacola Christian College
2021	**DI**	Trey Miller	Asbury University
	DII	Joshua Wright	Maranatha Baptist University
2022	**DI**	Jared McPeek	Greenville University
	DII	Jared Farnsworth	Grace Christian University
2023	**DI**	Eduardo Calderon	Central Christian College of KS
	DII	Josh Matte	Emmaus Bible College
2024	**DI**	Lucas Catosso	Mid-America Christian Univ.
	DII	Nathan Davis	Grace Christian University

AKERS AWARD (Women's Soccer I)

1997	Carrie Miller	Baptist Bible College
1998	Whitney Hoskins	Indiana Wesleyan University
1999	Rachel Verhoef	Trinity Int'l University-IL
2000	Wendy Trent	Western Baptist College
2001	Liz Malmen	Indiana Wesleyan University
2002	Sarah Rojas	Western Baptist College
2003	Kristen Votapek	Mt. Vernon Nazarene Univ.
2004	Ashley Palmer	Indiana Wesleyan University
2005	Jessica Eenigenburg	Trinity Christian College
2006	Ashleigh Dellow	Trinity International University
2007	Kristy Brandolini	Mt. Vernon Nazarene University
2008	Mindi Prins	Trinity Christian College
2009	Mara Hughes	Mt. Vernon Nazarene University
2010	Megan Marshall	Indiana Wesleyan University
2011	Maegan Smith	Spring Arbor University
2012	**DI** Jenna Schiller	Judson University
	DII Kimberly Uetrecht	Ohio Christian University
2013	**DI** Leah Fortune	Lee University
	DII Tory Hale	Clearwater Christian College
2014	**DI** Melissa Loretto	Trinity Int'l University
	DII Rebecca Ferrell	Clearwater Christian College
2015	**DI** Jacoby Ziegler	Cedarville University
	DII Hannah Sanders	Kentucky Christian University

Renamed Game Plan 4 LIFE Award

GAME PLAN 4 LIFE AWARD (Women's Soccer)

2016	**DI**	Meredith Hollar	Grace College
	DII	Audrey Risma	Maranatha Baptist University
2017	**DI**	Courtney McNeill	Southern Wesleyan University
	DII	Julika Phommarath	Providence Univ. College
2018	**DI**	Jessica Bianchi	Trinity Christian College
	DII	Abby Davis	Bob Jones University
2019	**DI**	Megan Klenk	Cincinnati Christian University
	DII	Jenny Townsend	Bob Jones University
2020	**DI**	Sacia Hanson	Grace College
	DII	Allison Yuan	Faith Baptist Bible College

Renamed Joe & Q Harding Award

JOE & Q HARDING AWARD (Women's Soccer)

2021	**DI**	Kayle Stevenson	Bob Jones University
	DII	Hannah Evans	Maranatha Baptist University
2022	**DI**	Avery Johnston	Redeemer University
	DII	Kristin Yuan	Faith Baptist Bible College
2023	**DI**	Jocelynne Lake	Regent University
	DII	Gabriela Gonzalez	Bob Jones University
2024	**DI**	Natalie Milne	Houghton University
	DII	Abigail Speichinger	Faith Baptist Bible College

SUSAN R. HELLINGS AWARD (Women's Volleyball I)

1986	Virnna Vidaurri	Houghton College
1987	Alison Blessing	Indiana Wesleyan University
1988	Joy Gamble	Huntington College
1989	Melissa Mowery	King College
1990	Marian Dabney Coleman	King College
1991	Sharon Kay Funari	King College
1992	Sheila Zervas	Western Baptist College
1993	Crystal Coe	King College
1994	Marci Norris	Grace College
1995	Jodi Webb	Mt. Vernon Nazarene College
1996	Kerri Hudson	Lee College
1997	Sara Reeves	Western Baptist College
1998	Hope Lawson	Bethel College
1999	Lori Bunger	Cedarville University
2000	Kate Millen	Grace College
2001	Deanna Stayman	Mt. Vernon Nazarene College
2002	Sarah McCurdy	Indiana Wesleyan University
2003	Julie Leman	Olivet Nazarene University
2004	Richelle Clem	Cedarville University
2005	Jenny Dunster	Mt. Vernon Nazarene Univ.
2006	Lexie Emerson	Faulkner University
2007	Libby Short	Cedarville University
2008	Julie Finlay	Malone University
2009	Rachel Brown	SW Assemblies of God Univ.
2010	Kaitlyn Musick	King College
2011	Rachel Bult	Grace College
2012	M. J. Vickers	McMurry University
2013	Morgan Fox	Bethel College
2014	Hannah Clemmons	Grace College
2015	Abby Shelton	Cedarville University
2016	Katie Headrick	McMurry College

SUSAN R. HELLINGS AWARD (Women's Volleyball I) (cont.)

2017	Danielle Oevermann	Trinity Christian College
2018	Alexa Hill	Grace College
2019	Alexa Hill	Grace College
2020	Sydney Schwitters	University of Northwestern
2021	Paige Merrick	Campbellsville University
2022	Emma Tompkins	SW Assemblies of God Univ.
2023	Kiera Brown	University of Northwestern
2024	Sydney Martin	Mid-America Christian Univ.

GAME PLAN 4 LIFE AWARD (Women's Volleyball II)

2014	Emily Thompson	Maranatha Baptist University
2015	Stacy Reinke	Maranatha Baptist University
2016	Lauren Wilson	Manhattan Christian College
2017	Katie Bender	Maranatha Baptist University
2018	Katie Hall	Toccoa Falls College
2019	Kelsey Johnson	Maranatha Baptist University
2020	Brooke Beaver	Bob Jones University

Renamed Dr. Vickie Grooms Denny Award

DR. VICKIE GROOMS DENNY AWARD (Women's Volleyball II)

2021	Lauren Baker	Dallas Christian College
2022	Leah Grady	Calvary University
2023	Rachel Forgie	Faith Baptist Bible College
2024	Katelyn Crosby	Randall University

PETE MARAVICH MEMORIAL AWARD (Men's Basketball)

1989	**DI**	Steve Adams, Western Baptist College
1990	**DI**	David Murr, Tennessee Temple University
	DII	Jeff Kinney, Kentucky Christian College
1991	**DI**	Bill Robinson, The King's College
	DII	Eric Sudlow, Kentucky Christian College
1992	**DI**	Todd Rowe, Malone College
	DII	Derek Mosher, Baptist Bible College, PA
1993	**DI**	Scott Blum, Grace College
	DII	Wes Davis, Northwest College
1994	**DI**	Brian Bechtel, Bethel College
	DII	Allen Griffin, Southeastern College
1995	**DI**	Neal Smith, MidAmerica Nazarene College
	DII	Troy Martin, Central Bible College
1996	**DI**	Pete Carr, MidAmerica Nazarene College
	DII	Ryan Davis, Kentucky Christian College
1997	**DI**	Brian Hills, Western Baptist College
	DII	Joel Mason, Clearwater Christian College
1998	**DI**	Rico Swanson, Bethel College
	DII	Steve Anderson, Philadelphia Coll. Bible
1999	**DI**	Chad Bickley, Christian Heritage College
	DII	Jason Williams, Central Bible College
2000	**DI**	Adam Stevens, Mt. Vernon Naz. College
	DII	Henry Barrera, Multnomah Bible College
2001	**DI**	Brad Nicholson, Christian Heritage College
	DII	Carlton Griffin, Atlanta Christian College
2002	**DI**	Kevin Koeman, Trinity Christian College
	DII	Matt Clark, Lincoln Christian College
2003	**DI**	Matt Abernethy, Grace College
	DII	Chris Johnson, Central Bible College

PETE MARAVICH MEMORIAL AWARD (cont.)

2004	**DI**	Andy Dunn, Mt Vernon Nazarene University
	DII	Josh Daggett, Faith Baptist Bible College
2005	**DI**	Jesse McCue, Palm Beach Atlantic University
	DII	Matt Zachary, North Central University
2006	**DI**	Jeremy Claridge, Walla Walla College
	DII	Drew Scott, Northland Baptist Bible College
2007	**DI**	Chad Miller, Oakland City University
	DII	Scott Angelo, Grace University
2008	**DI**	Ryan Short, Cedarville University
	DII	Roman Owen, Southwestern Christian University
2009	**DI**	Kurt Gruppen, Trinity Christian College
	DII	Jason LaLonde, Moody Bible Institute
2010	**DI**	Ryne Lightfoot, Bethel College
	DII	Nicolaas Kamlade, Multnomah University
2011	**DI**	Braxton Adamson, Dallas Baptist University
	DII	Allen Durham, Grace Bible College
2012	**DI**	Jonas McBride, Greenville College
	DII	Cory Jamieson, Grace Bible College
2013	**DI**	Matt Van Pelt, Spring Arbor University
	DII	Nathan Roeder, North Central University
2014	**DI**	Greg Miller, Grace University
	DII	Erik Mendoza, Multnomah University
2015	**DI**	Michael Brown, Colorado Christian University
	DII	Cameron Cramer, Grace Bible College
2016	**DI**	Jonny Marlin, Indiana Wesleyan University
	DII	Ben Akers, Boyce College
2017	**DI**	Caleb Oetjen, Bethel College
	DII	Gunner St. John, Johnson University Tennessee
2018	**DI**	Patrick Burke, Dallas Baptist University
	DII	Hayden Dunn, Kentucky Christian University
2019	**DI**	Zach Thompson, Lincoln Christian University
	DII	Taylor Gilpin, Johnson University Tennessee
2020	**DI**	Tanner Youngberg, University of Northwestern
	DII	Adam Kregel, Grace Christian University
2021	**DI**	Conner TenHove, Cedarville University
	DII	Coby Jones, Johnson University Tennessee
2022	**DI**	Isaiah Speelman, Cedarville University
	DII	Khalil Bolden, Trinity Bible College
2023	**DI**	Jacob Drees, Cedarville University
	DII	Jordan White, Manhattan Christian College
2024	**DI**	Jalen Brinson, Columbia International University
	DII	Tyrus Buckner, Crown College
2025	**DI**	Clayton Winter, Asbury University
	DII	Daniel Smith, Boyce College

KATHY FREESE-PEABODY AWARD (DI Women's Basketball)

2012	Krystal Stoneking, Indiana Wesleyan University
2013	Laura Johnson, Bethel College
2014	Kristen Moose, Houghton College
2015	Marissa Sell, Roberts Wesleyan College
2016	Kristen Jacob, Campbellsville University
2017	Timia Reynolds, Emmanuel College
2018	Kari Borowiak, Concordia University Ann Arbor
2019	Kayla Bloodworth, Nebraska Christian College
2020	Breanna Toppen, Trinity Christian College
2021	Ashlyn Huffman, Cedarville University
2022	Autumn Herriford, Asbury University

KATHY FREESE-PEABODY AWARD (DI Women's Basketball) (cont.)
2023 Bailey Pedigo, Campbellsville University
2024 Maddie Ryman, Grace College
2025 Ashley DeWeese, Ohio Christian University

GAME PLAN 4 LIFE AWARD (DII Women's Basketball)
2015 Kelsi Mueller, Central Christian College of the Bible
2016 Abby Schultz, Grace Bible College
2017 Alyssa Loudermilk, Pensacola Christian College
2018 Faith Conn, Kentucky Christian University
2019 Ashton Welborn, Pensacola Christian College
2020 Kelsey Johnson, Maranatha Baptist University
2021 Sandy McElhaney, Pensacola Christian College
Renamed Dr. Marti MacCullough Award

DR. MARTI MACCULLOUGH AWARD (DII Women's Basketball)
2022 Callie Morrison, Maranatha Baptist University
2023 Abby Bragg, Welch College
2024 Anna Harwood, Emmaus Bible College
2025 Emmy Colin, Ozark Christian College

BEN PETERSON CHRISTIAN SPORTSMANSHIP AWARD (Wrestling)
1985 Kevin May (Maranatha Baptist Bible College)
1986 Greg Atkinson (Biola University)
1987 Dave Gross (Pillsbury Baptist Bible College)
1988 Todd Dowden (Cedarville College)
1989 Tim Friesen (Pillsbury Baptist Bible College)
1990 Rob Hayden (Baptist Bible College, PA)
1991 Tom Allen (Maranatha Baptist Bible College)
1992 Dave Osterhus (Northwestern College)
1993 Dan Willis (Maranatha Baptist Bible College)
1994 Scott Buhrow (Pillsbury College)
1995 Sean McClafferty (Baptist Bible College, PA)
1996 John Bruner (Maranatha Baptist Bible College)
1997 Nich Axtell (Baptist Bible College)
1998 Troy Campbell (Maranatha Baptist Bible College)
Not Awarded After 1998

HANK BURBRIDGE AWARD (Baseball)
1990 Ritchie Ware, Greenville College
1991 Scott Reese, Bethel College
1992 Darrin Johnson, Greenville College
1993 Dan Weller, Spring Arbor College
1994 Edwin Estevez, Greenville College
1995 Rich Gilmore, Indiana Wesleyan University
Ryan Teglovic, Mt. Vernon Nazarene College
1996 Jason Drummond, MidAmerica Nazarene College
1997 Scott Dapprich, Mt. Vernon Nazarene College
1998 J.R. Gardner, Geneva College
1999 Jeremie Riggleman, Bethel College
2000 Jeff Lavin, Mount Vernon Nazarene College
2001 Wayne Forman, Spring Arbor College
2002 Mark Coulter, Mt. Vernon Nazarene College
2003 David Terrill, Cedarville University
2004 David Terrill, Cedarville University
2005 Justin Hange, Philadelphia Biblical University

HANK BURBRIDGE AWARD (Baseball) (cont.)
2006 Joe Seawell, Southeastern University
2007 **DI** Alfred LaVire, Trinity Internat'l University
DII Philip Culham, North Central University
2008 **DI** Derek Sumner, Geneva College
DII Tom Beilke, North Central University
2009 **DI** Brady Workman, Cedarville University
DII Grant Beerman, Southeastern University
2010 **DI** Sam Carr, Central Christian College of Kansas
DII Michael Blevins, Ohio Christian University
2011 **DI** Andrew York, Cedarville University
DII Luke Harding, Clearwater Christian College
2012 **DI** Daniel Mims, Southeastern University
DII Erick Figueroa, Florida Christian College
2013 **DI** Blaine Seagraves, Emmanuel College
DII Garrett VonBerge, Ohio Christian University
2014 Jeremy Bales, Lee University
2015 Caleb Lang, Cairn University
2016 Joshua Buczek, Central Baptist College
2017 Nathan Stanley, Toccoa Falls College
2018 Zach Roberts, Hiwassee College
2019 Diogen Ceballos, Southwestern Christian University
2020 Billy Blair, Concordia University Ann Arbor
2021 Carlton Lindow, University of Northwestern
2022 Kaiden Zacharias, Asbury University
2023 Takaaki Tsuji, Ottawa University Arizona
2024 Bryce Crabb, University of Northwestern
2025 Kaden Dugle, Asbury University

GAME PLAN 4 LIFE AWARD (Tennis)
2015 Isriz Balase, Judson University
Maryssa Herbert, Cedarville University
2016 Jonathan Moment, Judson University
Rachel Bottorff, Indiana Wesleyan University
2017 Isaac Childs, Dallas Baptist University
Karen Moe, University of Northwestern
2018 Joel Montgomery, Indiana Wesleyan University
Deanna Whalen, Cedarville University
2019 Zachary Shilvock, Houghton College
Madison Buchanan, Johnson University Tennessee
2020 Shawna Spears, University of Northwestern
2021 Matthew Wedin, University of Northwestern
Kate Daugherty, Dallas Baptist University
Renamed Dr. Dee Morris Award

DR. DEE MORRIS AWARD (Tennis)
2022 Jacob Gray, Grace College
Belinda Weddle, University of Northwestern
Not awarded after 2022

GAME PLAN 4 LIFE AWARD (Softball)
2015 Brianna Tennyson, Judson University
2016 Carlie Sargent, Mississippi College
2017 Brianne O'Dell, Cedarville University
2018 Rachel Ray, Southwestern Assemblies of God Univ.
2019 Larie Amos, Mid-America Christian University
2020 Megan Laib, Concordia University Ann Arbor
2021 Faith Hollingsworth, Mid-America Christian University
Renamed Deb Thompson Award

DEB THOMPSON AWARD (Softball)

2022 Cailey Parsells, Mid-America Christian University
2023 Lauren Baker, Columbia International University
2024 Phoebe Clemens, Lancaster Bible College
2025 Sydney Lane, University of Northwestern

NCCAA/NISOA FRANK JEWELL MERIT AWARD

2007 Joe Harding, Moody Bible Institute
2008 John McGillivray, Cedarville University
2009 Dr. Chris Davis, Baptist Bible College (PA)
2010 Josh Beers, Lancaster Bible College
2011 Steve Burke, Judson University
2012 Dr. Rick Wright, Manhattan Christian College
2013 Patrick Gilliam, Trinity International University
2014 Randy Douglas, Point University
2015 Michelle Lenard, Dallas Baptist University
2016 Josh Lenarz, Trinity Christian College
2017 Thiago Pinto, Bethel College
2018 Matt Webb, Houghton College
2019 Jeremy Miller, Kentucky Christian University
2020 N/A
2021 Adam Preston, Campbellsville University
2022 Kara Lail, Columbia International University
2023 Aaron Hoxie, Central Christian College of Kansas
2024 Scott Reber, Roberts Wesleyan University

NCCAA PRESIDENTIAL AWARD

2000	**DI**	Malone College
	DII	Simpson College
2001	**DI**	Malone College
	DII	Mid-America Bible College
2002	**DI**	Gardner-Webb University
	DII	Mid-America Bible College
2003	**DI**	Indiana Wesleyan University
	DII	Clearwater Christian College
2004	**DI**	Cedarville University
	DII	Lincoln Christian College
2005	**DI**	Indiana Wesleyan University
	DII	Southeastern University
2006	**DI**	Cedarville University
	DII	Baptist Bible College (PA)
2007	**DI**	Cedarville University
	DII	Southeastern University
2008	**DI**	Indiana Wesleyan University
	DII	Southeastern University
2009	**DI**	Indiana Wesleyan University
	DI	Cedarville University
	DII	Manhattan Christian College
2010	**DI**	Indiana Wesleyan University
	DII	Manhattan Christian College
2011	**DI**	Indiana Wesleyan University
	DII	Clearwater Christian College
2012	**DI**	California Baptist University
	DII	Clearwater Christian College
2013	**DI**	Azusa Pacific University
	DII	Clearwater Christian College
2014	**DI**	Azusa Pacific University
	DII	Maranatha Baptist University

NCCAA PRESIDENTIAL AWARD (cont.)

2015	**DI**	Lee University
	DII	Maranatha Baptist University
2016	**DI**	Oklahoma Baptist University
	DII	Maranatha Baptist University
2017	**DI**	Oklahoma Baptist University
	DII	Bob Jones University
2018	**DI**	Campbellsville University
	DII	Bob Jones University
2019	**DI**	Campbellsville University
	DII	Bob Jones University
2020	**DI**	Cedarville University
	DII	Bob Jones University
2021	**DI**	Grace College
	DII	Bob Jones University
2022	**DI**	Grace College
	DII	Bob Jones University
2023	**DI**	Grace College
	DII	Bob Jones University
2024	**DI**	Grace College
	DII	Bob Jones University
2025	**DI**	Bethel University
	DII	Bob Jones University

NCCAA NATIONAL CHAMPIONS *(*invitational)*

MEN'S GOLF

1993	Mt. Vernon Nazarene College*
1994	Malone College*
1995	Indiana Wesleyan University*
1996	Spring Arbor College
1997	Spring Arbor College
1998	Spring Arbor College
1999	Malone College
2000	Malone College
2001	Gardner-Webb University
2002	The Master's College
2003	The Master's College
2004	Malone College
2005	Indiana Wesleyan University
2006	Indiana Wesleyan University
2007	Southeastern University
2008	Malone University
2009	Dallas Baptist University
2010	The Master's College
2011	California Baptist University
2012	Oklahoma Christian University
2013	Lee University
2014	Colorado Christian University
2015	Colorado Christian University
2016	Colorado Christian University
2017	Colorado Christian University
2018	Erskine College
2019	Erskine College
2020	Dallas Baptist University
2021	Asbury University
2022	Malone University
2023	Wayland Baptist University
2024	Wayland Baptist University

WOMEN'S GOLF

2011	Dallas Baptist University*
2012	Dallas Baptist University*
2013	Lee University*
2014	Shorter University
2015	Dallas Baptist University
2016	Dallas Baptist University
2017	Dallas Baptist University
2018	Biola University
2019	Grace College
2020	Dallas Baptist University
2021	Bethel University
2022	Bethel University
2023	Bethel University
2024	Grace College

MEN'S SOCCER DIVISION II

1984	Philadelphia College of Bible
1985	Philadelphia College of Bible
1986	Philadelphia College of Bible
1987	Philadelphia College of Bible
1988	Philadelphia College of Bible
1989	Philadelphia College of Bible
1990	Baptist Bible College (PA)
1991	Baptist Bible College (PA)
1992	Baptist Bible College (PA)
1993	Northland Baptist Bible College

MEN'S SOCCER DIVISION II (cont.)

1994	Moody Bible Institute
1995	Baptist Bible College (PA)
1996	Philadelphia College of Bible
1997	Northland Baptist Bible College
1998	Northland Baptist Bible College
1999	Northland Baptist Bible College
2000	Northland Baptist Bible College
2001	Moody Bible Institute
2002	Northland Baptist Bible College
2003	Northland Baptist Bible College
2004	Northland Baptist Bible College
2005	Manhattan Christian College
2006	Southeastern University
2007	Manhattan Christian College
2008	Manhattan Christian College
2009	Clearwater Christian College
2010	Clearwater Christian College
2011	Moody Bible Institute
2012	Moody Bible Institute
2013	Moody Bible Institute
2014	Maranatha Baptist University
2015	Trinity Baptist College
2016	Bob Jones University
2017	Pensacola Christian College
2018	North Central University
2019	Pensacola Christian College
2020	Randall University
2021	Bob Jones University
2022	Bob Jones University
2023	Pensacola Christian College
2024	Bob Jones University

WOMEN'S SOCCER DIVISION II

2002	Baptist Bible College (PA)*
2003	Baptist Bible College (PA)*
2004	Baptist Bible College (PA)*
2005	Baptist Bible College (PA)
2006	Crown College (MN)
2007	Crown College (MN)
2008	Baptist Bible College (PA)
2009	Manhattan Christian College
2010	Manhattan Christian College
2011	Baptist Bible College (PA)
2012	Clearwater Christian College
2013	Bob Jones University
2014	Clearwater Christian College
2015	Bob Jones University
2016	Bob Jones University
2017	Bob Jones University
2018	Grace Christian University
2019	Bob Jones University
2020	Maranatha Baptist University
2021	Great Lakes Christian College
2022	Providence University College
2023	Bob Jones University
2024	Bob Jones University

WOMEN'S VOLLEYBALL DIVISION II

1987 Maranatha Baptist Bible College*
1988 Pacific Christian College
1989 Maranatha Baptist Bible College
1990 Maranatha Baptist Bible College
1991 Maranatha Baptist Bible College
1992 Maranatha Baptist Bible College
1993 Pacific Christian College
1994 Maranatha Baptist Bible College
1995 Clearwater Christian College
1996 Clearwater Christian College
1997 Clearwater Christian College
1998 Lincoln Christian College
1999 Simpson College
2000 Clearwater Christian College
2001 Providence College
2002 Lincoln Christian College
2003 Clearwater Christian College
2004 Clearwater Christian College
2005 Grace University
2006 Clearwater Christian College
2007 Clearwater Christian College
2008 Clearwater Christian College
2009 Clearwater Christian College
2010 Clearwater Christian College
2011 Clearwater Christian College
2012 Clearwater Christian College
2013 Clearwater Christian College
2014 Kentucky Christian University
2015 Maranatha Baptist University
2016 Maranatha Baptist University
2017 Maranatha Baptist University
2018 Bob Jones University
2019 Bob Jones University
2020 Bob Jones University
2021 Bob Jones University
2022 Bob Jones University
2023 Bob Jones University
2024 Arlington Baptist University

MEN'S CROSS COUNTRY DIVISION II

1982 Northwestern College*
1983 Northwestern College*
1984 Northwestern College*
1985 Baptist Bible College (PA)*
1994 Valley Forge Christian College*
1997 Valley Forge Christian College*
1998 Baptist Bible College (PA)*
1999 Baptist Bible College (PA)*
2000 Maranatha Baptist Bible College*
2001 Baptist Bible College (PA)*
2002 Northland Baptist Bible College*
2003 Baptist Bible College (PA)*
2004 Baptist Bible College (PA)*
2005 Northland Baptist Bible College*
2006 North Central University*
2007 North Central University*
2008 Maranatha Baptist Bible College*
2009 North Central University*
2010 North Central University*
2011 North Central University*
2012 Arlington Baptist College*

MEN'S CROSS COUNTRY DIVISION II (cont.)

2013 North Central University
2014 Maranatha Baptist University
2015 Maranatha Baptist University
2016 Bob Jones University
2017 Bob Jones University
2018 Bob Jones University
2019 Bob Jones University
2020 Bob Jones University
2021 Bob Jones University
2022 Bob Jones University
2023 Bob Jones University
2024 Bob Jones University

WOMEN'S CROSS COUNTRY DIVISION II

1994 Northland Baptist Bible College*
1997 Baptist Bible College (PA)*
1998 Northland Baptist Bible College*
1999 Northland Baptist Bible College*
2000 Northland Baptist Bible College*
2001 Northland Baptist Bible College*
2002 Maranatha Baptist Bible College*
2003 Baptist Bible College (PA)*
2004 Baptist Bible College (PA)*
2005 North Central University*
2006 North Central University*
2007 North Central University*
2008 North Central University*
2009 North Central University*
2010 North Central University*
2011 North Central University*
2012 North Central University*
2013 Moody Bible Institute
2014 Moody Bible Institute
2015 Moody Bible Institute
2016 Moody Bible Institute
2017 Moody Bible Institute
2018 Moody Bible Institute
2019 Moody Bible Institute
2020 Bob Jones University
2021 Bob Jones University
2022 Bob Jones University
2023 Bob Jones University
2024 Crown College

MEN'S CROSS COUNTRY DIVISION I

1973 Eastern Mennonite College
1974 Eastern Mennonite College
1975 Bryan College
1976 Eastern Mennonite College
1977 Eastern Mennonite College
1978 Cedarville College
1979 Cedarville College
1980 Anderson University
1981 Anderson University
1982 Anderson University
1983 Anderson University
1984 Anderson University
1985 Cedarville College
1986 Malone College
1987 Malone College

MEN'S CROSS COUNTRY DIVISION I (cont.)

1988	Malone College
1989	Malone College
1990	Malone College
1991	Malone College
1992	Malone College
1993	Roberts Wesleyan College
1994	Malone College
1995	Malone College
1996	Taylor University
1997	Malone College
1998	Malone College
1999	Malone College
2000	Malone College
2001	Northwest Nazarene College
2002	Malone College
2003	Malone College
2004	Mid-America Nazarene University
2005	Malone College
2006	Malone College
2007	Malone College
2008	Malone University
2009	Malone University
2010	Cedarville University
2011	Malone University
2012	Oklahoma Christian University
2013	Azusa Pacific University
2014	Lee University
2015	Cedarville University
2016	Dallas Baptist University
2017	Biola University
2018	Biola University
2019	Cedarville University
2020	Dallas Baptist University
2021	Grace College
2022	Grace College
2023	Grace College
2024	Campbellsville University

WOMEN'S CROSS COUNTRY DIVISION I

1981	Spring Arbor College
1982	Spring Arbor College
1983	Anderson University
1984	Anderson University
1985	Cedarville College
1986	Malone College
1987	Malone College
1988	George Fox College
1989	Malone College
1990	Malone College
1991	Cedarville College
1992	Malone College
1993	Malone College
1994	Olivet Nazarene University
1995	Olivet Nazarene University
1996	Cedarville College
1997	Malone College
1998	Malone College
1999	Malone College
2000	Cedarville University

WOMEN'S CROSS COUNTRY DIVISION I (cont.)

2001	Cedarville University
2002	Cedarville University
2003	Indiana Wesleyan University
2004	Malone College
2005	Olivet Nazarene University
2006	Cedarville University
2007	Cedarville University
2008	Cedarville University
2009	Cedarville University
2010	Malone University
2011	Malone University
2012	Azusa Pacific University
2013	Roberts Wesleyan College
2014	Roberts Wesleyan College
2015	Cedarville University
2016	Dallas Baptist University
2017	Cedarville University
2018	Biola University
2019	Cedarville University
2020	Dallas Baptist University
2021	Grace College
2022	Grace College
2023	Grace College
2024	Malone University

VICTORY BOWL (Football)*

1997	Olivet Nazarene University
1998	Geneva College
1999	Geneva College
2000	Northwestern College
2001	Gardner-Webb University
2002	Geneva College
2003	Geneva College
2004	Olivet Nazarene University
2005	Olivet Nazarene University
2006	North Greenville University
2007	Malone College
2008	Northwestern College
2009	Geneva College
2010	North Greenville University
2011	Campbellsville University
2012	Greenville College
2013	Azusa Pacific University
2014	North Greenville University
2015	Southwestern Assemblies of God University
2016	Warner University
2017	Campbellsville University
2018	Olivet Nazarene University
2019	Olivet Nazarene University
2020	No event held
2021	Southwestern Assemblies of God University
2022	Olivet Nazarene University
2023	No event held
2024	No event held

Football discontinued after 2024

MEN'S SOCCER DIVISION I

1973	Northeastern College
1974	Trinity College
1975	Bryan College
1976	Bryan College
1977	Bryan College
1978	Messiah College
1979	Houghton College
1980	Houghton College
1981	Messiah College
1982	Concordia College (OR)
1983	John Brown University
1984	John Brown University
1985	The King's College
1986	Houghton College
1987	The Master's College
1988	George Fox College
1989	The Master's College
1990	George Fox College
1991	Judson College
1992	Judson College
1993	The Master's College
1994	Geneva College
1995	Judson College
1996	Western Baptist College
1997	Judson College
1998	East Texas Baptist University
1999	East Texas Baptist University
2000	Bethel College
2001	The Master's College
2002	Judson College
2003	Union University
2004	Mid-America Nazarene University
2005	Mid-Continent University
2006	MidAmerica Nazarene University
2007	The Master's College
2008	Indiana Wesleyan University
2009	Judson University
2010	Palm Beach Atlantic University
2011	California Baptist University
2012	California Baptist University
2013	Southern Wesleyan University
2014	Lee University
2015	Southern Wesleyan University
2016	Southwestern Christian University
2017	Southwestern Christian University
2018	Southwestern Christian University
2019	Mid-America Christian University
2020	Grace College
2021	Campbellsville University
2022	Columbia International University
2023	Westmont College
2024	Judson University

WOMEN'S SOCCER DIVISION I

1994	Lee College*
1995	Anderson College*
1997	Indiana Wesleyan University
1998	Trinity International University (IL)
1999	Indiana Wesleyan University

WOMEN'S SOCCER DIVISION I (cont.)

2000	Indiana Wesleyan University
2001	Gardner-Webb University
2002	Malone College
2003	Mt Vernon Nazarene University
2004	Trinity International University
2005	Trinity Christian College
2006	Mt. Vernon Nazarene University
2007	Indiana Wesleyan University
2008	Olivet Nazarene University
2009	The Master's College
2010	Spring Arbor University
2011	California Baptist University
2012	California Baptist University
2013	Azusa Pacific University
2014	Lee University
2015	Houghton College
2016	Colorado Christian University
2017	Biola University
2018	Trinity Christian College
2019	Cedarville University
2020	Dallas Baptist University
2021	Grace College
2022	Grace College
2023	Bethel University
2024	Trinity Christian College

WOMEN'S VOLLEYBALL DIVISION I

1982	Warner Pacific College
1983	Warner Pacific College
1984	George Fox College
1985	Indiana Wesleyan University
1986	Concordia College (OR)
1987	George Fox College
1988	Huntington College
1989	Taylor University
1990	Taylor University
1991	Taylor University
1992	Spring Arbor College
1993	Bethel College
1994	Bethel College
1995	Grace College
1996	Christian Heritage College
1997	Western Baptist College
1998	Bethel College
1999	Christian Heritage College
2000	Indiana Wesleyan University
2001	Olivet Nazarene University
2002	Olivet Nazarene University
2003	Union University
2004	Palm Beach Atlantic University
2005	Cedarville University
2006	Cedarville University
2007	Bethel College
2008	Cedarville University
2009	Campbellsville University
2010	Indiana Wesleyan University
2011	California Baptist University
2012	McMurry University
2013	Point Loma Nazarene University

WOMEN'S VOLLEYBALL DIVISION I (cont.)

2014 Trinity Christian College
2015 Indiana Wesleyan University
2016 Trinity Christian College
2017 Biola University
2018 Biola University
2019 College of the Ozarks
2020 Bethel University
2021 Columbia International University
2022 Trinity International University
2023 Grace College
2024 Grace College

MEN'S INDOOR TRACK & FIELD

1999 Malone College*
2000 Greenville College*
2001 Greenville College*
2002 Greenville College
2003 Greenville College
2004 Greenville College
2005 Greenville College
2006 Cedarville University
2007 Cedarville University
2008 Indiana Wesleyan University
2009 Bethel College
2010 Indiana Wesleyan University
2011 Indiana Wesleyan University
2012 Olivet Nazarene University
2013 Azusa Pacific University
2014 Shorter University
2015 Bethel College
2016 Oklahoma Baptist University
2017 Oklahoma Baptist University
2018 Bethel College
2019 Bethel College
2020 Cedarville University
2021 No championship held
2022 Cedarville University
2023 Campbellsville University
2024 Campbellsville University
2025 Cedarville University

WOMEN'S INDOOR TRACK & FIELD

1999 Malone College*
2000 Spring Arbor College*
2001 Malone College*
2002 Malone College
2003 Indiana Wesleyan University
2004 Indiana Wesleyan University
2005 Olivet Nazarene University
2006 Cedarville University
2007 Cedarville University
2008 Cedarville University
2009 Cedarville University
2010 Bethel College
2011 Bethel College
2012 Cedarville University
2013 Shorter University
2014 Shorter University
2015 Bethel College

WOMEN'S INDOOR TRACK & FIELD (cont.)

2016 Oklahoma Baptist University
2017 Oklahoma Baptist University
2018 Cedarville University
2019 Cedarville University
2020 Cedarville University
2021 No championship held
2022 Cedarville University
2023 Cedarville University
2024 Cedarville University

MEN'S BASKETBALL DIVISION II

1976 Fort Wayne Bible College
1977 Western Baptist College
1978 Baptist Bible College (MO)
1979 Baptist Bible College (PA)
1980 Northwestern College
1981 Baptist Bible College (MO)
1982 Baptist Bible College (MO)
1983 Baptist Bible College (MO)
1984 Baptist Bible College (MO)
1985 Cincinnati Bible College
1986 Cincinnati Bible College
1987 Cincinnati Bible College
1988 Kentucky Christian College
1989 Kentucky Christian College
1990 Maranatha Baptist Bible College
1991 Kentucky Christian College
1992 Baptist Bible College (PA)
1993 Northwest College
1994 Central Bible College
1995 Kentucky Christian College
1996 Kentucky Christian College
1997 Kentucky Christian College
1998 Mid-America Bible College
1999 Kentucky Christian College
2000 Atlanta Christian College
2001 Central Bible College
2002 Central Bible College
2003 Mid-America Bible College
2004 Mid-America Christian University
2005 Southeastern University
2006 Grace Bible College
2007 Mid-America Christian University
2008 Grace University
2009 Grace Bible College
2010 Grace Bible College
2011 Grace Bible College
2012 Grace Bible College
2013 Ohio Christian University
2014 Ohio Christian University
2015 Lancaster Bible College
2016 Hillsdale Free Will Baptist College
2017 Randall University
2018 Randall University
2019 Grace Christian University
2020 No championship held
2021 Johnson University Tennessee
2022 Campbellsville University Harrodsburg
2023 Kansas Christian College

MEN'S BASKETBALL DIVISION II (cont.)

2024 Crown College
2025 North Central University

MEN'S BASKETBALL DIVISION IIA

1991 Miami Christian College
1992 Latin American Bible College
1993 Atlanta Christian College
1994 Grace Bible College
1995 Grace Bible College
1996 Manhattan Christian College
1997 Southwestern College (AZ)
1998 Southwestern College (AZ)
1999 Hillsdale Freewill Baptist
2000 Southwestern College of Christian Ministries
2001 Southwestern College of Christian Ministries
2002 Hillsdale Free Will Baptist Bible College
2003 Southwestern Christian University
Division IIA Championship discontinued

WOMEN'S BASKETBALL DIVISION II

1983 Baptist Bible College (PA)
1984 Northwestern College
1985 Northwestern College
1986 Toccoa Falls College
1987 Moody Bible Institute
1988 Northwest College
1989 Kentucky Christian College
1990 Northwest College
1991 Northwest College
1992 Toccoa Falls College
1993 Northwest College
1994 Northwest College
1995 Kentucky Christian College
1996 Kentucky Christian College
1997 Kentucky Christian College
1998 Kentucky Christian College
1999 Maranatha Baptist Bible College
2000 Kentucky Christian College
2001 Mid-America Bible College
2002 Simpson College
2003 Kentucky Christian College
2004 Kentucky Christian College
2005 Kentucky Christian University
2006 Mid-America Christian University
2007 Kentucky Christian University
2008 Kentucky Christian University
2009 Kentucky Christian University
2010 Kentucky Christian University
2011 Kentucky Christian University
2012 Kentucky Christian University
2013 Maranatha Baptist Bible College
2014 Maranatha Baptist University
2015 Arlington Baptist College
2016 Arlington Baptist College
2017 Arlington Baptist College
2018 Arlington Baptist University
2019 Arlington Baptist University
2020 No championship held
2021 Champion Christian College

WOMEN'S BASKETBALL DIVISION II (cont.)

2022 Pensacola Christian College
2023 Champion Christian College
2024 Simmons College of Kentucky
2025 Ozark Christian College

WOMEN'S BASKETBALL DIVISION I

1983 Spring Arbor College
1984 Huntington College
1985 Lee College
1986 Evangel College
1987 Spring Arbor College
1988 King College
1989 King College
1990 King College
1991 Huntington College
1992 Huntington College
1993 Williams Baptist College
1994 Mt. Vernon Nazarene College
1995 Western Baptist College
1996 Western Baptist College
1997 LeTourneau University
1998 LeTourneau University
1999 Lee University
2000 Bethel College
2001 Mt. Vernon Nazarene College
2002 Indiana Wesleyan University
2003 Bethel College
2004 Oklahoma Wesleyan University
2005 Bethel College
2006 Southern Wesleyan University
2007 Cedarville University
2008 Mt. Vernon Nazarene University
2009 Bethel College
2010 Bethel College
2011 Colorado Christian University
2012 Bethel College
2013 Southern Nazarene University
2014 Union University
2015 Lee University
2016 Roberts Wesleyan College
2017 Greenville College
2018 Mid-America Christian University
2019 Mid-America Christian University
2020 No championship held
2021 Alice Lloyd College
2022 Southwestern Christian University
2023 College of the Ozarks
2024 Grace College
2025 College of the Ozarks

MEN'S BASKETBALL DIVISION I

1968 Lee College
1969 Azusa Pacific University
1970 Azusa Pacific University
1971 Azusa Pacific University
1972 Azusa Pacific University
1973 Lee College
1974 Bethany Nazarene College
1975 Olivet Nazarene College

MEN'S BASKETBALL DIVISION I (cont.)

1976 Biola University
1977 Bethany Nazarene College
1978 Biola University
1979 Tennessee Temple University
1980 Liberty Baptist College
1981 Tennessee Temple University
1982 Tennessee Temple University
1983 Tennessee Temple University
1984 Biola University
1985 Point Loma Nazarene University
1986 Point Loma Nazarene University
1987 Point Loma Nazarene University
1988 Tennessee Temple University
1989 Tennessee Temple University
1990 Christian Heritage College
1991 John Brown University
1992 Bethel College
1993 Bethel College
1994 Lee College
1995 Indiana Wesleyan University
1996 Malone College
1997 Christian Heritage College
1998 Christian Heritage College
1999 Oakland City University
2000 Bethel College
2001 Gardner-Webb University
2002 Mt. Vernon Nazarene College
2003 Tennessee Temple University
2004 Christian Heritage College
2005 Spring Arbor University
2006 Spring Arbor University
2007 Bethel College
2008 Indiana Wesleyan University
2009 Emmanuel College
2010 Northwestern College
2011 Dallas Baptist University
2012 Cedarville University
2013 Shorter University
2014 Point Loma Nazarene University
2015 Colorado Christian University
2016 Emmanuel College
2017 Colorado Christian University
2018 Emmanuel College
2019 Cedarville University
2020 No championship held
2021 University of Northwestern
2022 Baptist Bible College
2023 Bethel University
2024 Cedarville University
2025 Nelson University American Indian College

MEN'S VOLLEYBALL

2019 Ottawa University Arizona*
2020 Campbellsville University*
2021 Campbellsville University*
2022 Geneva College*
2023 Trinity Christian College*
2024 Roberts Wesleyan University*
2025 Jessup University

MEN'S OUTDOOR TRACK & FIELD

1973 Malone College
1974 Azusa Pacific College
1975 Cedarville College
1976 Cedarville College
1977 Northwestern College
1978 Northwestern College
1979 Liberty Baptist College
1980 Carson-Newman College
1981 Liberty Baptist Bible College
1982 Messiah College
1983 MidAmerica Nazarene College
1984 Cedarville College
1985 Taylor University
1986 Taylor University
1987 Taylor University
1988 Anderson University
1989 Malone College
1990 Anderson University
1991 Malone College
1992 Anderson University
1993 Anderson University
1994 Indiana Wesleyan University
1995 Taylor University
1996 Taylor University
1997 Taylor University
1998 Taylor University
1999 Taylor University
2000 Taylor University
2001 Greenville College
2002 Greenville College
2003 Greenville College
2004 Greenville College
2005 Greenville College
2006 Greenville College
2007 Malone College
2008 Indiana Wesleyan University
2009 Bethel College
2010 Malone University
2011 Cedarville University
2012 Indiana Wesleyan University
2013 Azusa Pacific University
2014 Shorter University
2015 Shorter University
2016 Oklahoma Baptist University
2017 Oklahoma Baptist University
2018 Bethel College
2019 Bethel University
2020 No championship held
2021 Grace College
2022 Grace College
2023 Campbellsville University
2024 Campbellsville University
2025 Malone University

WOMEN'S OUTDOOR TRACK & FIELD

1981	Liberty Baptist College
1982	Spring Arbor College
1983	Messiah College
1984	Taylor University
1985	Cedarville College
1986	Cedarville College
1987	Malone College
1988	Malone College
1989	Malone College
1990	Huntington College
1991	Huntington College & Missouri Baptist College
1992	Huntington College
1992	Huntington College
1993	Huntington College
1994	Cedarville College
1995	Cedarville College
1996	Cedarville College
1997	Cedarville College
1998	Cedarville College
1999	Malone College
2000	Malone College
2001	Malone College
2002	Malone College
2003	Indiana Wesleyan University
2004	Malone College
2005	Malone College
2006	Malone College
2007	Cedarville University
2008	Malone College
2009	Malone University
2010	Bethel College
2011	Bethel College
2012	Olivet Nazarene University
2013	Azusa Pacific University
2014	Shorter University
2015	Shorter University
2016	Oklahoma Baptist University
2017	Oklahoma Baptist University
2018	Roberts Wesleyan College
2019	Bethel University
2020	No championship held
2021	Bethel University
2022	Bethel University
2023	Grace College
2024	Grace College
2025	Greenville University

MEN'S TENNIS

1996	Anderson College (SC)*
1997	Lee College*
1998	Olivet Nazarene University*
1999	Bethel College*
2000	Bethel College
2001	Gardner-Webb University
2002	North Greenville College
2003	North Greenville College
2004	North Greenville College
2005	North Greenville College
2006	North Greenville University

MEN'S TENNIS (cont.)

2007	North Greenville University
2008	Hope International University
2009	Olivet Nazarene University
2010	Palm Beach Atlantic University
2011	North Greenville University
2012	Campbellsville University
2013	Azusa Pacific University
2014	Azusa Pacific University
2015	Campbellsville University
2016	Warner University
2017	Oklahoma Baptist University
2018	Campbellsville University
2019	Campbellsville University
2020	No championship held
2021	Grace College
2022	Grace College
2023*	No invitational held
2024*	No invitational held

Men's Tennis discontinued after 2024

WOMEN'S TENNIS

2000	Bethel College*
2001	Gardner-Webb University*
2002	North Greenville College*
2003	Indiana Wesleyan University
2004	Palm Beach Atlantic University
2005	Indiana Wesleyan University
2006	Bethel College
2007	Indiana Wesleyan University
2008	Indiana Wesleyan University
2009	Dallas Baptist University
2010	Dallas Baptist University
2011	Dallas Baptist University
2012	Palm Beach Atlantic University
2013	Fresno Pacific University
2014	Shorter University
2015	Shorter University
2016	Indiana Wesleyan University
2017	Oklahoma Baptist University
2018	Dallas Baptist University
2019	No championship held
2020	No championship held
2021	No championship held
2022	Campbellsville University
2023*	No invitational held
2024*	No invitational held

Women's Tennis discontinued after 2024

SOFTBALL

1992	Lee College*
1993	Mt. Vernon Nazarene College*
1994	Pacific Christian College*
1995	Bethel College
1996	Olivet Nazarene University
1997	Olivet Nazarene University
1998	Concordia College
1999	Concordia College
2000	Olivet Nazarene University
2001	Union University

SOFTBALL (cont.)

2002 Union University
2003 Louisiana College
2004 Union University
2005 Spring Arbor University
2006 Olivet Nazarene University
2007 Bethel College
2008 Olivet Nazarene University
2009 Palm Beach Atlantic University
2010 Central Baptist College
2011 North Greenville University
2012 California Baptist University
2013 Union University (TN)
2014 Shorter University
2015 Simpson University
2016 Mississippi College
2017 Oklahoma Baptist University
2018 Central Baptist College
2019 Erskine College
2020 No championship held
2021 Mid-America Christian University
2022 Southwestern Assemblies of God University
2023 Concordia University Ann Arbor
2024 Concordia University Ann Arbor
2025 Jessup University

BASEBALL

1985 Alabama Christian College
1986 Bethel College
1987 King College
1988 King College
1989 Mount Vernon Nazarene College
1990 Bethel College
1991 Anderson University
1992 Spring Arbor College
1993 Spring Arbor College
1994 Anderson College (SC)
1995 Mt. Vernon Nazarene College
1996 Mt. Vernon Nazarene College
1997 Mt. Vernon Nazarene College
1998 Spring Arbor College
1999 Mt. Vernon Nazarene College
2000 Olivet Nazarene University
2001 Faulkner University
2002 Bethel College
2003 Dallas Baptist University
2004 Dallas Baptist University
2005 **DI** Crichton College
DII Southeastern College*
2006 **DI** Malone College
DII Southeastern College*
2007 **DI** Southern Wesleyan University
DII Southeastern University
2008 **DI** Mt. Vernon Nazarene University
DII Southeastern University
2009 **DI** Bluefield College
DII Toccoa Falls College
2010 **DI** North Greenville University
DII Atlanta Christian College

BASEBALL

2011 **DI** Oklahoma Wesleyan University
DII Toccoa Falls College
2012 **DI** California Baptist University
DII Toccoa Falls College
2013 **DI** California Baptist University
DII Toccoa Falls College
Division II Baseball discontinued after 2013
2014 Fresno Pacific University
2015 Fresno Pacific University
2016 Oklahoma Baptist University
2017 Oklahoma Baptist University
2018 Campbellsville University
2019 Concordia University Ann Arbor
2020 No championship held
2021 Columbia International University
2022 Concordia University Ann Arbor
2023 Mid-America Christian University
2024 Southwestern Christian University
2025 **DI** Jessup University
DII Arlington Baptist University*

WRESTLING

1975 Messiah College
1976 Messiah College
1977 Liberty Baptist College
1978 Liberty Baptist College
1979 Liberty Baptist College
1980 Liberty Baptist College
1981 Liberty Baptist College
1982 Carson-Newman College
1983 Carson-Newman College
1984 Carson-Newman College
1985 Biola University
1986 Maranatha Baptist Bible College
1987 Olivet Nazarene University
1988 Olivet Nazarene University
1989 Olivet Nazarene University
1990 Olivet Nazarene University
1991 Maranatha Baptist Bible College
1992 Northwestern College
1993 Olivet Nazarene University
1994 Pensacola Christian College
1995 Pensacola Christian College
1996 Pensacola Christian College
1997 Cumberland College
1998 Pensacola Christian College
Wrestling discontinued after 1998

NATIONAL CHRISTIAN COLLEGE ATHLETIC ASSOCIATION

Forms & Procedures

Forms* & Procedures
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**Form is available for online completion.*

ITEM 1. NATIONAL CHRISTIAN COLLEGE ATHLETIC ASSOCIATION
NEW MEMBER PROCESS

1. An accredited four-year degree granting institution that desires to become a member of the NCCAA should contact the NCCAA National Office to initiate the membership process. The institution must be accredited by one of the six recognized accrediting bodies in the U.S. (see Sports Policies and Procedures section I.B.4) or Universities Canada or accreditation with ABHE or TRACS.
2. Application materials shall be completed and returned to the National Office. Included with the completed application forms shall be the following items: a school catalog, athletic handbook, accreditation documentation, and a student handbook. The institution shall complete and return the following materials for consideration of membership: Application, Statement of Faith, Questionnaire, and the non-refundable application fee of $4,000.
3. Work with the Director of Membership to set a date for an on-site visit. The Regional Coordinator or their designate and an NCCAA representative shall conduct the on-site visitation of the prospective member's campus. A written report of the visit, along with a recommendation to extend or not to extend membership, shall be submitted to the regional members.
4. The Athletics Director at each member institution in the region to which the applicant is assigned shall indicate his/her vote and return the ballot to the Director of Membership.
5. The Director of Membership shall send regional voting results to the Administration Committee of the Board of Directors. The Administration Committee shall make a recommendation to the Board of Directors for Board approval.
6. The NCCAA Board of Directors shall ratify the recommendation of the Administration Committee or shall send it back to the region for additional consideration.
7. Email high-resolution institution and athletics logo to jcampbell@thenccaa.org upon acceptance as members. The following formats are required: .eps and .png. Optional additional formats: .jpg, .gif and .pdf.

DEADLINES AND STATUS

New member applications must be received by April 1 to confirm new members before the NCCAA Annual Convention. The Administration Committee shall consider exceptional cases.

A prospective institution first becomes what is termed “candidate status.” This stage begins at the date the application is received and accepted at the National Office and ends when the institution is approved by the Board of Directors. If the institution meets all criteria, then full membership shall begin July 1. If all criteria are not met, institutions could be placed on Provisional Status (see Item 9).

ELIGIBILITY

Institutions contemplating membership are expected to make an earnest and sincere effort to come into compliance with all NCCAA Eligibility Rules the year before membership is granted. It is imperative that institutions obtain, review, and understand the NCCAA Eligibility Rules before they seriously consider membership.

NOTE: All eligibility questions should be addressed to the Eligibility Coordinator.

EXPECTATIONS

A. New members must send either the Athletics Director or Vice-President over Athletics to the NCCAA Annual Convention the first two years of membership. For the third year of membership, NCCAA member institutions shall follow NCCAA Bylaw Article VI. Section 6.08.

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

MEMBERSHIP DUES

Annual membership dues are $4,500 in addition to $250 per NCCAA sponsored varsity sport. Dues are calculated based on the number of NCCAA sanctioned varsity sports (championships and invitationals) offered by your institution regardless of Declaration of Intent. The deadline for reporting NCCAA sponsored sports is the same as the dues deadline. Any sport added once dues have been paid shall be ineligible for Member Services (e.g., statistics, awards, postseason, etc.). Any sport dropped after the deadline is not eligible for refund. All membership dues are payable August 1 and shall be considered delinquent the Friday following Labor Day.

ITEM 2. NCCAA APPLICATION FOR NEW MEMBERSHIP

Please type or print and complete ALL information.

Name of Institution: _____

Mailing Address: _____

_____

City State Zip

Shipping Address: _____

_____

City State Zip

Institution Phone #: (_____) _____

Athletics Department #: (_____) _____

Athletics Director's Email Address: _____

Website Address: _____

We desire membership in the following (check one):

DIVISION I

___ DI Central ___ DI Mideast
___ DI Midwest ___ DI North Central
___ DI South ___ DI West

DIVISION II

___ DII Central ___ DII Mideast
___ DII Midwest ___ DII North
___ DII South ___ DII Southwest

ASSOCIATE

___ DI ___ DII

Please indicate title of each name listed on form (Dr., Rev., Mr., Mrs., Miss) along with both first and last names:

President: _____ Athletics Director: _____

Sports Information Director: _____ Athletics Secretary: _____

FAR/Compliance Officer: _____

Last Year's Fall Full-Time Equivalency (*must include this information; Registrar to sign below*): _____

Nickname: _____ Denomination: _____ Athletic Conference Membership: _____

Other national athletic organizations to which you belong: ☐ NAIA ☐ NCAA, Division ___ ☐ Other _____

Does your institution sponsor a cooperative exchange program? ☐ Yes ☐ No

If yes, indicate the name of the cooperating institution: _____

Please complete each line in which your institution will sponsor a varsity sport for this school year. Complete the information requested for all the sports below that are sponsored by your institution. Indicate open positions by "TBA" and notify the NCCAA with that name once the position has been filled.

Sport	Name of Coach	# Athletes	Sport	Name of Coach	# Athletes
Baseball		( )	Soccer (m)		( )
Basketball (m)		( )	Soccer (w)		( )
Basketball (w)		( )	Softball		( )
Cross Country (m)		( )	Track & Field (m)		( )
Cross Country (w)		( )	Track & Field (w)		( )
Football		( )	Volleyball (m)		( )
Golf (m)		( )	Volleyball (w)		( )
Golf (w)		( )	Other _____		( )
Indoor Track & Field (m)		( )	Other _____		( )
Indoor Track & Field (w)		( )			

SIGNED:

_____ DATE: _____ _____ DATE: _____

Signature of President Signature of Athletics Director

_____ DATE: _____

Signature of Registrar

Please send this application form and a non-refundable $4,000 check payable to:
NCCAA | 302 W Washington St | Greenville, SC 29601| (864) 250-1199

SAMPLE

ITEM 3. NCCAA PARTICIPATION QUESTIONNAIRE

INSTITUTION: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

Please submit the answers for the following questions and list the source of each response (i.e. President, Athletics Director, Chaplain, etc.). Each question should be directed to your institution's appropriate administrative/staff member.

Answer Source

_____ 1. Why are you considering membership with the NCCAA?

_____ 2. How do you feel the NCCAA can contribute to your overall athletic program?

_____ 3. How do you see your program contributing to the NCCAA?

_____ 4. What is the mission statement of your institution (attach a copy)? How does athletics fit into the mission of your institution?

_____ 5. How long has your institution been in existence? Brief history.

_____ 6. Are you an accredited institution? If so, by whom?

_____ 7. What are the spiritual requirements for membership of your faculty and staff? Are they required to sign a statement of faith, or similar document, or a personal interview related to their faith? Is there a faith requirement?

_____ 8. What is your policy on the recruitment of Christian and non-Christian athletes? Are they required to sign a statement of faith or similar document?

continued

SAMPLE

ITEM 3. NCCAA PARTICIPATION QUESTIONNAIRE, Page Two

_____ 9. What are the spiritual considerations involved in hiring the athletic staff? Are there expectations of spiritual integration from your coaching staff?

_____ 10. What expectations does the athletic department have for student-athletes in regards to code of conduct and behavior?

_____ 11. Are you in agreement with the NCCAA Constitution, Article VII, Section I & II, which states, "The Scriptures establish a framework of values which shall guide character, behavior, and thought. It shall be a participating institution's responsibility to apply and enforce the highest principles of Christian conduct, character, values, and courtesy from this Biblical framework. Representatives of participating institutions, including coaches and student-athletes, are expected to abide by their respective institutional Code of conduct which shall be developed from the Biblical framework."

___Yes ___No

To assist in identifying your institution, please answer the following questions:

_____ 12. Do you give financial aid based on athletic participation?

___Yes ___No

_____ 13. Which level of membership do you desire? Note: Division II is not permitted to give financial aid based on athletic participation.

___Division I ___Division II

President _____ _____ _____
(signature) *(date)* *(phone)* *(ext.)*

Vice President for Student Development or
Student Services _____ _____ _____
(signature) *(date)* *(phone)* *(ext.)*

Athletics Director _____ _____ _____
(signature) *(date)* *(phone)* *(ext.)*

SAMPLE

ITEM 4. NCCAA NEW MEMBER SITE VISIT OUTLINE

To assist in planning for the site visit, NCCAA representative(s) shall meet with the following individuals and/or groups during the campus visit. A normal day shall begin at 8:00-9:00 a.m. and end at approximately 4:00-4:30 p.m. Each session shall last approximately 15-45 minutes. Coaches' and/or Student-Athletes' meetings may be held over lunch. Some of these individuals and groups may be combined for your convenience. This shall be a two-way learning environment: NCCAA representatives need to learn about the applying institution and vice versa.

Please schedule meetings with the following institutional representatives:

- **Athletics Director**
  General questions about the institution
  Current status of the athletic programs and future projections
  Facility (current and future)
  Dual affiliations (NAIA, NCAA II, NCAA III, USCAA, ACCA, CCAA)
  Game management

- **Institution President and Administrator Who Oversees Athletics**
  President's model for athletics
  Goals for the institution
  The institution's mission and purpose
  Accreditation status

- **Vice President for Academics and Registrar/Faculty Athletic Representative or Compliance Officer**
  Eligibility questions and issues/dual affiliation eligibility
  Degree programs (Coop, Adult Education)

- **Vice President for Student Development or Student Life and Campus Pastor/Chaplain**
  Campus and spiritual life on campus
  Expectations of the students and faculty relative to spiritual life and growth

- **Sports Information Director and staff**
  Statistics reporting, Student-Athlete of the Week, and other nominations
  Game statistics (Using NCCAA approved game stat program and video stream)

- **Coaching Staff**
  Review mission of the NCCAA and discuss sport specific issues
  Review of opportunities within NCCAA/regional and national playoffs
  Discuss balancing dual affiliation conflicts (NAIA, NCAA II, NCAA III, USCAA, ACCA, CCAA)
  Eligibility questions and issues

- **Student-Athletes (captains, team representatives, Student Athletic Council members)**
  Question & Answer session
  Summary of NCCAA mission
  Review of opportunities within NCCAA

- **Other items that could be included in visit:**
  Campus tour/Tour of Athletic Facilities
  Attend a chapel program or convocation (if applicable or possible)
  Attend a home game or contest (if possible)

ITEM 5. NCCAA NEW MEMBER SITE VISIT SUMMARY REPORT

Institution:_____ Other Affiliations:_____

Address: _____

NCCAA Region/Division: _____ Institution Contact:_____

NCCAA Site Personnel: _____ Date of Site Visit:_____

Supporting Documents:

1. Application
2. Statement of Faith
3. Questionnaire

Site Visit Summary:
The site visit team met with the following institutional personnel:

Athletic Facilities Rating:

____Excellent ____Very Good ____Good ____Fair ____Poor

Dialogue Summary:

Recommendations:

_____ **Recommend without reservation**
_____ **Recommend with reservation**
_____ **Do not recommend**

_____ _____

NCCAA Representative **Date**

SAMPLE

ITEM 6. 2025-2026 NCCAA MEMBERSHIP DIRECTORY & DUES FORM

*Form shall be delinquent after **August 1** and subject to penalty.**

(Please Type or Print Clearly)

Institution _____

Mailing Address _____

_____

City State/Prov Postal Code

Shipping Address (if different) _____

_____

City State/Prov Postal Code

Institution Phone _____ Athletics Phone _____

Athletics Website _____ Mascot _____

DIVISION:
___ Division I ___ Division II

REGION:
___ Central ___ Mideast
___ Midwest ___ North
___ North Central ___ South
___ Southwest ___ West

ASSOCIATE: ___ Yes

Complete ALL information below, including appropriate title (Dr., Rev., Mr., Mrs., Miss) along with both first and last names.

Position	Name	Phone	Email Address
President			
Athletics Director			
Senior Woman Leader			
Associate/Asst. AD			
Associate/Asst. AD			
Sports Info. Director			
Athletics Administrator			
Compliance Rep./FAR			
Athletics Training			
CFO			
VP (over athletics)			
Physical Plant Dir.			
Financial Aid Director			
Admissions Director			
Marketing Director			
Registrar			

REQUIRED REGISTRAR INFORMATION: Prior Year FTE ___ Number Male ____ Number Female ____

Denomination Affiliation _____

Athletics Conference Membership _____

Accreditation Association

Regional ___ TRACS ___ ABHE ___

Statistical Program (check all that apply)

DakStats ___ Genius Sports ___ PrestoSports __ StatCrew ___

Dual Affiliation of your Institution (*if applicable*): NAIA ___ NCAA II ___ NCAA III ___ CCAA ___

I confirm eligibility is being filed for all sports in compliance with the indicated dual affiliation above.

**Penalties for delinquent forms shall be a $100 fine for 1-7 days late; a $250 fine for 8-14 days late, and restrictive probation for 15+ days late. Dues are payable August 1 and shall be considered delinquent the Friday following Labor Day.*

continued

SAMPLE

ITEM 6. 2025-2026 NCCAA MEMBERSHIP DIRECTORY & DUES FORM, Page Two

Dues are calculated based on the number of NCCAA sanctioned varsity sports offered by your institution regardless of Declaration of Intent. Any sport added once dues have been paid shall be ineligible for Member Services (e.g., stats, awards, postseason, etc.).

NCCAA SANCTIONED VARSITY SPORTS

Sport	Estimated # Athletes	Name of Coach	Mobile	Email Address
Baseball				
Basketball (m)				
Basketball (w)				
Cross Country (m)				
Cross Country (w)				
Golf (m)				
Golf (w)				
Indoor T&F (m)				
Indoor T&F (w)				
Soccer (m)				
Soccer (w)				
Softball				
Track & Field (m)				
Track & Field (w)				
Volleyball (m)				
Volleyball (w)				

OTHER SPORTS: (e.g., Football, Lacrosse, Tennis, Wrestling, etc.) - *For purposes of tracking emerging sports in the NCCAA*

I agree with the information as submitted on this form and understand that our dues will be calculated based on what is submitted, regardless of Declaration of Intent. I also understand that no refunds will be issued if sports are discontinued by my institution.

President _____ **Date** _____ **Athletics Director** _____ **Date** _____

SAMPLE

ITEM 7. NATIONAL CHRISTIAN COLLEGE ATHLETIC ASSOCIATION
ASSOCIATE MEMBER PURPOSE AND PROCESS

1. An accredited institution that desires to become an associate member of the NCCAA should contact the NCCAA National Office to initiate the membership process. The institution must be accredited by one of the six recognized accrediting bodies in the U.S. (see Sports Policies and Procedures section I.B.4) or Universities Canada or accreditation with ABHE or TRACS.
2. Application materials shall be completed and returned to the National Office. Included with the completed application forms shall be the following items: a school catalog, athletic handbook, accreditation documentation, and a student handbook. The institution shall complete and return the following materials for consideration of membership: Application, Statement of Faith, Questionnaire, and the non-refundable application fee of $4,000.
3. The Regional Coordinator or their designate and an NCCAA representative shall conduct an on-site visitation of the prospective member's campus. A written report of the visit, along with a recommendation to extend or not to extend membership, shall be submitted to the regional members.
4. The Athletics Director at each member institution in the assigned region shall indicate his/her vote and return the ballot to the Director of Membership.
5. The Director of Membership shall send region voting results and ballots to the Administration Committee of the Board of Directors. The Administration Committee shall make a recommendation to the Board of Directors, based on the results of the region, for Board approval.
6. The NCCAA Board of Directors shall ratify the recommendation of the Administration Committee or shall send it back to the region for additional consideration.
7. Email a high-resolution institution logo to jcampbell@thenccaa.org upon acceptance as members. The following formats are required: .eps and .png. Optional additional formats: .jpg, .gif, and .pdf.

MAJOR PURPOSE

The major purpose of NCCAA associate membership for Christian institutions is to provide NCCAA affiliation for those institutions who do not wish to compete in NCCAA regional and/or national competition.

ELIGIBILITY

Associate member institutions are to adhere to eligibility guidelines and requirements and submit the appropriate eligibility forms to the NCCAA, NCAA, or NAIA. (Institutions should always adhere to the most stringent eligibility guidelines and requirements according to institutional membership(s).)

SERVICES PROVIDED

Associate membership shall provide the following services:

1. The NCCAA *Pursuit* shall be mailed to each President and Athletics Director, and a link emailed to each coach.
2. The NCCAA Membership Directory shall be made available to each Athletics Director.
3. An NCCAA Membership Card shall be sent to each President, Athletics Director, and coach.
4. The Athletics Director and coaches shall be invited to attend both the regional meeting and the NCCAA Annual Convention.
5. The job placement service shall be available to all Athletics Directors and coaches.
6. Any missions outreach opportunities through the NCCAA shall be available to student-athletes, coaches, and Athletics Directors through the Sport Ministry Funds.

RIGHTS AND PRIVILEGES

Associate members:

1. Shall be eligible for general services from the National Office.
2. Shall not be eligible to compete in postseason competition, to serve on national committees, or to vote on national issues. However, representatives of associate member institutions are encouraged to attend the Annual Convention.
3. Shall not be eligible to participate in the national awards program, except for the NCCAA Scholar-Athlete Program and the NCCAA Scholar Team Award.

ASSOCIATE MEMBERSHIP DUES

The associate membership dues are $2,000 annually. All associate membership dues are payable after August 1 and are considered delinquent the Friday following Labor Day.

ITEM 8. NATIONAL CHRISTIAN COLLEGE ATHLETIC ASSOCIATION STATEMENT OF FAITH

As a service association, the National Christian College Athletic Association (NCCAA) is committed to developing a caring and loving relationship with all student-athletes, coaches, and administrators entrusted to us via our membership. Knowing that cultural trends will ebb and flow and that our membership's student-athletes will have to navigate such cultural trends, we commit to the following beliefs:

We believe that the Bible alone and the Bible in its entirety is the Word of God (2 Timothy 3:16-17).

We believe in salvation by grace through faith (Ephesians 2:8-9).

We believe there is one God, the creator and preserver of all things. Through Him, male and female were created, and all human life is sacred and cared for from conception (Genesis 1:27). Relative to male and female being the two created and assigned sexes, we offer sanctioned sports according to that construct.

We believe in the deity of Jesus Christ, the only begotten Son of God, our Savior (John 1:1). In Him divine and human natures were united in one person, and He alone is our sole Redeemer. Through no other source can we receive redemption.

We believe that at the end of the age the bodies of the dead shall be raised. The righteous shall enter into the eternal presence of God, and those who rejected His Son shall be condemned (Revelation 20 & 21).

We believe in the Holy Spirit, who is the third person of the true God. He applies to man the work of Christ in salvation (John 14:15-16).

We believe in righteous living and good works as evidence of salvation (James 2:17).

We agree to support the Statement of Faith of the NCCAA and shall submit ourselves in principle and practice to these documents in the administration of our athletic program.

NAME OF INSTITUTION: _____ DATE: _____

PRESIDENT or EXECUTIVE DIRECTOR:

_____
(print name)

_____
(signature)

ATHLETICS DIRECTOR:

_____
(print name)

_____
(signature)

SAMPLE

ITEM 9. NATIONAL CHRISTIAN COLLEGE ATHLETIC ASSOCIATION PROVISIONAL STATUS

Provisional status is a possible designation for any new member that seeks full membership. This shall include members who are starting new athletic programs, have gender inequity within their programs, have questions about their accreditation, or other concerns designated by the site visit team.

Provisional status means that an institution shall be granted all rights and privileges of full membership except for regional and national playoffs. The institution must meet all eligibility requirements, pay full membership dues, and comply with all NCCAA bylaws and conditions of an NCCAA member. Student-athletes shall be considered for Student-Athlete of the Week, Scholar-Athlete Program, Scholar Team Awards, All-Regional and All-American honors, and teams may be ranked (with an asterisk designating Provisional status). To move from provisional to full membership status, a member institution must meet all expectations as listed by the NCCAA Administration Committee of the Board of Directors.

ITEM 10. NCCAA #KINGCHASING ADMINISTRATORS' AND COACHES' CODE OF ETHICS
(Must be submitted by September 30 of each academic year)

The NCCAA's #KingChasing program uses the four values of the Game Plan 4 LIFE – Love, Integrity, Faith, and Excellence - to keep Christ at the center of the student-athlete experience.

I commit to represent and uphold the four values of the Game Plan 4 LIFE in the #KingChasing program.
I shall strive to meet the following standards:

LOVE (Romans 12:10)
Respect Everyone Treat others how you want to be treated. **Encourage Others** Applaud & inspire through words & actions. **Show Sportsmanship** Be gracious in victory & defeat.

INTEGRITY (Proverbs 10:9)
Be Honest Speak truthfully & be trustworthy. **Be Sincere** Be genuine & without deceit. **Have Self-Control** Remain disciplined at all times.

FAITH (Hebrews 11:1)
Grow in Christ Seek Him & know Him at a deeper level. **Worship** Offer your efforts in sport as an act of worship. **Share** Proclaim your faith & testimony.

EXCELLENCE (Colossians 3:23)
Be Committed Finish what you start & give it your all. **Aspire** Pursue greatness in all you do. **#PlayForHim** Compete for God's glory.

I shall also strive to:

Instill the above values and standards within our athletic department, holding athletic staff and student-athletes accountable to them.

Put the needs, well-being, and educational goals of the student-athletes above winning.

Follow playing rules and all NCCAA regional and national policies/guidelines in both letter and spirit. Evasion of playing rules to gain an advantage should never be permitted.

Exhibit professionalism in all words and actions.

Recognize the authority of game officials and give them full support to fulfill their job. Coaches, student-athletes, or spectators should not be permitted to make critical remarks to or about an official during a contest.

Maintain a positive relationship with the media and general public, providing accurate and reliable information at all times.

I attest that all athletic personnel/staff have reviewed and signed the above Code of Ethics.

_____	_____	_____
Institution	Athletic Director's Signature	Date

SAMPLE

ITEM 11. #KINGCHASING COMMITMENT
(Must be submitted by September 30 of each academic year)

In athletics, the term #RingChasing is used by athletes to describe their goal of winning a championship. The NCCAA's #KingChasing program uses the four values of the Game Plan 4 LIFE – Love, Integrity, Faith, and Excellence - to keep Christ at the center of the student-athlete experience.

I commit to represent and uphold the four values of the Game Plan 4 LIFE in the #KingChasing program.
I shall strive to meet the following standards:

LOVE (Romans 12:10)
Respect Everyone Treat others how you want to be treated. **Encourage Others** Applaud & inspire through words & actions. **Show Sportsmanship** Be gracious in victory & defeat.

INTEGRITY (Proverbs 10:9)
Be Honest Speak truthfully & be trustworthy. **Be Sincere** Be genuine & without deceit. **Have Self-Control** Remain disciplined at all times.

FAITH (Hebrews 11:1)
Grow in Christ Seek Him & know Him at a deeper level. **Worship** Offer your efforts in sport as an act of worship. **Share** Proclaim your faith & testimony.

EXCELLENCE (Colossians 3:23)
Be Committed Finish what you start & give it your all. **Aspire** Pursue greatness in all you do. **#PlayForHim** Compete for God's glory.

I attest that all student-athletes have reviewed and signed the above #KingChasing Commitment.

_____	_____	_____
Institution	Athletic Director's Signature	Date

SAMPLE

ITEM 12. Declaration of Intent to Participate

To be returned to the National Office by *August 31* after consultation with each varsity sport staff at your institution.
Amendments must be submitted three weeks prior to the beginning of regionals, the deadline of final registration for the championship meet, or the established deadline of the invitational event. For Golf, there is no amendment opportunity, and August 31 is the final deadline.

Institution _____ **Region** _____ **Division** _____

Our institution declares our intent to participate in the indicated NCCAA Regional/National Championships below. By declaring to participate, we commit ourselves to represent our region should we win the Regional Championships or become the Regional Qualifier. In golf, by declaring to participate, we commit ourselves to send an individual should he/she win Medalist Honors or have the lowest adjusted scoring average. Football has no regional qualification process but has a selection process.

Fall		Winter	Spring
____ Football (Victory Bowl)	____ Men's Soccer	____ Men's Basketball	____ Men's Baseball
____ Men's Golf	____ Women's Soccer	____ Women's Basketball	____ Women's Softball
____ Women's Golf	____ Women's Volleyball		____ Men's Volleyball

Our institution declares our intent to participate in the indicated NCCAA National Championships should our athletes meet the National Standards. There is no regional qualification process.

Fall	Winter	Spring
____ Men's Cross Country	____ Men's Indoor Track & Field	____ Men's Outdoor Track & Field
____ Women's Cross Country	____ Women's Indoor Track & Field	____ Women's Outdoor Track & Field

Limits on Participation (ALL SPORTS EXCEPT GOLF)

1. ____ Programs have no limitations to participate in regionals (or nationals for sports that have no regional qualification process).
2. ____ Programs have the following limitations to participate (mark all that apply):
   a. ____ Minimum winning % as determined by the last regular season game prior to regionals.
      (Mark required %): ____ .400 ____ .500 ____ .501 ____ .600 ____ Other (list % _____).
   b. ____ Other (attach separate document).

Limits on Participation (ONLY GOLF)

1. ____ Programs have no limitations to participate in regionals/nationals.
2. ____ Programs have the following limitations to participate (mark all that apply):
   a. ____ Minimum winning % as determined by the last regular season event prior to regionals (same as above)
   b. ____ Minimum adjusted scoring average (ASA) as determined by the last regular season event prior to regionals.
      (Mark required ASA): ____ 300 ____ 310 ____ 320 ____ Other (list ASA _____).
   c. ____ Other (attach separate document).

Regional Representative Participation

When no other NCCAA member institutions are available to participate in the regional or regional qualifier process:
1. ____ Programs will accept Regional Representative bid. 2. ____ Programs will not accept Regional Representative bid.

At-Large Participation

1. ____ Programs will accept at-large bids to NCCAA National Championships. Conditions:
   a. ____ No conditions.
   b. ____ Minimum winning % as determined by the last regular season game prior to regionals. If different than above (list % ___).
   c. ____ (Golf) Minimum ASA as determined by the last regular season event prior to regionals. If different than above (list ASA ___).
   d. ____ AD approval needed (approval/denial required to be confirmed by amendment deadline stated above*).
   e. ____ Administration approval need (approval/denial required to be confirmed by amendment deadline stated above*).
   f. ____ Other (attach separate document).
2. ____ Programs will not accept at-large bids to NCCAA National Championships.

*Any approval for golf is considered confirmed with the submission of this document as of August 31.

Dually Affiliated Institution Participation

Institutions that advance to NCAA National Championship competition are not permitted by NCAA to also compete in NCCAA postseason. Institutions that advance to first/second round campus sites in NAIA National Championship competition may have the opportunity to be considered for an at-large bid to NCCAA National Championships if timing allows within the sport(s) selection process.
1. ____ Programs will accept at-large bids in this scenario. 2. ____ Programs will not accept at-large bids in this scenario.

REQUIRED SIGNATURES:

_____	_____	_____
Athletics Director	**FAR or Compliance Officer**	**President or Executive Director**
_____	_____	_____
Date	**Date**	**Date**

SANCTIONS FOR FAILURE TO COMPLY

If an institution fails to comply with its Declaration of Intent in any sport, all sports at that institution shall be placed on NCCAA Restrictive Probation for the following academic year (NCCAA Bylaws, Article VII, Section 7.10.a.2).

SAMPLE

ITEM 13. DIVISION I FINANCIAL AID COMPLIANCE VERIFICATION FORM

(Must have all original signatures prior to submission)

This form must be completed by all institutional personnel listed and sent to the NCCAA Office by August 15 of each year. Failure to do so shall result in the loss of postseason play and recognition for your intercollegiate programs.

By signing this document, your institution, and the personnel directly responsible for the oversight of both the intercollegiate athletic department and the Financial Aid department, are confirming full compliance with the following guidelines relating to NCCAA Division I financial aid limitations:

FINANCIAL AID CONSIDERATIONS
(*See DI Eligibility & Casebook section O)*

SECTION A. DEFINITIONS

1. SCHOLARSHIP – Awarding of money to a student based on performance (e.g., academic, music, athletics, etc.).

2. GRANT – Money (e.g., government, institutional, corporate) given to a student based on need, to enable a student to follow or continue a course of study.

3. FINANCIAL AID – An all-inclusive term which includes loans, grants, scholarships, and federal work-study.

4. COUNTABLE AID – Any and all financial assistance to student-athletes that is funded, controlled, or allocated by the institution, regardless of category, title, or original source. Countable aid includes athletic grants or scholarships, academic scholarships, leadership and/or performance scholarships, outside scholarships administered by the institution, tuition waivers, benefits, room credits, meal credits, institutional loans, and work study, as defined in financial aid packages and that is funded by the institution or government.

5. NON-COUNTABLE AID – Aid that is not funded, controlled, or allocated in any significant way by the institution: Pell, SEO, federal and state grants, benefits, and/or scholarships; loans not controlled by institutions; state-mandated tuition waivers, and institutionally funded tuition waivers for employee dependents attending the institution of the employee.

SECTION B. LIMITS

1. The financial aid policy, including the aid limits, shall apply to varsity participants only. Financial aid to junior varsity-only participants shall not count against the institution's allowable limits and shall not be reported.

2. No limit shall be placed on the number of student-athletes on any varsity roster or on the combined total number of all varsity and junior varsity athletes. A varsity-roster athlete shall be defined as any athlete who participates for any length of time as a designated varsity participant.

3. Upper limits for Institutional Aid – number listed is the maximum number of full scholarship aid allowed to be offered:

Basketball	8	Baseball	12
Volleyball	8	Softball	10
Track & Field	12	Golf	5
Cross Country	5	Soccer	12

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

   ACADEMIC EXEMPTIONS: Academically gifted students will be exempt from the aid counted using the following criteria:
   a. Aid to continuing students with a 3.60 GPA will not count against the limits.
   b. Only one half of the aid to continuing students with a 3.30-3.59 GPA will count against the limits.
5. Further financial assistance to a student-athlete by a member institution, other than listed above, is prohibited.

continued

ITEM 15. DIVISION I FINANCIAL AID COMPLIANCE VERIFICATION FORM, Page Two

(Must have all original signatures prior to submission)

SECTION C. INTENT AND INDUCEMENTS

1. The primary financial aid issue is intent.

2. To protect the integrity of member institutions, all financial aid should be awarded by the institution's financial aid office and monitored by the same. It is further advised that each institution establish an institutional financial aid committee that is chaired by the Financial Aid Officer.

3. No monies, special benefits or properties may be used to induce a recruit (student-athlete) to enroll at an institution unless it is common practice for the entire institution for all prospective students (e.g., shoes, sweatshirts, housing privileges, etc.).

Institutions not in compliance with the financial aid policy shall be subject to sanctions by the Administration Committee of the Board of Directors.

By signing below the institution administration affirms the adherence to the financial aid policies.

Institution: _____

Print name	**Signature**	**Date**
_____	_____	_____
President		
_____	_____	_____
Vice-President for Finances (or Vice-President giving oversight to Intercollegiate Athletics)		
_____	_____	_____
Financial Aid Director		
_____	_____	_____
Compliance Officer		
_____	_____	_____
Athletics Director		

Send to: NCCAA, ATTN: Brandon Gilmore, 302 West Washington Street, Greenville, SC 29601
bgilmore@thenccaa.org

For NCCAA office use only:
Date Received (must be received at the NCCAA Office by August 15 of each year)

_____ _____
Date NCCAA Staff signature

SAMPLE

ITEM 14. DIVISION II FINANCIAL AID COMPLIANCE VERIFICATION FORM

(Must have all original signatures prior to submission)

This form must be completed by all institutional personnel listed and sent to the NCCAA Office by August 15 of each year. Failure to do so shall result in the loss of postseason play and recognition for your intercollegiate programs.

By signing this document, your institution, and the personnel directly responsible for the oversight of both the intercollegiate athletic department and the Financial Aid department, are confirming full compliance with the following guidelines relating to NCCAA Division II financial aid limitations:

.

ARTICLE IV: FINANCIAL AID CONSIDERATIONS

INTRODUCTION: Bylaws Statement (Section 7.02. Divisions)
Division II institutions shall grant no athletic scholarship to any student-athletes and shall not grant any special financial aid or scholarships to student-athletes unless offered equally to other members of the student body.

SECTION A. DEFINITIONS

1. SCHOLARSHIP – Awarding of money to a student based on performance (e.g., academic, music, athletics, etc.).

2. GRANT – Money (e.g., government, institutional, corporate) given to a student based on need, to enable a student to follow or continue a course of study.

3. FINANCIAL AID – An all-inclusive term which includes loans, grants, scholarships, and federal work-study. NOTE: The distribution of monies should be awarded by a committee of the institution to ensure accountability. The committee, for its own clarification, should have a copy of financial aid guidelines via the President of the institution. No athletic staff member may serve on an institution's Financial Aid Committee, nor may athletic staff influence the aid package for any student.

4. WORK-STUDY – A work-study job cannot be held to induce, recruit or retain a student-athlete at an institution. A student-athlete can be awarded work-study, but the position cannot be held for the purpose of awarding it to the student-athlete because of his/her participation in athletics.

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

SECTION B. INTENT AND INDUCEMENTS

1. The primary financial aid issue is intent. If financial aid is offered to induce or influence a student-athlete so they will participate in athletics, then the intent is wrong and contrary to the Division II Guidelines.

2. To protect the integrity of member institutions, all financial aid should be awarded by the institution's financial aid office and monitored by the same. It is further advised that each institution establish an institutional financial aid committee that is chaired by the Financial Aid Officer.

3. No monies, special benefits or properties may be used to induce a recruit (student-athlete) to enroll at an institution unless it is common practice for the entire institution for all prospective students (i.e. shoes, sweatshirts, housing privileges, etc.).

4. The practice of removing or wiping out debt to an institution for a student-athlete's educational cost is the same as athletic aid unless a common practice of the institution for all students.

(Signatures required on reverse side)

continued

ITEM 14. DIVISION II FINANCIAL AID COMPLIANCE VERIFICATION FORM, Page Two

(Must have all original signatures prior to submission)

Institution: _____

Print name	**Signature**	**Date**
_____	_____	_____
President		
_____	_____	_____
Vice-President for Finances (or VP giving oversight to Intercollegiate Athletics)		
_____	_____	_____
Financial Aid Director		
_____	_____	_____
Compliance Officer		
_____	_____	_____
Athletics Director		

Send to: NCCAA, ATTN: Brandon Gilmore, 302 West Washington Street, Greenville, SC 29601
bgilmore@thenccaa.org

SAMPLE

For NCCAA office use only:
Date Received (must be received at the NCCAA Office by August 15 of each year)

_____ _____
Date NCCAA Staff signature

ITEM 15. NCCAA NATIONAL CHAMPIONSHIP OFFICIAL BID

Please complete this bid form as an official application to host the National Christian College Athletic Association (NCCAA) _____ National Championship and return to the NCCAA National Office within 30 days.

If you have any questions related to the completion of this bid or about the NCCAA National Championship in general, please contact:
Director of Championships, NCCAA National Office, 302 W Washington St, Greenville, SC 29601, (864) 250-1199.

I. DESIGNATION OF BID

This official bid is submitted by _____ to host the NCCAA _____ National Championship(s) in the years checked below:

___ 2026 ___ 2027 ___ 2028 ___ 2029 ___ 2030 ___ 2031

II. STATEMENT/ACKNOWLEDGMENT OF EVENT POLICY

The official name of the event shall be the NCCAA (sport)_____ National Championship and must be conducted under the direct control and supervision of the NCCAA. The NCCAA shall approve the designation of the host site event chairperson and committees, who shall work with the NCCAA Director of Championships in organizing and conducting the championship.

In submitting this bid, the prospective host site agrees to the following NCCAA policies by initialing on the line provided in front of each section:

_____ A. To indemnify fully and save harmless the NCCAA, its officers, agents and employees of and from any and all claims, demands and causes of action, including cost of attorney's fees arising out of anything done or purported to have been done by the host or any of its agents. This includes compliance with and pre-event training relative to the 2017 Sexual Abuse and Safe Sport Protection Act. All staff and volunteers should be alert to acts of sexual abuse, trafficking, or student-athlete or spectator safety and instructed on how to react and report such acts.

_____ B. Corporations with business interests beyond the local area of the championship site shall not be solicited for financial support without the prior approval of the NCCAA Executive Director. Further, businesses or corporations shall not be identified or receive recognition as a "title" sponsor of the championship without prior approval of the NCCAA Executive Director.

_____ C. Alcoholic beverages and tobacco products of any form shall not be consumed, advertised, sold, disbursed, or brought into the site of the championship event.

_____ D. The NCCAA shall be responsible for any and all negotiations for radio and television rights in consultation with the host, and such rights shall be designated as NCCAA income.

_____ E. The sale of promotional items denoting "NCCAA" or approved complimentary items given to officials and volunteers (i.e. t-shirts, caps, etc.) shall be marked, sold and/or purchased only by or through an authorized licensee of the NCCAA and under separate agreement from this event contract. The host shall prohibit all souvenir and promotional sales at event headquarters and/or the event site that have not been approved by the NCCAA.

_____ F. NCCAA Championship web streaming shall be provided by the NCCAA. The host site shall work with NCCAA Network staff to provide adequate space, power supply, and internet capabilities for the production kit and needs for all broadcasts. The host is responsible for providing NCCAA Network staff with housing at host hotel (see. E. COURTESY HOUSING; including arrival on the day before and departure on the day after conclusion), access to hospitality/VIP rooms, and event all-access passes.

Web streaming shall be through the NCCAA Network only via Hudl. No other streaming platforms, including social media platforms, may be used simultaneously or after the event concludes without the written consent of the NCCAA. All games/matches shall be pay-per-view at rates set by the National Office.

continued

SAMPLE

III. CHAMPIONSHIP INCOME

Championship income shall be defined as all income derived by the host from ticket sales, program advertising, program sales, concession stand sales/commission, honorary coach fees, public sale of banquet tickets, parking revenues and approved sponsorships/donations. No income is funded from the NCCAA National Office to host.

IV. CHAMPIONSHIP EXPENSES

Championship expenses authorized by the NCCAA to be charged to the championship budget include any items listed in Section V, Declaration of Authorized Expenses, except those marked complimentary, NCCAA or participant. Any other expenses must receive written approval by the NCCAA in order to be charged as authorized expenses to the event budget.

V. DECLARATION OF AUTHORIZED EXPENSES

Expectations That Shall Be Provided Complimentary (By Host):

_____ A. **ADMINISTRATION –** Items related directly to the planning and administration of the event, including, but not limited to, printing, postage, telephone, office supplies, clerical assistance, and copiers.

_____ B. **ATHLETIC TRAINERS –** An appropriate number of athletic trainers selected and assigned by the Host. Onsite or local athletic trainers may be recommended by host or athletic trainers traveling for other NCCAA institutions or other athletic training organizations can be recommended. Travel, lodging, and meals ($35 per diem) if an athletic trainer travels to site. *Please provide pictures of the athletic training facilities.

_____ C. **BANQUET/WORSHIP/AWARDS –** Opening banquet/worship/awards program for all players, coaches and championship officials before the championship begins. Tickets for the official party of competing teams and championship officials shall be guaranteed. Additional tickets may be sold to the public.
Please list the venue to be used for the banquet: _____
*Please provide pictures of the venue via email as supporting documents to Official Bid.

_____ D. **CHRISTIAN SERVICE PROJECTS (CSP) –** A CSP involving all coaches & student-athletes is required in addition to the host providing a Coordinator to work with the National Sport Chair and CSP Host Site Director to organize the outreach opportunities for the championship participants. CSP Coordinator shall be responsible to take/secure high-resolution photos and send them to the Director of Communications in the National Office immediately following the championship. National Office approval is required.
Please identify proposed CSP: _____

_____ E. **COURTESY HOUSING –** Complimentary rooms for NCCAA staff (average 8-10 rooms for National Office staff, commentators, production, Event Chaplain, National Sport Chair or his/her designate, and leadership) and complimentary rooms for officials, as needed. Indicate the projected rate and whether the rooms are complimentary or to be charged to the championship budget.

_____ F. **CREDENTIALS –** Order/produce credentials of various categories. The National Office reserves the right to edit & approve final design.

_____ G. **FACILITY –** Provide facilities that meet the standards and approval of the NCCAA, meeting NCAA guidelines, adequate spectator viewing, media area, concession stands, restrooms, signage, water coolers, locker rooms, etc. *Please provide pictures and/or a detailed description (including locker rooms, practice gym, and estimated distance from hotels) of the facilities to be used as supporting documents to the Official Bid.

_____ H. **FACILITY PERSONNEL –** Provide all on-site personnel/staff necessary to conduct the championship including, but not limited to, ticket sellers, concession vendors, adequate security, and a facility liaison (see attached). Please identify proposed staff for championship: _____
_____

continued

ITEM 15. NCCAA NATIONAL CHAMPIONSHIP OFFICIAL BID, Page Three

_____ I. **HEADQUARTERS –** Provide space onsite or nearby the facility for use as Championship Headquarters with administrative assistance, computers, copier, Wi-Fi access, and a VIP hospitality room.

_____ J. **INSURANCE AND MEDICAL COVERAGE–** General liability coverage at a minimum of $1,000,000, ambulance service and physician onsite or immediately on call throughout the championship. Certificate required 60 days in advance.

_____ K. **NCCAA LOGOS –** The official NCCAA and event logo (to be obtained from the National Office) shall be used in all print media, including, but not limited to, clothing, media guides, banners, etc., associated with the event and shall not be altered or skewed in any manner.

_____ L. **NCCAA STAFF –** Lodging and meals (meals provided at hospitality room for the duration of the event or $35 per diem) for NCCAA staff members (one National Office staff, commentators, production, Event Chaplain and the National Sport Chair or his/her designate). Travel for NCCAA staff shall be covered by the NCCAA.

_____ M. **OFFICIALS/UMPIRES –** Select and assign NCAA/NAIA Officials/Umpires by the Tournament Director in cooperation with the appropriate national officials' association. Game fees and travel expenses as determined by the local official's association. National Office approval is required.
Please list which official's association will be used: _____
Please provide the pay rate for officials to be used by host: _____

_____ N. **PHOTOGRAPHY –** Photography personnel assigned to the event for coverage of the banquet, opening ceremonies, championship games, CSP, and the awards presentations. NOTE: Sale of photos to participating teams may be offered at rates approved by the Host. Complimentary high-resolution photos must be sent electronically to the National Office as follows: CSP photos – sent immediately following the CSP; Action photos – sent periodically throughout each day of the event; Championship team with banner photos – sent immediately following the championship; All event photos – the National Office holds the right to access and use any photo taken at the event for social media, website, marketing, online galleries, etc. The photographer shall be given photo credit if desired.

_____ O. **PRACTICE SITES –** Provide practice time on the facilities the day before the event and, potentially, during the event. *Please provide pictures of the practice facilities.

_____ P. **PRESS PERSONNEL –** Provide media personnel necessary for the administration of the event, including public address announcers. Public Address announcer(s) must be neutral and host school cannot utilize personal introduction format (lights, music, etc.). The host must utilize the NCCAA Music Policy and applicable Public Service Announcements. The host must provide results for all contests and report results to all competing SID's and the National Office.

_____ Q. **PROGRAM –** Production of the championship souvenir program, including printing costs and advertising commissions (printed quantity and QR code for digital copy to be decided with National Office). The championship logo shall be developed by the National Office. (See item K. NCCAA LOGOS) The National Office will provide certain required items to be included in the program. National Office approval is required.

_____ R. **PUBLICITY & PROMOTION –** Advance publicity and promotion related to the event to include paid advertising, posters, flyers and related expenses. Reference the NCCAA Branding Guide and National Office approval required.

_____ S. **QUALIFIER PACKET** – In conjunction with the NCCAA National Office, provide the necessary information in an expedient manner to complete the packet by the established dates.

_____ T. **SECURITY** – Host must provide sufficient security on-site to aid in game management.
Describe security coverage plan: _____

_____ U. **STATISTICS** – Host must provide live stats for all contests and report XML and PDF results to all SID's, Coaches, and National Office Communications Staff immediately following each contest. Live stats for each contest must be recorded by trained personnel through PrestoSports or Genius Sports software and connect to the NCCAA live stats link provided through SIDEARM Sports.

_____ V. **TICKETS –** All costs related to championship tickets, including printing and sales expenses. To honor NCCAA membership cards, passes and credentials for admittance to the event.

continued

_____ W. **TOURNAMENT DIRECTOR –** The Athletics Director shall serve as the Tournament Director of the National Championship unless otherwise designated. It shall be clearly defined and communicated who serves in that capacity.
Please specify who shall function as the Tournament Director: _____
Mobile # _____ Email _____ Office # _____

Championship Service Provided By The NCCAA:

_____ A. **AWARDS –** The order, shipping, and payment of all approved championship awards for the event. No additional trophies or awards shall be added to the approved awards. All awards shall be ordered through the official NCCAA award supplier.

_____ B. **CHAMPIONSHIP APPAREL –** All Championship apparel shall be provided by Fine Designs, the official provider for NCCAA Championship product. The host site shall work with Fine Designs staff to provide adequate space and power supply throughout the event.

_____ C. **EVENT CHAPLAIN –** Each National Championship host shall have a Chaplain, arranged by the NCCAA National Office, who shall be available to the teams that participate. (Lodging and meals provided by the host.)

Participant Arrangements Provided by the Host:

_____ A. **TEAM HOUSING –** Negotiate the best possible hotel rates for team housing to include a block of not less than 4-6 rooms per team. It is best if one host hotel can be secured. National Office approval is required. Please provide a list of possible hotels, estimated rates, and estimated time of travel to host facilities.

_____ B. **VENDORS/SPONSORS –** Negotiate best possible rates for area vendors/sponsors, including, but not limited to, restaurants, entertainment options, laundry services, etc. Please provide a listing of vendors/sponsors for each area listed above.

VII. FINANCIAL OBLIGATIONS

Prospective host sites commit to the following financial responsibilities in bidding for the National Championship. ***Please attach a projected budget summary.***

_____ The host guarantees all authorized expenses. Host will submit a $2,500 hosting fee (no hosting fee is required for member institutions which host). If the event's income exceeds expenses, the net income shall be divided among the host and the NCCAA National Office at a 60/40 ratio.

_____ Should a host exit from an accepted bid (after signed and approved by the NCCAA National Office), a $5,000 forfeiture fee must be paid by the host entity within 30 days of notification.

_____ _____
Athletics Director's Signature *Date*

_____ _____
President's Signature (if applicable) *AD/Host Mobile Number*

_____ _____
Institution/Affiliation *AD/Host Office Number*

FOR OFFICE USE ONLY

_____ Approved _____ Not Approved _____ NCCAA Subsidy (if applicable)

NCCAA Executive Director _____ Date _____

Date Revised 07/09/2025

SAMPLE

ITEM 16. SUGGESTED CHAMPIONSHIP EVENT TIMELINE

A. Nine Months to a Year Prior
   1. Ball Shipment
      Work with appropriate vendor/sponsor ensuring correct numbers are ordered and sent to host site on time.
   2. Banners
      Distribute championship banners, branding banners, and corporate banners to host.
   3. Facility
      Secure competition site and all equipment necessary to conduct the event. This is a must in order to bid.
   4. Housing
      Secure championship headquarters hotel, negotiating comp rooms and meeting rooms.
   5. Insurance
      Secure spectator liability insurance.
   6. Transportation
      Negotiate and coordinate the best rates for team rentals. Participants must lodge in the HOST hotel, if possible.
   7. Sponsors
      Solicit and secure local site sponsors for financial or in-kind support. Submit list of sponsors to the National Office to ensure no conflicts exist with national sponsors.
   8. Practice Sites
      Secure local facilities for teams to use for practice throughout the event.
   9. Publicity and Promotion
      Develop posters, flyers, advertisements, and related expenses to promote the event.

B. Six Months to Nine Months Prior
   1. Budget
      Develop estimated event budget.
   2. Trainers
      Identify training needs and secure staff.
   3. Tickets
      Create artwork, approve ticket design, and place disclaimer on the back of the ticket to be approved by the National Sport Chair and the Director of Membership.
   4. Staff Shirts
      Determine the number and order staff and event personnel shirts. Shirts must be purchased through Fine Designs.

C. Three Months to Six Months Prior
   1. Awards
      National Office shall place the order with Cowart Awards in Greenville, SC and ship to host.
   2. Banquet Organization
      Determine/develop ticket prices, location, menu, seating, program, etc.
   3. Budget
      Develop budget and submit to the National Office
   4. Event/Bench Personnel
      Secure scoring, press box/sideline, and other personnel as needed.
   5. Facility Management
      Secure concessions, security, ticket sellers/takers, etc.
   6. Officials
      Notify all officials about championship information, contract, per diem, game fees, medical information, etc.
   7. Program
      Secure printer, create design, and develop the event program. The NCCAA shall provide the host with the cover artwork, all applicable ads from sponsors, general NCCAA information, a photo and welcome letter from the Executive Director, and the chaplain bio and photo.
   8. Game Activities
      Develop special events, Christian Service Project (CSP), half-time activities, special presentations, and secure national anthem presenters, etc.
   9. Honorary Coaches
      Secure community/businesspeople interested in being a liaison to a participating team if possible.
   10. Photographer
      Secure services for championship events. Email/mail high resolution .jpg or .gif photos of the championship, especially winning team with the banner, immediately following the event to jcampbell@thenccaa.org.

continued

ITEM 16. SUGGESTED CHAMPIONSHIP EVENT TIMELINE, Page Two

11. Radio, Webcasting, Television
    Coordinate all broadcasts with the Director of Communications. Assist with ethernet connections.

D. Within the Last Three Months
    1. Awards Ceremony
       Script the order of presentation with assistance from Championship Committee.
    2. Awards
       Verify arrival of awards with the host and send copy of the order to the host for inventory check.
    3. Ball Shipment
       Verify the receipt of ball shipment with the host.
    4. Program
       Institutions shall send their team information for the program directly to the Tournament Director of the National Championship.
    5. Bracketing
       Pairings and seedings are completed by the selection committee.
    6. Championship Instructions
       Prepare packets for coaches, officials, and championship committee. Host to include local information.
    7. Credentials
       Order credentials and lanyards, categories, number, and colors. Samples shall be sent to the host upon request.
    8. Housing
       Determine housing assignments of championship personnel, meeting room locations, etc.
    9. Public Address Announcements
       Develop list of announcements to be read throughout the event.
    10. Media Coordinator
        Assign someone to work with teams and media during the event for statistics and press releases.
    11. Merchandise
        Finalize design. Must work with Fine Designs, the official NCCAA t-shirt vendor.
    12. Travel
        Arrange for NCCAA staff, championship committee, media, etc.

ITEM 17. NCCAA NATIONAL CHAMPIONSHIP COMMITTEE RESPONSIBILITIES

I. PURPOSE

The National Championship Committee shall oversee the National Championship to ensure that it is administered according to NCCAA policies and procedures.

II. MEMBERS

The three-person committee shall consist of the NCCAA National Office representative or their designate, Tournament Director of the National Championship or an individual appointed by the Tournament Director of the National Championship, and the National Sport Chair.

III. RESPONSIBILITIES

The Championship Committee shall:

A. Have at least one committee member on site for each contest.

B. Handle any protests/disputes over rules or procedures during the tournament. The committee shall have the final say on any protest(s). All three committee members shall be involved in any decisions regarding protests.

C. Be responsible to keep the championship games on schedule.

D. Oversee the behavior of players, coaches, and spectators.
   1. Committee members have the obligation to immediately approach any spectator who is:
      a. Constantly yelling at officials
      b. Using vulgar language
      c. Making threats
      d. Causing an unusual disturbance.

      The spectator shall be warned and told that, if these actions continue, they shall be asked to leave.
   2. Committee members have the same obligation to approach a coach concerning the same type of disturbance from team personnel. Committee members have the right to approach and to remove such personnel from the contest and, pending a committee meeting, from the remainder of the championship.
   3. Should an incident occur in which spectators or team personnel are removed, the committee shall write an incident report and forward it to the National Office. A decision shall be made of further actions against an offending institution.

E. Express in writing any problems which occurred during the National Championship and submit report to the National Office within seven days following the championship. This report shall be presented to the Administration Committee of the Board of Directors.

ITEM 18. NCCAA CHAMPIONSHIP MUSIC POLICY

It is the goal of the NCCAA to glorify God in the music that is played at all regional and national events. Each host institution of an NCCAA postseason contest is required to ensure that all music played during the event complies with the following guidelines:

1. It is encouraged that Christian music be integrated within the pre-game and in-game play list so that God may be specifically recognized and praised through the music that is played.
2. Music produced by Christian artists and bands who also perform neutral/crossover music is allowed.
3. Potentially questionable music that has not been previously approved must be submitted to the Tournament Director of the National Championship or their designate for approval at least 24 hours in advance of the event where the music is to be played.
4. The NCCAA does not allow the playing of secular music that includes lyrics. Selected music from the secular genre without lyrics may be allowed and shall be determined on a case-by-case basis.
5. If a song without lyrics is presented for approval, the original lyrics of that song must be submitted for review. If those lyrics are deemed to be non-offensive and consistent with the values of the NCCAA and its membership, then such music may be approved.

ITEM 19. NCCAA PUBLIC ADDRESS ANNOUNCEMENTS

About the NCCAA
The NCCAA sponsors 23 National Championships and one National Invitational across two divisions each year. The NCCAA uses intercollegiate athletics to further The Great Commission and is committed to equipping student-athletes and coaches to make a positive impact for Christ. For more information, visit www.thenccaa.org.

Mission Statement
To keep Christ at the center of intercollegiate athletics.

#KingChasing Program
The NCCAA's #KingChasing program uses the four Biblical characteristics of the Game Plan 4 LIFE – Love, Integrity, Faith, and Excellence – to enhance the purpose of collegiate athletics to be more than winning championships. Its mission is to keep Christ at the center of the student-athlete experience.

Christian Service Projects
Student-athletes and coaches participate in Christian Service Projects at each NCCAA National Championship. Through sports clinics, hunger relief efforts, clean-up events, and donations, the NCCAA and its member institutions work to leave a lasting impact for Christ locally, nationally, and internationally.

Game Conduct
The NCCAA is committed to the true spirit of competition and upholding the four core values of the Game Plan 4 LIFE: Love, Integrity, Faith, and Excellence. We ask that each participant, official, and spectator join us in exhibiting these Christ-like characteristics and help create a positive environment in which to enjoy [today's/tonight's] competition.

National Anthem and Invocation
At this time, we ask all those who can to please stand and remove your hats for an invocation to be given by _____. **Pray**

Anthem Recorded [If applicable]
Please remain standing in a spirit of respect for the presentation of our National Anthem.

Anthem Performed Live [If applicable]
Please remain standing in a spirit of respect for the presentation of our National Anthem, sung by _____.

Color Guard Organization [If applicable]
[Today/Tonight] the colors are presented by local representatives of the _____ (Color Guard Organization).

ITEM 20. PARADE OF CHAMPIONS FORMAT
(Sample Script)

- Ladies and gentlemen, please direct your attention to the _____ as we honor this year's participating teams during the Parade of Champions.
- Leading our processional this evening are our officials, all of whom are members of the (officials association). Presenting the flag is _____, from _____. Thank you to the men and women of _____ for their service to all of the participating teams!
- Next, we have our volunteers for this year's championship. These individuals shall give over ____ (number) hours of service to this event over the next ____ (number) days and without them, such an event would not be feasible. Thanks to all of these service-oriented folks for their time and effort!
- And now for the ____ (number) participating teams in this week's competition. Each team is accompanied by local youth from the _____.

  (This suggested format can be used for Basketball, Soccer, Baseball, Softball, and Volleyball. Introduce teams according to order of seed. Example: From city, state, representing the name of specific region, with a record of wins/losses, the mascot name of college/university. The mascot name are coached by name and assisted by name. Welcome the mascot name of college/university.)

#1 Seed: From _____, representing the _____with a record of _____the _____ of _____. The _____are coached by _____ and assisted by _____. Welcome the _____of _____.

#2 Seed: From _____, representing the _____with a record of _____the _____ of _____. The _____are coached by _____ and assisted by _____. Welcome the _____of _____.

#3 Seed: From _____, representing the _____with a record of _____the _____ of _____. The _____are coached by _____ and assisted by _____. Welcome the _____of _____.

#4 Seed: From _____, representing the _____with a record of _____the _____ of _____. The _____are coached by _____ and assisted by _____. Welcome the _____ of _____.

#5 Seed: From _____, representing the _____with a record of _____the _____ of _____. The _____are coached by _____ and assisted by _____. Welcome the _____of _____.

#6 Seed: From _____, representing the _____with a record of _____the _____ of _____. The _____are coached by _____ and assisted by _____. Welcome the _____of _____.

#7 Seed: From _____, representing the _____with a record of _____the _____ of _____. The _____are coached by _____ and assisted by _____. Welcome the _____of _____.

---

continued

SAMPLE

ITEM 20. PARADE OF CHAMPIONS FORMAT, Page Two

#8 Seed: From _____, representing the _____with a record of _____the _____ of _____. The _____are coached by _____ and assisted by _____. Welcome the _____of _____.

#9 Seed: From _____, representing the _____with a record of _____the _____ of _____. The _____are coached by _____ and assisted by _____. Welcome the _____of _____.

#10 Seed: From _____, representing the _____with a record of _____the _____ of _____. The _____are coached by _____ and assisted by _____. Welcome the _____of _____.

#11 Seed: From _____, representing the _____with a record of _____the _____ of _____. The _____are coached by _____ and assisted by _____. Welcome the _____of _____.

#12 Seed: From _____, representing the _____with a record of _____the _____ of _____. The _____are coached by _____ and assisted by _____. Welcome the _____of _____.

- Recognize any other local representatives &/or dignitaries, special guests, etc.
- The NCCAA is very thankful for the over 90 intentionally Christ-centered institutions that call themselves members of the NCCAA. Today, more than ever, intercollegiate athletics are being used to serve the Great Commission of Jesus Christ. These _____ student-athletes join over 13,000 of their peers in honoring our Lord through their efforts in this great game. Our culture is crying out for young people such as the ones before you and only eternity will display the results of their combined service in the years to come.
- This year, NCCAA student-athletes shall provide over 4,500 hours of Christian service while at NCCAA events. _____ (CSP recipient) was the beneficiary of the service by the teams here tonight. We thank those Championship participants who assisted in this effort and would ask you to recognize them with your applause.
- At this time, we ask all those who can to please stand and remove your hats for an Invocation to be given by _____. (Prayer)
- Let's have one more round of applause for all these teams and the institutions they represent.
- Announce start time for the game.

SAMPLE

ITEM 21. NCCAA AWARDS PRESENTATION PROCEDURES

NOTE: Adapt the following information to sport specific

#1 Presentation of 4th place plaque _____

#2 Presentation of 3rd place plaque _____

#3 Presentation of 2nd place plaque _____

#4 Presentation of 1st place banner _____

#5 Presentation of the All-Tournament Team (name and institution, announce the Tournament Most Outstanding Player last)

#6 Presentation of Championship Team awards: Read the names of the team from the Championship Program.

NAME OF PLAYER/INSTITUTION:

1._____ 6._____

2._____ 7._____

3._____ 8._____

4._____ 9._____

5._____ 10._____

#7 Presentation of All-American Awards (name and institution of player), 2nd team, and, lastly, the 1st Team

NAME OF PLAYER/INSTITUTION:

1._____ 6._____

2._____ 7._____

3._____ 8._____

4._____ 9._____

5._____ 10._____

#8 Presentation of Scholar-Athletes who have received this honor (read name and institution of those participating in the Championship)

NAME OF PLAYER/INSTITUTION:

1._____ 6._____

2._____ 7._____

3._____ 8._____

4._____ 9._____

5._____ 10._____

continued

SAMPLE

ITEM 21. AWARDS PRESENTATION PROCEDURES, Page Two

#9 Presentation of Player of the Year (read comments presented to announcer by the National Sport Chair). Gather information from specific coach or player

_____

_____

_____

#10 Announce any record that was broken during the tournament (player/team recognition)

PLAYER	TEAM	RECORD
_____	_____	_____
_____	_____	_____

#11 All teams (and any special groups/individuals/parents) circle up on the floor for the closing prayer and any remarks.

SAMPLE

ITEM 22. FINANCIAL STATEMENT OF NCCAA NATIONAL CHAMPIONSHIP

_____
(SPORT)

_____ _____
DATES SITE/HOST

INCOME

Gate Receipts/Ticket Sales	$ _____
Souvenirs (t-shirts, hats, etc.)	_____
Concessions	_____
Program Sales/Advertisements	_____
Sponsor Donations (itemize on sponsor sheet)	_____
Entry/Sport Fees (where applicable)	_____
Miscellaneous	_____
TOTAL INCOME	**$** _____

EXPENSES FOR CHAMPIONSHIP OPERATIONS

Awards/Plaques (see Awards section)	$ _____
Banquet	_____
Special Equipment (attach list)	_____
Officials	_____
Souvenirs (t-shirts, hats, etc.)	_____
Programs/Printing/Posters	_____
Postage	_____
Telephone	_____
Housing (for National Sport Chair, Officials, Speakers, etc.)	_____
Mileage (for National Sport Chair, Officials, Speakers, etc.)	_____
Workers (attach list and list titles)	_____
Miscellaneous	_____
Team Reimbursements (attach itemized sheet)	_____

continued

SAMPLE

ITEM 22. NCCAA CHAMPIONSHIP FINANCIAL STATEMENT, Page Two

CHAMPIONSHIP REIMBURSEMENT (attach itemized sheet)

Meals

Banquet $ _____

Other _____

Lodging (Teams) _____

Travel (Teams) _____

TOTAL EXPENSE **$** _____

BALANCE (use + or -) **$** _____

AMOUNT ASSUMED BY HOST **$** _____

ENDING BALANCE (use + or -) **$** _____

SAMPLE

ITEM 23. NCCAA NATIONAL CHAMPIONSHIP REPORTING FORM

Sport_____

National Sport Chair_____

Vice-Chair_____

Host Site_____City_____State_____

Dates of Championship _____

The National Sport Chair Report for the Administration Committee and the Annual Convention shall be completed and emailed to the Director of Championships at the National Office. (Please write your personal opinion and evaluation of the sport.)

On a separate piece of paper please complete the following questions:

1. What are the recommended changes in your sport for the coming year?
2. In a few paragraphs, please write a State of the Sport Report, from your point of view.
3. Include the Financial Statements for the National Championship and send them to the National Office.
4. Send the Minutes of your National Coaches' Business Meeting; **highlight all action items for the NCCAA Administration Committee.**
5. Please indicate any and all of the changes to your sport for the Official Handbook.
   Suggestion: Highlight the Roman numeral, letter, number, or number of the page with the word, phrase, sentence, or paragraph, then **BOLD** the requested change.

SAMPLE

ITEM 24. NCCAA INCIDENT AND/OR EJECTION REPORTING FORM

This form is to be completed by 1) the NCCAA game official(s)/umpire(s) ejecting a student-athlete or coach, and 2) the Athletics Director of the ejected student-athlete or coach. The form must be submitted to the NCCAA within 48 hours after the completion of the contest. You shall receive a copy of the report via email after you submit the form. If submitting via Teamworks, you shall receive a copy of the report via email after you submit the form.

Submitter Information

Submitted By _____ Submitter's Role ☐ Athletics Director ☐ Official

Institution (if applicable) _____ Phone _____

Email Address _____

Contest Information

Sport _____ Final Score _____

Date of Contest _____ Level of Contest ☐ Varsity ☐ JV

Location of Contest (city/state) _____

Home Team _____ Away Team _____

Game Officials _____

Incident/Ejection Information

Ejected Individual's Name _____

Ejected Individual's Institution _____

Ejected Individual's Role _____ Jersey Number (if applicable) _____

Ejection Reason _____

Ejection Details:

Is there video of the incident? ☐ Yes ☐ No

Are there witness statements? ☐ Yes ☐ No

I understand that any coach or student-athlete ejected while representing an NCCAA member institution in competition shall be automatically subject to suspension(s) per sport rules and the Infractions & Penalties section of the NCCAA Handbook (IV.A. & IV.B.).

Submitter's Signature _____ Date _____

Please email the completed form to your Regional Coordinator and to Brandon Gilmore, Director of Membership at bgilmore@thenccaa.org.

SAMPLE

ITEM 25. NCCAA SEXUAL ABUSE & MOLESTATION PREVENTION POLICY

NCCAA prohibits and does not tolerate sexual abuse or misconduct in the workplace or during any organization-related activity. NCCAA provides procedures for employees, volunteers, board members, or any other victims of sexual abuse or misconduct to report such acts. Those reasonably suspected or believed to have committed sexual abuse or misconduct shall be appropriately disciplined (applicable to their relationship to the NCCAA), up to and including termination of employment, removal from any event or volunteer position, and/or referred to the authorities. No employee, volunteer, board member, or other person, regardless of his or her title or position has the authority to commit or allow sexual abuse or misconduct.

Definitions and Examples
The following definitions or examples of sexual abuse, misconduct, or harassment may apply to any and/or all of the following persons – employees, volunteers, or other third-parties.

Sexual abuse or misconduct may include, but is not limited to:

- Child sexual abuse: any sexual activity, involvement, or attempt of sexual contact by an adult with a person who is a minor (under 18 years old) where consent is not or cannot be given.
- Sexual activity with another who is legally incompetent or otherwise unable to give consent.
- Physical assaults or violence, such as rape, sexual battery, abuse, molestation, or any attempt to commit such acts.
- Unwanted and intentional physical conduct that is sexual in nature, such as touching, pinching, patting, brushing, massaging someone's neck or shoulders, and/or pulling against another's body or clothes.
- Unwelcome and inappropriate sexual activities, advances, comments, innuendoes, bullying, jokes, gestures, electronic communications, or messages (e.g., email, text, social media, voicemail), exploitation, exposure, leering, stalking, or invasion of sexual privacy.
- A sexually hostile environment characterized as comments or conduct that unreasonably interferes with one's work performance or ability to do the job or creates an intimidating, hostile, or offensive environment.
- Direct or implied threats that submission to sexual advances shall be a condition of employment or affiliation with the organization.

Reporting Procedure
NCCAA National Office staff and event leadership staff shall immediately report suspected sexual abuse or misconduct to NCCAA National Office staff or local authorities (when NCCAA staff may be source of abuse). It is not required to directly confront the person who is the source of the report, question, or complaint before notifying any of the individuals listed. NCCAA shall take every reasonable measure to ensure that those named in the complaint of misconduct or are not too closely associated with those involved in the complaint shall not be part of the investigative team.

Anti-retaliation and False Allegations
NCCAA prohibits retaliation made against any employee, volunteer, board member, coach, student-athlete, or other person who lodges a good faith complaint of sexual abuse or misconduct or who participates in any related investigation. Knowingly making false or malicious accusations of sexual abuse or misconduct can have serious consequences for those who are wrongly accused. NCCAA prohibits making false or malicious sexual misconduct allegations as well as deliberately providing false information during an investigation. Anyone who violates this rule is subject to disciplinary action, up to and including termination of employment or membership and criminal prosecution.

Investigation and Follow-up
NCCAA shall take all allegations of sexual abuse or misconduct seriously and shall promptly, thoroughly, and equitably investigate whether misconduct has taken place. The organization may utilize an outside third-party to conduct an investigation of misconduct. NCCAA shall cooperate fully with any investigation conducted by law enforcement or other regulatory/protective services agencies. NCCAA shall make every reasonable effort to keep the matters involved in the allegation as confidential as possible while still allowing for a prompt and thorough investigation.

Reporting to Law Enforcement or Appropriate Child or Adult Protective Services
NCCAA is committed to following the state and federal legal requirements for reporting allegations or incidents of sexual abuse or misconduct to appropriate law enforcement and child or adult protective services organizations. The conducting of an internal investigation and review is independent and secondary to cooperation with law enforcement authorities.

continued

ITEM 25. NCCAA SEXUAL ABUSE & MOLESTATION PREVENTION POLICY, Page Two

Employee and Worker Screening and Selection
As part of its sexual abuse and misconduct prevention program, NCCAA is committed to maintaining a diligent screening program for prospective and existing employees, volunteers, and others who may interact with those employed by, associating with, or serviced by NCCAA. The organization may utilize a variety of methods of screening and selection, including but not limited to applications, personal interviews, criminal background checks and personal and professional references.

Supervision of Youth
The intent is to avoid one-on-one interactions between adults and minors who are not easily observable by others. If individual meetings with a minor must be held in an office or isolated area, keep the door open. Only conduct closed door meetings when another adult is put on notice of the meeting and the door remains unlocked.

NCCAA ACKNOWLEDGEMENT FORM: SEXUAL ABUSE & MOLESTATION PREVENTION POLICY

(Required for all staff and event management)

I acknowledge that I received and read the Sexual Abuse and Misconduct Prevention Policy and/or had it explained to me. I understand that it is my responsibility to abide by all rules contained in the policy. I also understand how to report incidents of sexual abuse or misconduct as set forth in the policy, including retaliation against any employee or volunteer exercising his or her rights under the policy.

I acknowledge that I will be alerted when changes and updates are made to the Sexual Abuse and Misconduct Policy and will be responsible for reading and complying with these updates.

Employee/Volunteer's Printed Name	Employee/Volunteer's Signature
Witness' Signature	Date

ITEM 26. NCCAA STUDENT-ATHLETE OF THE WEEK PROCEDURES

I. PROCEDURES

A. The NCCAA Student-Athlete of the Week award shall be given during regular season play to one student-athlete in each active male and female sport in both Division I and Division II, chosen from the list of nominees submitted by all recognized sports each week. Some sports such as Soccer, Baseball, Softball, Indoor/Outdoor Track and Field, and Women's Volleyball have two awards due to the nature of the sport. The recognized sports are: Baseball, Men's and Women's Basketball, Men's and Women's Cross Country, Men's & Women's Golf, Men's and Women's Indoor Track and Field, Men's and Women's Soccer, Softball, Men's and Women's Outdoor Track and Field, and Men's and Women's Volleyball.

B. Only one student-athlete per school can be nominated for each sport, except for the sports that have two awards (Baseball M/W Soccer, Softball, M/W Indoor & Outdoor Track & Field, M/W Volleyball). Two award sports may have one student-athlete per school for each award within the sport, with the same athlete eligible to be nominated for both awards.

C. The official nomination form shall be used. The student-athlete shall be nominated by his/her respective coach, Sports Information Director, or Athletics Director and shall exemplify the Christian ideals held by the NCCAA.

D. List accomplishments for the preceding week (Monday through Sunday). Accomplishments during scrimmages/ exhibitions are not to be submitted.

E. Submit the form through Teamworks (www.teamworksapp.com). Nominations are due on Mondays by 1:00 p.m. (ET). Nominations submitted outside of Teamworks shall not be accepted. Nominations submitted after the deadline shall not be included for consideration.

F. A high-resolution headshot and action shot photo of your nominee must be included within the nomination form. Without one or both photos, nominees may be excluded from consideration.

G. The Director of Communications shall review all nominations and select the award recipient(s) for each sport.

H. Each school is responsible to provide a press release to its local media.

I. The NCCAA National Office shall provide one certificate for the student-athlete. The recipients shall be posted on the NCCAA website.

J. Instructions on submitting a Student-Athlete of the Week nomination form can be found on the NCCAA website in the Help Center section.

SAMPLE

ITEM 27. COACH OF THE YEAR NOMINATION FORM

Region _____ Chair _____

Coach's Name _____ Sport _____

Institution _____

Address _____ Telephone (_____)_____-_____

City _____ State _____ Zip _____

20_____ to 20_____ Season Record: Won _____ Loss _____

Comments on the following areas:

Coaching aptitude for the 20_____ to 20_____ Season _____

_____

_____

_____

Christian Character _____

_____

_____

_____

Leadership Qualities _____

Players _____

_____

Coaches _____

_____

Contribution to the National Christian College Athletic Association _____

_____

_____

_____

ITEM 28. NCCAA MISSIONS FUNDING APPLICATION

The National Christian College Athletic Association (NCCAA) is pleased to provide special funding for assisting both student-athletes and coaches as they are involved in sport missions trips and other sport ministry endeavors. Student-athletes and coaches are eligible for missions funding after being identified with a member institution for at least one semester through the term (spring, summer, fall) immediately following identification with, or graduation from, a member institution. *Monies are awarded in the order in which applications are received and as funding is available.* Any monies awarded shall be sent directly to the sending agency or sponsoring organization. The Executive Director shall review all application requests for funding. The maximum support is $1,000 (for teams of 4 or more) and 10% of the total cost for individuals, up to $300 maximum.

Approved applicants **shall be required** to provide a post-trip summary (including any photos or videos if available). The summary must be sent to the NCCAA National Office (may be emailed to ezeigler@thenccaa.org). Other information, including prayer requests during the trip, may also be sent to the National Office.

*Please type or print **all** information requested below:*

☐ Individual Applicant ☐ Team Applicant (Coach as Applicant)

Applicant Name _____ Phone _____

Applicant Email _____ Sport _____

Institution _____ Number Going on Trip _____

Trip Destination _____ Dates of Trip _____

Sponsoring Organization of Mission Trip _____

Organization Contact _____ Phone _____

Total Trip Cost $_____ Amount Already Raised $_____ Amount Requesting from NCCAA $_____

Funding Due Date ____/____/____ Check Payable to _____

Address for Check _____

On separate sheets of paper, please enclose the following:

- Applicant's personal testimony
- Comments regarding the nature of this trip, the type of ministry, and the people who will be served
- Letter of recommendation from supervisor (if a coach) or from coach (if a student-athlete)

The above and enclosed information are accurate to the best of my knowledge. (Both signatures are required.)

Signature of Applicant: _____ Date: _____

Signature of Supervisor: _____ Date: _____

Return this form and accompanying paperwork to:
NCCAA Mission Funding
ATTN: Erica Zeigler
302 W Washington St
Greenville, SC 29601
Phone: (864) 250-1199

SAMPLE

ITEM 29. NCCAA NATIONAL SPORT CHAIR JOB PROFILE

I. FUNCTION

Responsible for directing NCCAA National Championship/Invitational Competition in the sport.

II. SELECTION

A. The National Sport Chair for each NCCAA sport shall be nominated by a majority of the sport coaches with an email ballot to all coaches in that sport.

B. Each nominee shall be confirmed by vote of the NCCAA Board of Directors.

C. The term of service is three years.

D. Re-elections are permitted. There is no limit to the number of terms one can serve.

E. The National Sport Chair may not also serve as Regional Sport Chair.

III. DUTIES

The National Sport Chair shall:

A. Conduct, in concert with the Tournament Director of the National Championship/Invitational and/or the Vice-Chair of the sport, the NCCAA National Championship/Invitational in that sport.

B. Recommend a host site (two years in advance) and date for their respective National Championship/Invitational to the Director of Championships.

C. Conduct all coaches' meetings in addition to the National Championship/Invitational seeding conference call (see Item 36).

D. Be responsible for the adherence to the sport Handbook by all participating institutions.

E. Communicate with all Regional Sports Chairs and make sure they are fulfilling their duties.

F. Submit National Championship/Invitational Reporting Form to the National Office within five days of the event.

G. Submit approved policy changes, procedures, and recommendations (for the Handbook) from the coaches' meetings to the Director of Membership 45 days prior to the NCCAA Annual Convention.

H. Serve on the National Administrative Council for the purpose of evaluating the policies, procedures, and programs of the association and to make recommendations for improvements.

I. Not enter into to any vendor contractual agreement on behalf of the NCCAA.

J. Send the National Office the sport National Rankings for each week.

IV. EXPENSE REIMBURSEMENT

The National Sport Chair shall be entitled to reimbursement by the NCCAA National Office for reasonable expenses, including travel, meals, and lodging (night maximums for National Championships vary by sport), incurred by attending the National Championship. Flights shall only be reimbursed for the price of a ticket purchased 21 days in advance. When on-campus or negotiated lodging is available, the reimbursement rate shall be that of the on-campus or negotiated lodging option. Reimbursements must be requested within 60 days of the event requested. The maximum reimbursement shall be $750.

ITEM 30. NCCAA NATIONAL SPORT VICE-CHAIR JOB PROFILE

I. FUNCTION

The National Sport Vice-Chair shall be responsible for assisting the National Sport Chair and after a three-year term shall take over as the Chair. They shall assume the Chair position if the Chair leaves at any time before the three- year term expires.

II. SELECTION

The National Sport Vice-Chair for each NCCAA sport shall be nominated by a majority of the sport coaches with an email ballot to all coaches in that sport. If a vacancy occurs at any other time, then the position shall be filled by an email ballot. The National Sport Vice-Chair may also serve as a Regional Sport Chair.

III. DUTIES

The National Sport Vice-Chair shall:

A. Assist the National Sport Chair in his/her duties.

B. Perform all duties of the Chair in his/her absence as well as any duties prescribed by the Chair.

C. Not enter into any vendor contractual agreement on behalf of the NCCAA.

IV. EXPENSE REIMBURSEMENT

If the National Vice-Chair is attending the National Championship in place of the National Chair, then the reimbursement policy shall be the same as for the National Chair.

ITEM 31. NCCAA REGIONAL COORDINATOR JOB PROFILE

I. FUNCTION

The Regional Coordinator shall direct and administer all NCCAA sports competition in their respective regions with the assistance of each Regional Sport Chair.

II. SELECTION

A. The Regional Coordinator shall be nominated by a majority vote of the participating members within the respective region.

B. The nominee shall be confirmed by a vote of the Board of Directors.

C. The term shall be for a three-year period.

III. DUTIES

The Regional Coordinator shall:

A. Direct and administer NCCAA sports within the region.

B. Set Regional Meeting dates and chair those meetings. Shall keep Regional Meeting minutes and send a copy to the Director of Membership and each member institution in the region.

C. In concert with the Director of Membership, screen applicants from prospective Regional institutions for NCCAA membership.

D. Serve on the National Administrative Council for the purpose of evaluating the policies, procedures, and programs of the association and to make recommendations for improvements.

E. Develop unity among member institutions within the region.

F. Select (in coordination with the National Sport Chair) and work with Regional Sports Chairs regarding regional playoffs.

G. Complete a year-end report that includes results from regional championships, All-Regional Teams, Regional Coach of the Year, and other special awards for the region.

H. Update the Regional Handbook each year and send a copy to the Director of Membership and each member institution in the region by August 1.

I. Maintain and update the history of the region, including awards and championship information and results.

J. Represent the region at the NCCAA Annual Convention.

K. Not enter into any vendor contractual agreements on behalf of the NCCAA.

IV. EXPENSE REIMBURSEMENT

A. The NCCAA National Office shall reimburse the Regional Coordinator for lodging expenses (three night maximum) incurred at the Annual Convention. When on-campus or negotiated lodging is available, the reimbursement rate shall be that of the on-campus or negotiated lodging option. The maximum reimbursement shall be $750. To be eligible for reimbursement, attendance is required at the State of the Association, Regional Meetings, and Divisional Breakouts.

B. Each region shall cover travel and administrative expenses incurred for NCCAA business including transportation expenses to the NCCAA Annual Convention, pending the region's financial structure. Flights shall only be reimbursed for the price of a ticket purchased 21 days or more in advance. Reimbursements must be requested within 60 days of the event requested.

C. Individuals are required to register for the Annual Convention and registration fees are not reimbursable.

ITEM 32. NCCAA ASSISTANT REGIONAL COORDINATOR JOB PROFILE

I. FUNCTION

The Assistant Regional Coordinator shall be responsible for assisting the Regional Coordinator and, after a three-year term, shall take over as the Regional Coordinator. He/She shall assume the Regional Coordinator position if the Regional Coordinator leaves at any time before the three-year term expires.

II. SELECTION

The Assistant Regional Coordinator for each NCCAA region shall be nominated by a majority of the region athletic directors with an email ballot to all institutions in the region. If a vacancy occurs at any other time, then the position shall be filled by an email ballot. The Assistant Regional Coordinator may also serve as a Region Sport Chair.

III. DUTIES

The Assistant Regional Coordinator shall:

A. Assist the Regional Coordinator in his/her duties.

B. Perform all duties of the Regional Coordinator in his/her absence as well as any duties prescribed by the Regional Coordinator.

C. Not enter into any vendor contractual agreement on behalf of the NCCAA.

IV. EXPENSE REIMBURSEMENT

If the Assistant Regional Coordinator is attending the Annual Convention in place of the Regional Coordinator, then the reimbursement policy shall be the same as for the Regional Coordinator.

ITEM 33. NCCAA REGIONAL SPORTS CHAIR JOB PROFILE

I. FUNCTION

The Regional Sports Chairs shall direct and administer their sport competition in their respective regions with the assistance of each Regional Coordinator and their National Sport Chair.

II. SELECTION

A. The Regional Sports Chair shall be nominated by a majority vote of the participating sport members within the respective region and confirmed with a vote by the region coaches. Nominations can come from the National Sport Chair as well.

B. The nominee shall be confirmed by a vote of the Region Athletic Directors.

C. The term shall be for a three-year period.

III. DUTIES

The Regional Sports Chair shall:

A. Direct and administer their NCCAA sport within the region and be responsible to the Regional Coordinator and their National Sport Chair.

B. Develop unity among their sport coaches within the region.

C. Select site and dates regarding their sport's regional playoffs in conjunction with all their sport coaches in their region and the Regional Coordinator. Dates and sites shall be confirmed by the Region Athletics Directors.

D. Serve as the weekly National Rankings rater for their sport (if applicable).

E. Be responsible for selecting the All-Regional Team and Regional Coach of the Year, according to their National Sport Handbook requirements, and submit this according to the Handbook.

F. Complete a season-end report that includes results from the Regional Championship, All-Regional Teams, Regional Coach of the Year, and other special awards for the region. This report shall be sent to the National Sport Chair and Regional Coordinator.

G. Update the Regional Handbook sports section each year and send that update to the Regional Coordinator.

H. Maintain and update the history of the region for their sport (for the Region Handbook), including awards and championship information and results.

I. Represent the region sport at the NCCAA Annual Convention when possible.

J. Not enter into any vendor contractual agreements on behalf of the NCCAA.

ITEM 34. PROCEDURES FOR NCCAA CONFERENCE CALLS

Sports that use a conference call for the seeding of National Championships (volleyball, men's and women's soccer, men's and women's basketball, baseball, and softball) shall follow these guidelines.

I. INDIVIDUALS INCLUDED ON THE CALL

The following individuals may be included on the conference call:

1. Regional Sports Chairs for the sport, or his/her designate
2. National Sport Chair (chairs the call)
3. Tournament Director of the National Championship
4. Statistician/Rater
5. Director of Championships

NOTE: If a Regional Sports Chair is the coach of a participating team, the Sport Vice-Chair, or the Chair's designate, shall be on the conference call to speak for that region.

II. NATIONAL SPORT CHAIR RESPONSIBILITIES

In advance of the call, the National Sport Chair shall send the following information to all members of the call:

1. The correct phone number and code for the call.
2. The correct time and time zone for the call.
3. The proper documentation (statistical reports, nomination forms, etc.) for making decisions relating to the National Championship.
4. An agenda for the call so each member shall know the topics for discussion, which should include:
    a. Opening prayer
    b. Game times
    c. Brackets
    d. Hotel arrangements
    e. Travel itineraries of the participating teams
    f. Outreach/community Christian Service Projects (CSP)
    g. Parade of Champions procedures
    h. Place and time for the annual coaches' meeting
5. Allow for questions and clarification of the championship itinerary/schedule.

ITEM 35. FULL MEMBER PROXY BALLOT AUTHORIZATION FORM

(This document must be received at the National Office by May 15.)

Annual Convention expectations:

1. The proxy must be given for the Annual Business Meeting and the Region Meetings.
2. Proxies must be communicated to the National Office by May 15 annually.
3. Delegate attendance requirement: must check-in and attend their respective Region Meeting and the Annual Business Meeting.

Due to our inability to have an institutional representative at the NCCAA Annual Meeting, we the Requesting Institution below, have given our proxy for any and all voting issues to the Proxy Institution listed below. We have discussed our institution's support or lack of support for each voting issue and have full confidence that our decisions shall be brought forward by our selected designate.

Requesting Institution	**Proxy Institution**
Print Name	**Print Name**
Title	**Title**
Signature	**Signature**
Date	**Date**
Email Address	**Email Address**

For NCCAA Office use only

Received by May 15: ____YES____NO **Attended 2 previous Annual Meetings**:____YES____NO

Proxy approved: ____YES____NO **NCCAA Signature**:_____

NCCAA Bylaws, SECTION 6.08. ANNUAL MEETING

The Annual Business Meeting of participating institutions shall be held once a year, in conjunction with the Annual Convention. Each institution shall be required to have a voting delegate at the Annual Convention including the entirety of the State of the Association, Hall of Fame Event, Regional Meetings, and the Annual Business Meeting. Failure to have a delegate in attendance shall result in suspension of all sports for the upcoming academic year. A member institution may utilize the Proxy Ballot once every three years when attendance is not possible by any institutional representative. When a proxy ballot is used, attendance becomes required for the next two years. New members must send either the Athletics Director or Vice-President over Athletics to the NCCAA Annual Convention the first two years of membership.

Directions

The member institution wishing to utilize a proxy shall contact another member institution to discuss its voting stance prior to submitting a form.

SAMPLE

ITEM 36. NCCAA AWARD RECIPIENT REIMBURSEMENT POLICY

A. Award Recipients shall be entitled to reimbursement by the NCCAA National Office for reasonable expenses, including travel, meals, and lodging (2 night maximum), incurred by attending the NCCAA Annual Convention. Flights shall only be reimbursed for the price of a ticket purchased 21 days in advance. When on-campus or negotiated lodging is available, the reimbursement rate shall be that of the on-campus or negotiated lodging option. A maximum reimbursement total of $250 shall apply.

B. The Award Recipients reimbursement policy applies to the following awards: Hall of Fame, GP4L Character Student-Athlete Award, GP4L Staff Paul & Carolyn Berry Award, and Heart of Courage Award.

C. Award Recipients shall also receive four (4) complimentary tickets to the Hall of Fame Banquet as part of the NCCAA Annual Convention.

D. Reimbursement forms are available by emailing Erica Zeigler at ezeigler@thenccaa.org.

ITEM 37. NCCAA ALL-REGIONAL TEAM BALLOT

Sport: _____ Division: _____

Region: _____ Year: 20_____ - 20_____

Last Name*	First Name*	Institution	Team (1st, 2nd)	Position

Regional Coach of the Year _____ _____

Coach's Name *Institution*

Regional Player of the Year _____ _____

Player's Name *Institution*

**Please ensure correct spelling.*

Verification:

I verify all the above have been selected to the All-Regional Team.

_____ _____

Regional Sports Chair's Signature *Date*

Submit completed form to the NCCAA National Office
302 W Washington St | Greenville, SC 29601

SAMPLE

Regional and National Championship Brackets

Regional and National Championship Brackets
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Nine Team Single Elimination Brackets
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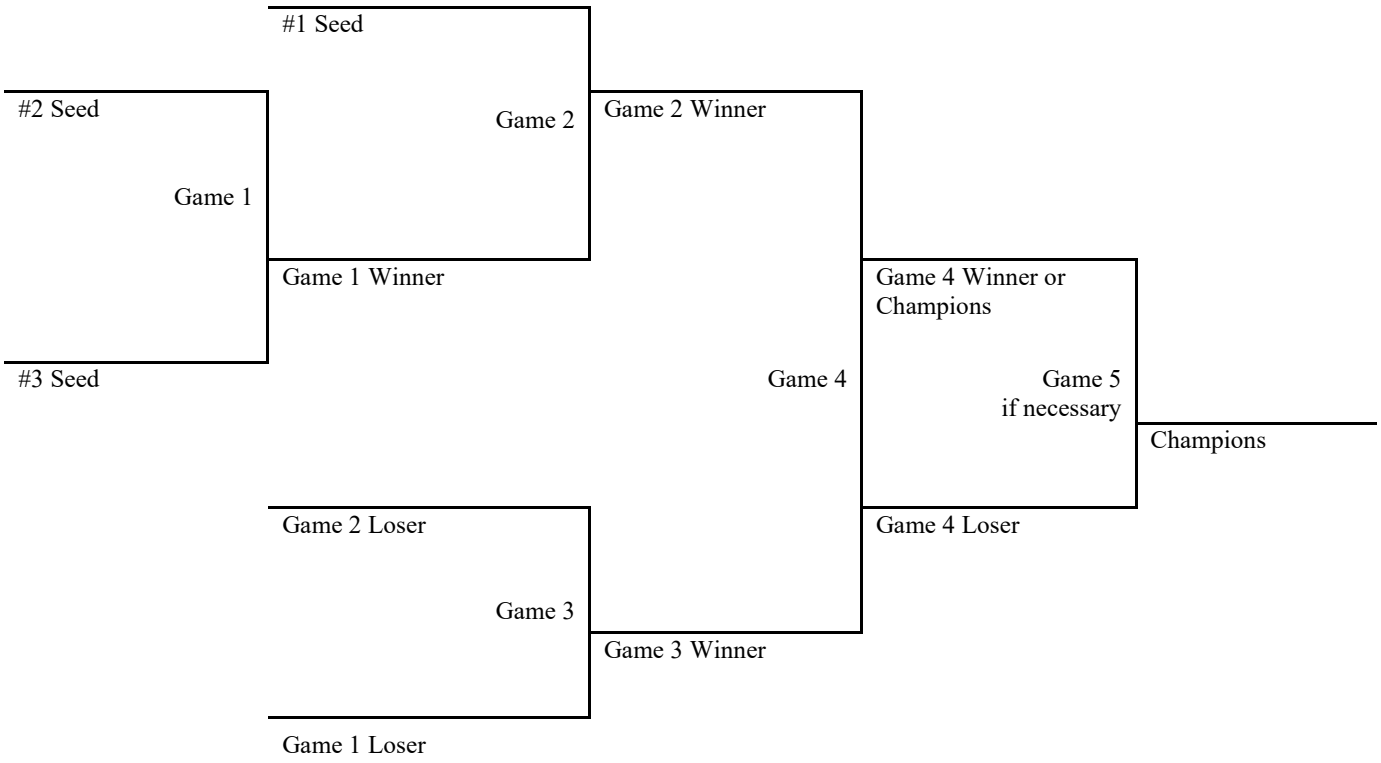
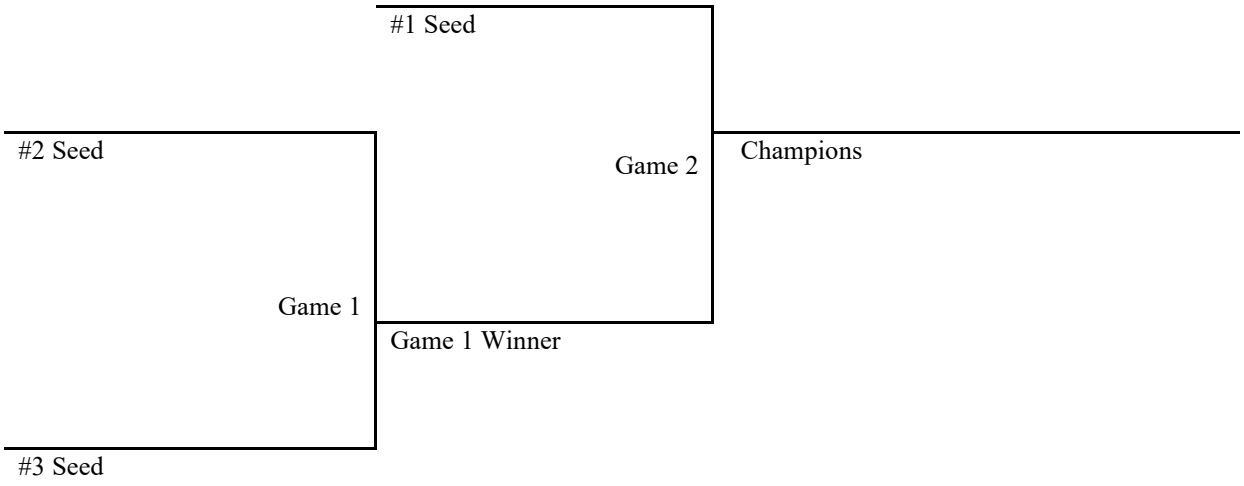
Ten Team Double Elimination Brackets
Ten Team Single Elimination Brackets
Ten Team Single Elimination with Consolation

Three Team Double Elimination Brackets



Three Team Single Elimination Brackets



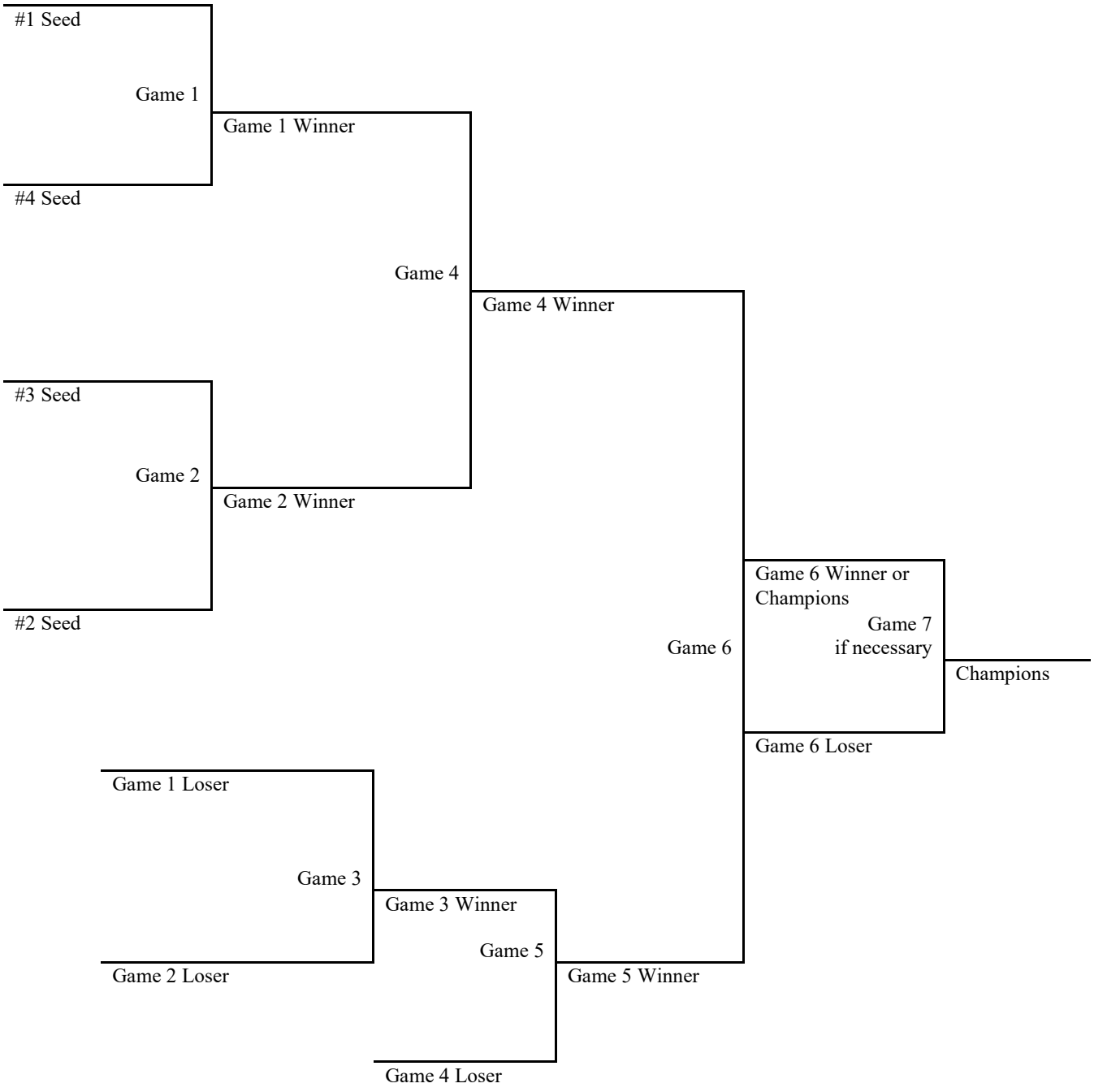
Three Team Round Robin

ROUND	BRACKETS
Round 1	#1 Seed vs. #3 Seed #2 Seed (*Bye*)
Round 2	#2 Seed vs. #3 Seed #1 Seed (*Bye*)
Round 3	#1 Seed vs. #2 Seed #3 Seed (*Bye*)

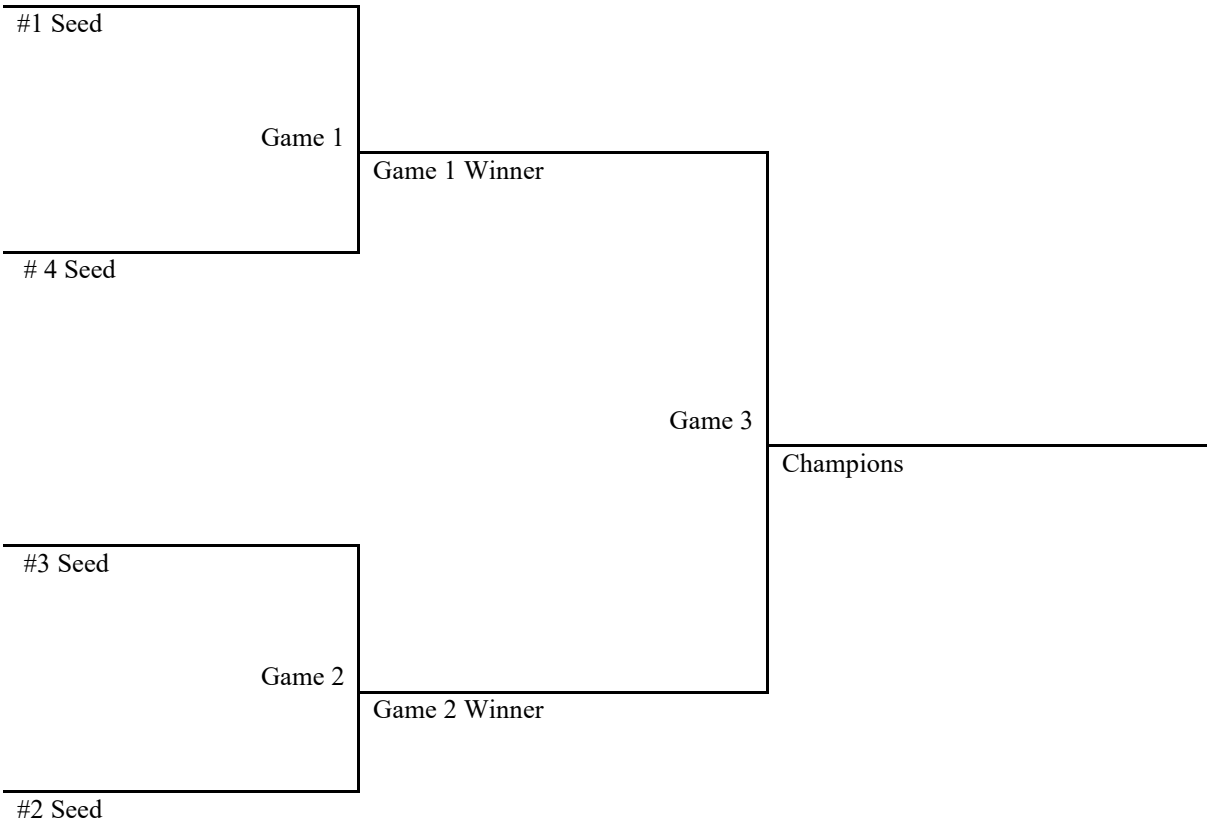
Three Team Round Robin with Final

ROUND	BRACKETS
Round 1	#1 Seed vs. #3 Seed #2 Seed (*Bye*)
Round 2	#2 Seed vs. #3 Seed #1 Seed (*Bye*)
Round 3	#1 Seed vs. #2 Seed #3 Seed (*Bye*)
Final	Round Robin Winner vs. Round Robin Runner-Up

Four Team Double Elimination Brackets



Four Team Single Elimination Brackets



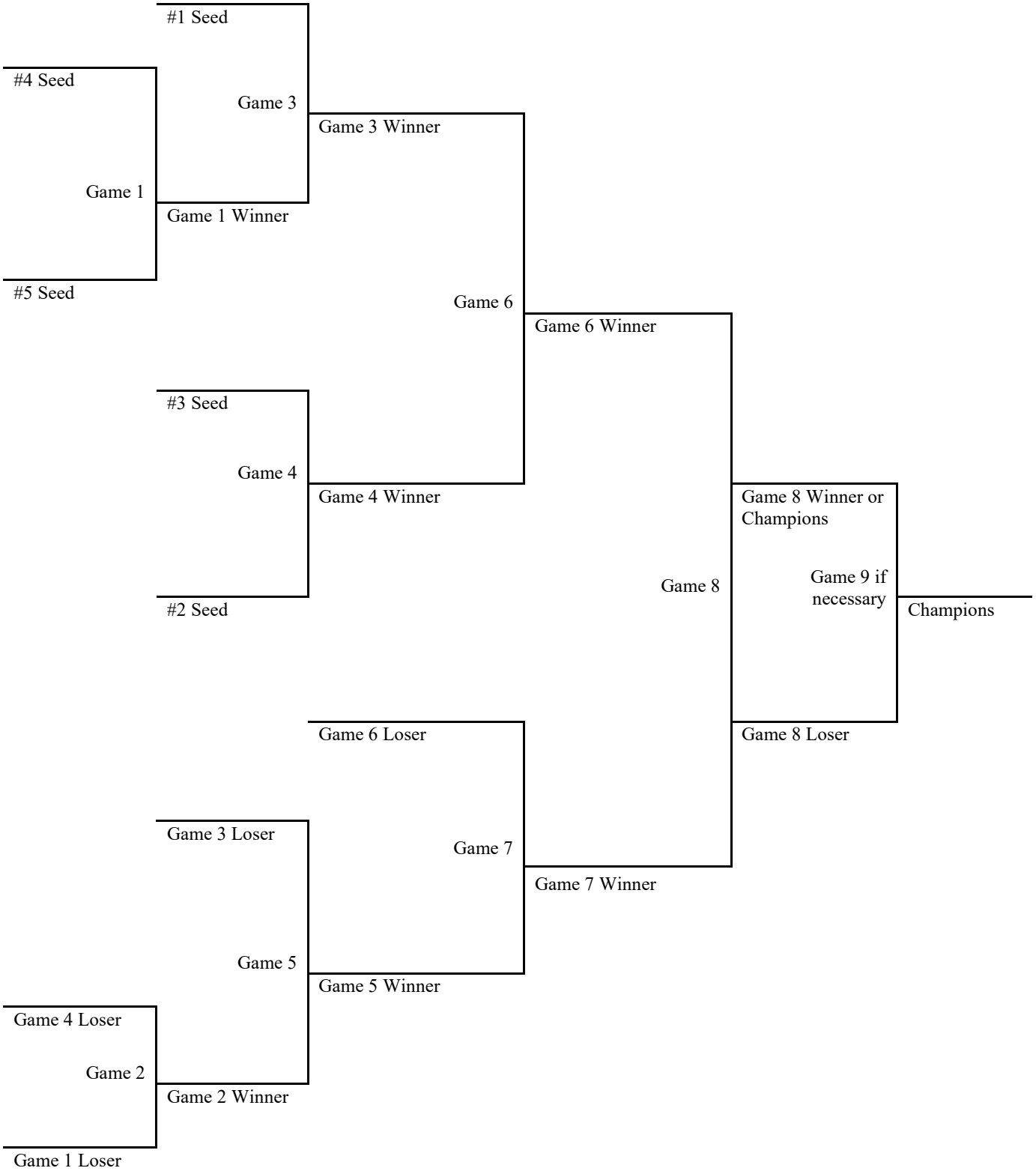
Four Team Round Robin

ROUND	BRACKETS
Round 1	#2 Seed vs. #3 Seed #1 Seed vs. #4 Seed
Round 2	#1 Seed vs. #3 Seed #2 Seed vs. #4 Seed
Round 3	#1 Seed vs. #2 Seed #3 Seed vs. #4 Seed

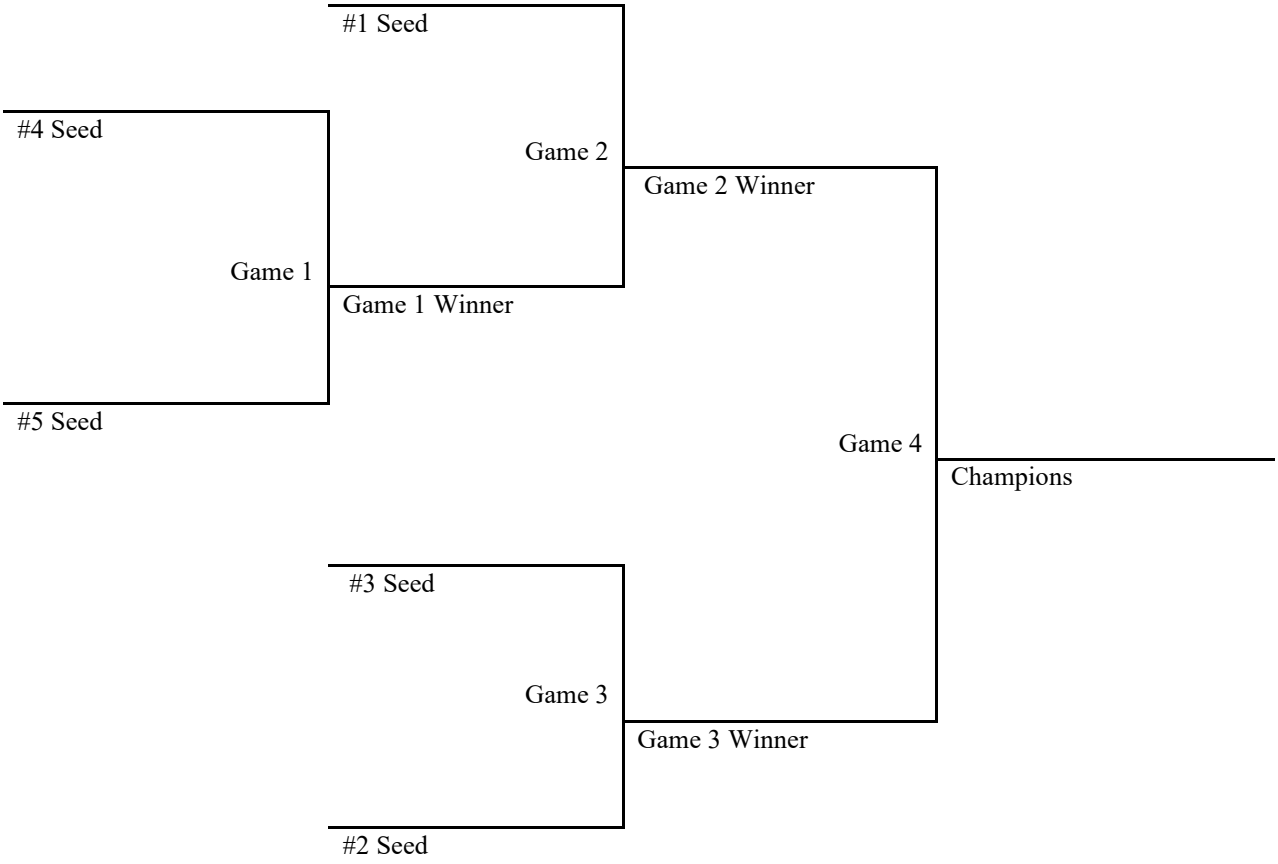
Four Team Round Robin with Final

ROUND	BRACKETS
Round 1	#2 Seed vs. #3 Seed #1 Seed vs. #4 Seed
Round 2	#1 Seed vs. #3 Seed #2 Seed vs. #4 Seed
Round 3	#1 Seed vs. #2 Seed #3 Seed vs. #4 Seed
Final	Round Robin Winner vs. Round Robin Runner-Up

Five Team Double Elimination Brackets



Five Team Single Elimination Brackets



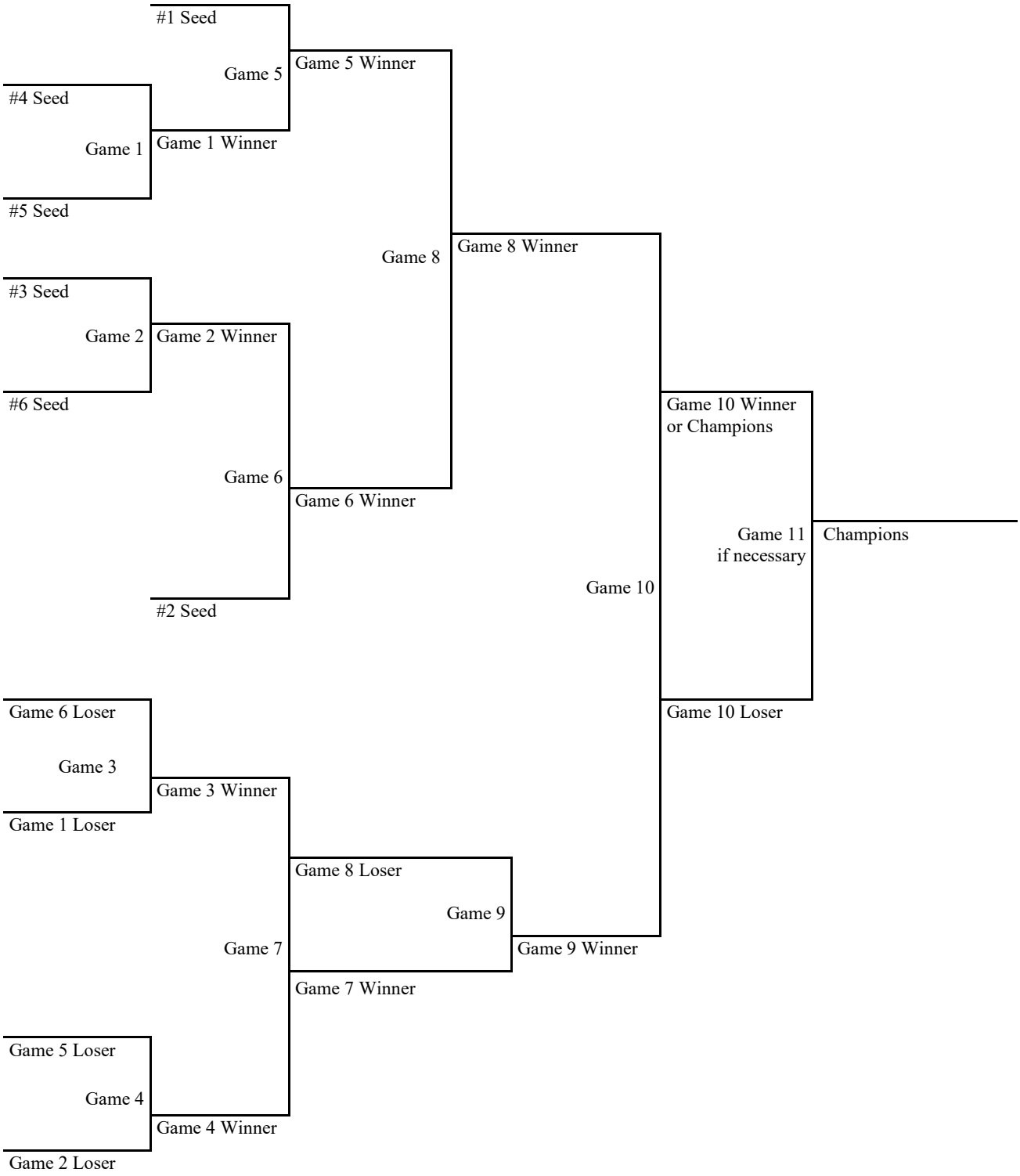
Five Team Round Robin

ROUND	BRACKETS
Round 1	#1 Seed vs. #5 Seed #2 Seed vs. #4 Seed #3 Seed (Bye)
Round 2	#2 Seed vs. #5 Seed #3 Seed vs. #4 Seed #1 Seed (Bye)
Round 3	#1 Seed vs. #4 Seed #2 Seed vs. #3 Seed #5 Seed (Bye)
Round 4	#1 Seed vs. #3 Seed #4 Seed vs. #5 Seed #2 Seed (Bye)
Round 5	#1 Seed vs. #2 Seed #3 Seed vs. #5 Seed #4 Seed (Bye)

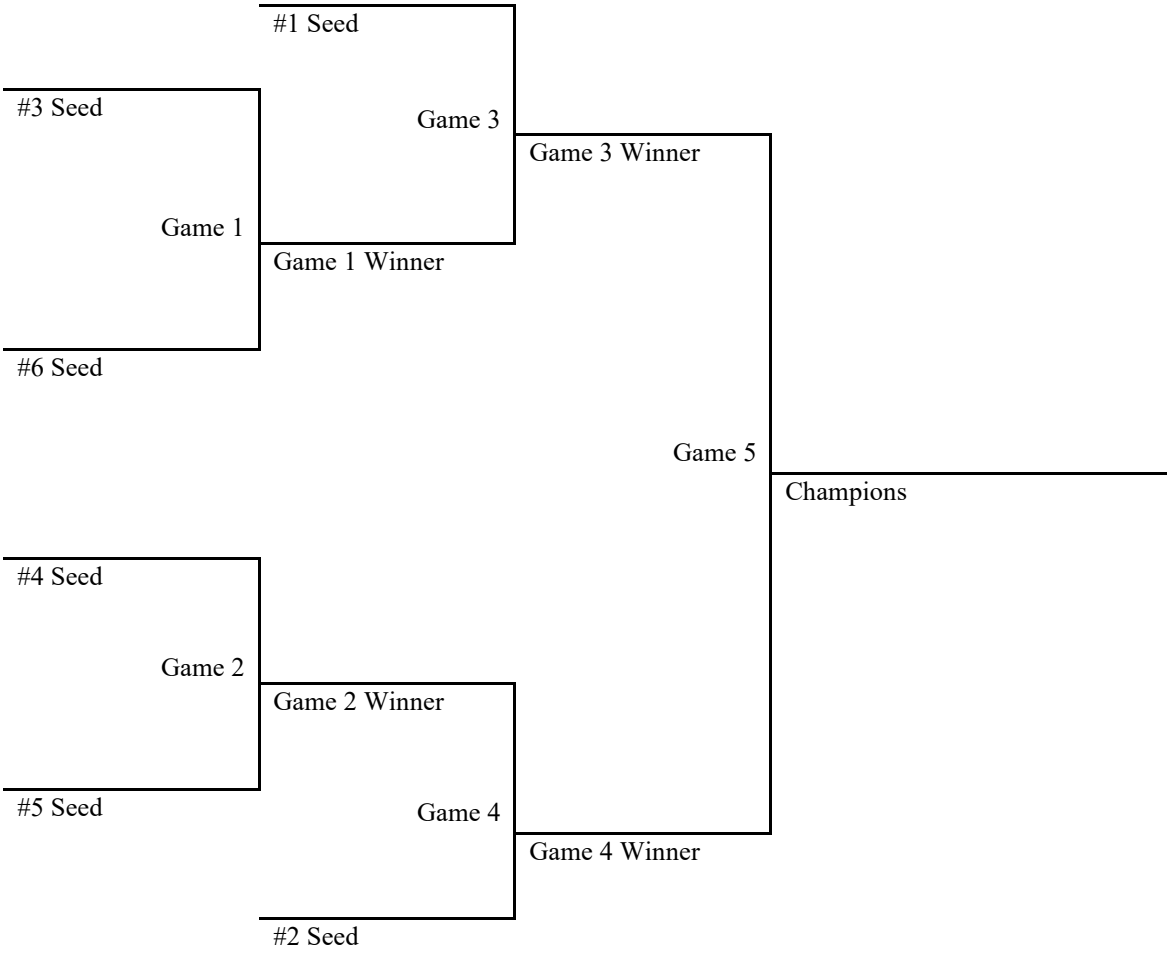
Five Team Round Robin with Final

ROUND	BRACKETS
Round 1	#1 Seed vs. #5 Seed #2 Seed vs. #4 Seed #3 Seed (Bye)
Round 2	#2 Seed vs. #5 Seed #3 Seed vs. #4 Seed #1 Seed (Bye)
Round 3	#1 Seed vs. #4 Seed #2 Seed vs. #3 Seed #5 Seed (Bye)
Round 4	#1 Seed vs. #3 Seed #4 Seed vs. #5 Seed #2 Seed (Bye)
Round 5	#1 Seed vs. #2 Seed #3 Seed vs. #5 Seed #4 Seed (Bye)
Final	Round Robin Winner vs. Round Robin Runner-Up

Six Team Double Elimination Brackets



Six Team Single Elimination Brackets



Six Team Pool Play

Pool A

SCHOOL	POOL PLAY RECORD
#1	
#4	
#5	

Pool B

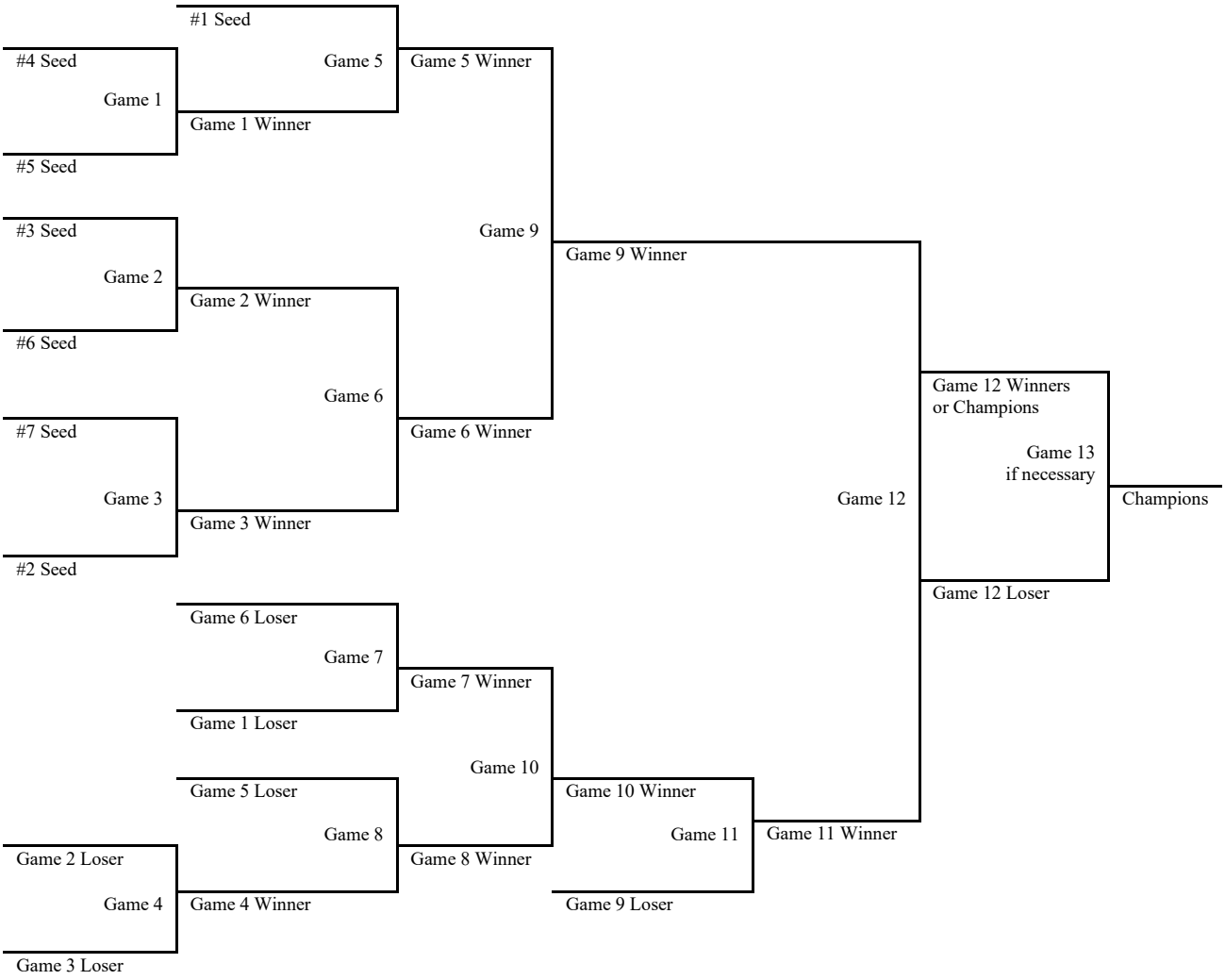
SCHOOL	POOL PLAY RECORD
#2	
#3	
#6	

Schedule

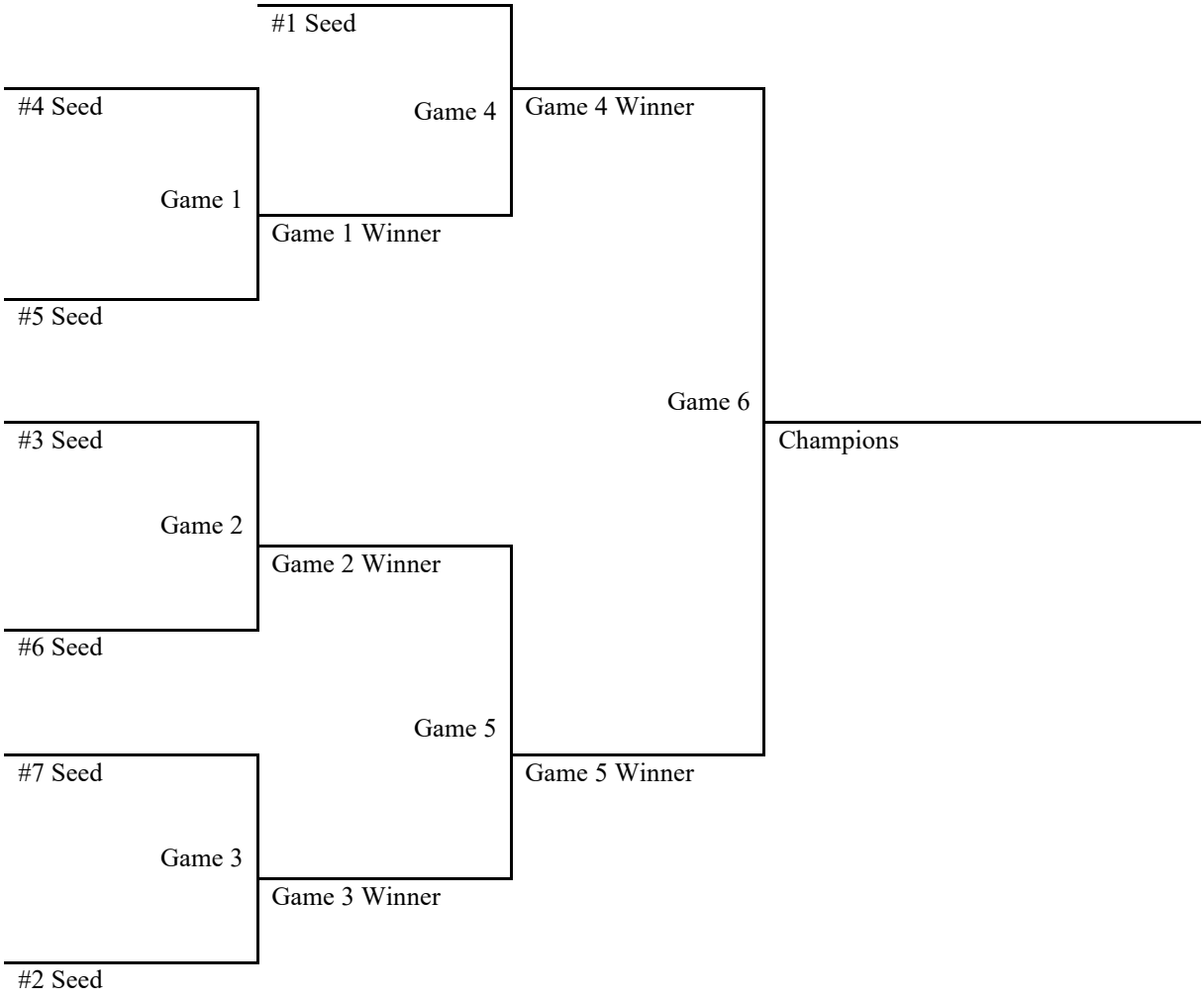
Day 1	Day 2	Day 3
#1 vs #5	#4 vs #5	#1 vs #4
#2 vs #6	#3vs #6	#2 vs #3

Championship Pool A Winner vs Pool B Winner

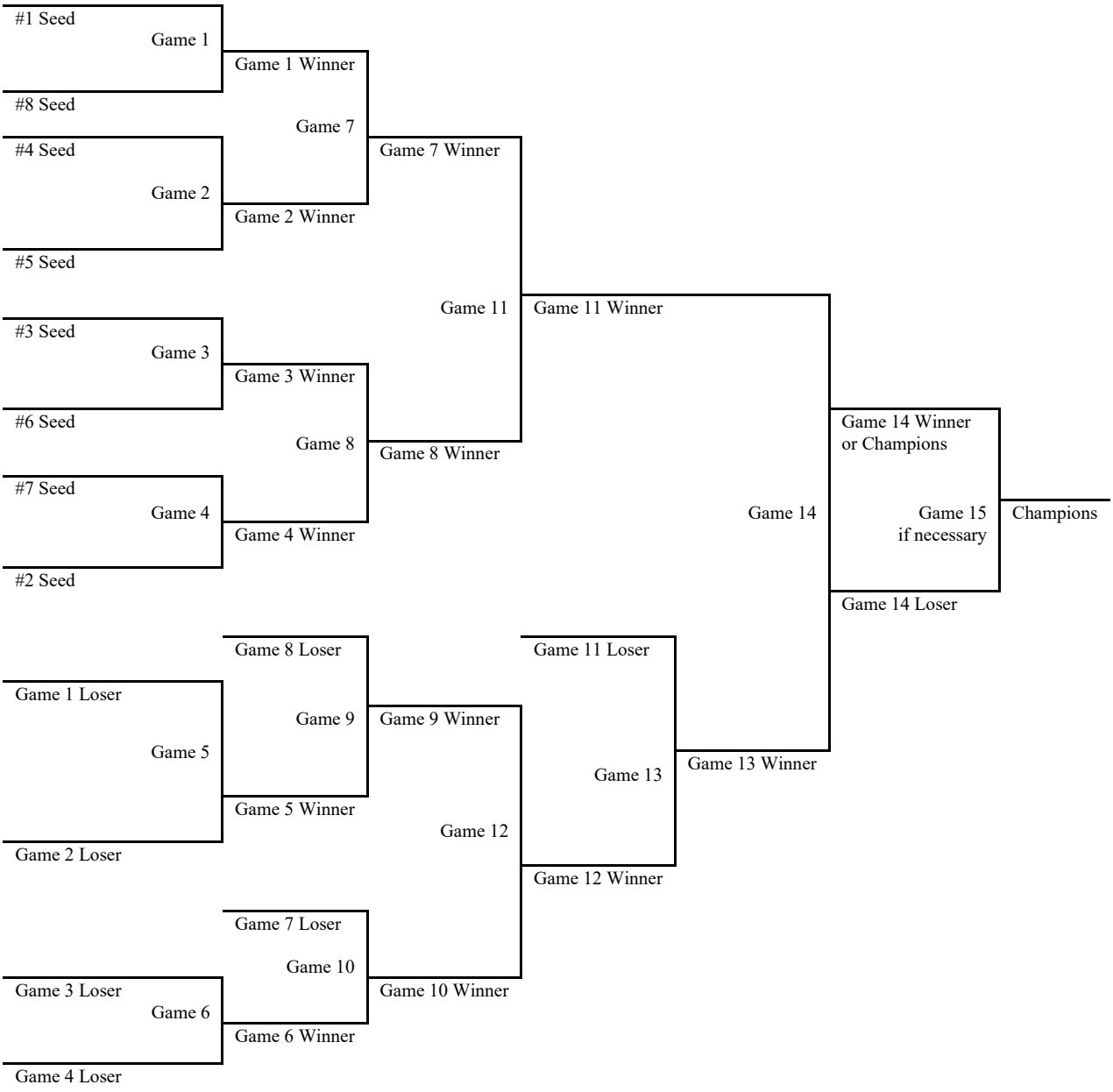
Seven Team Double Elimination Brackets



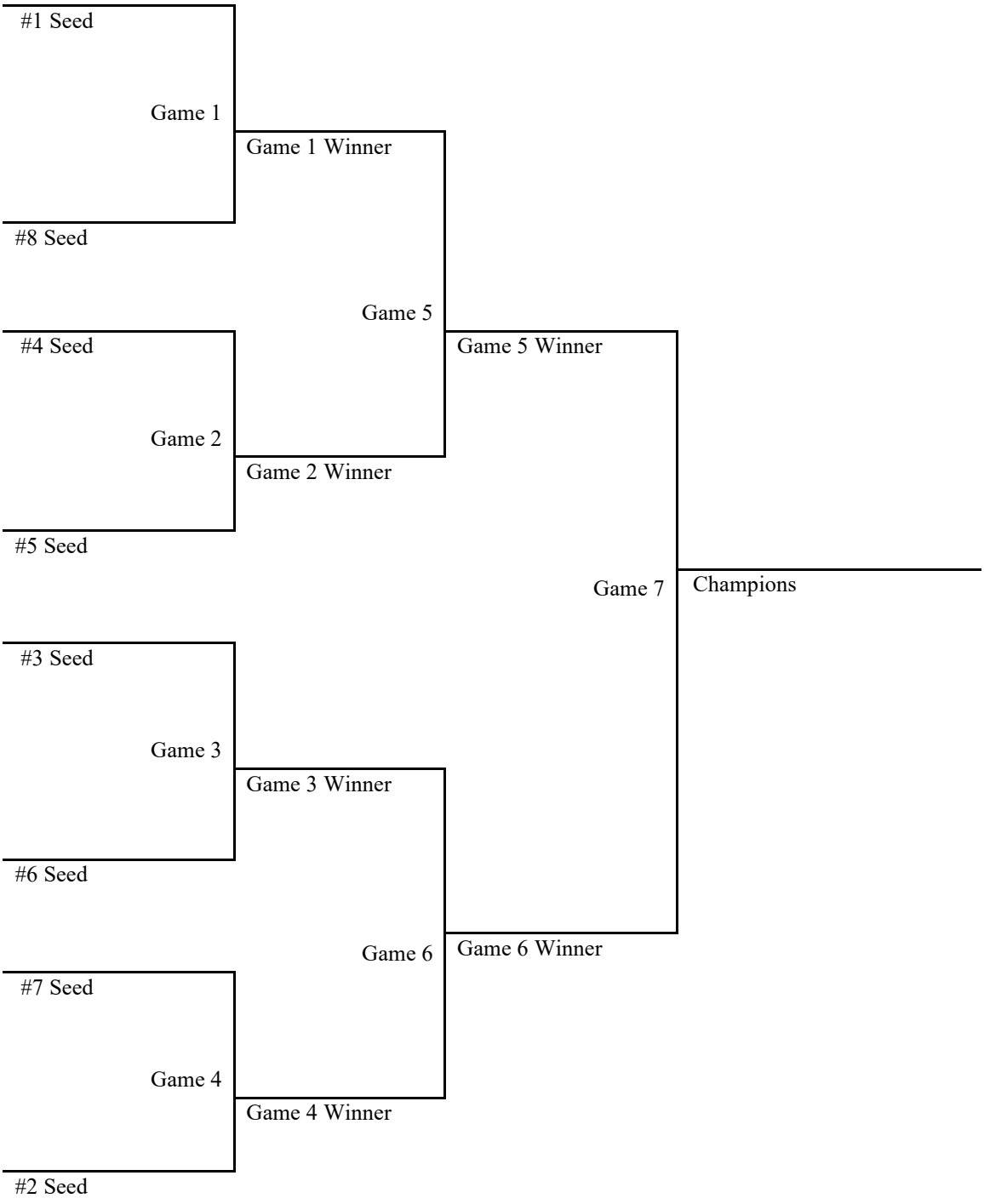
Seven Team Single Elimination Brackets



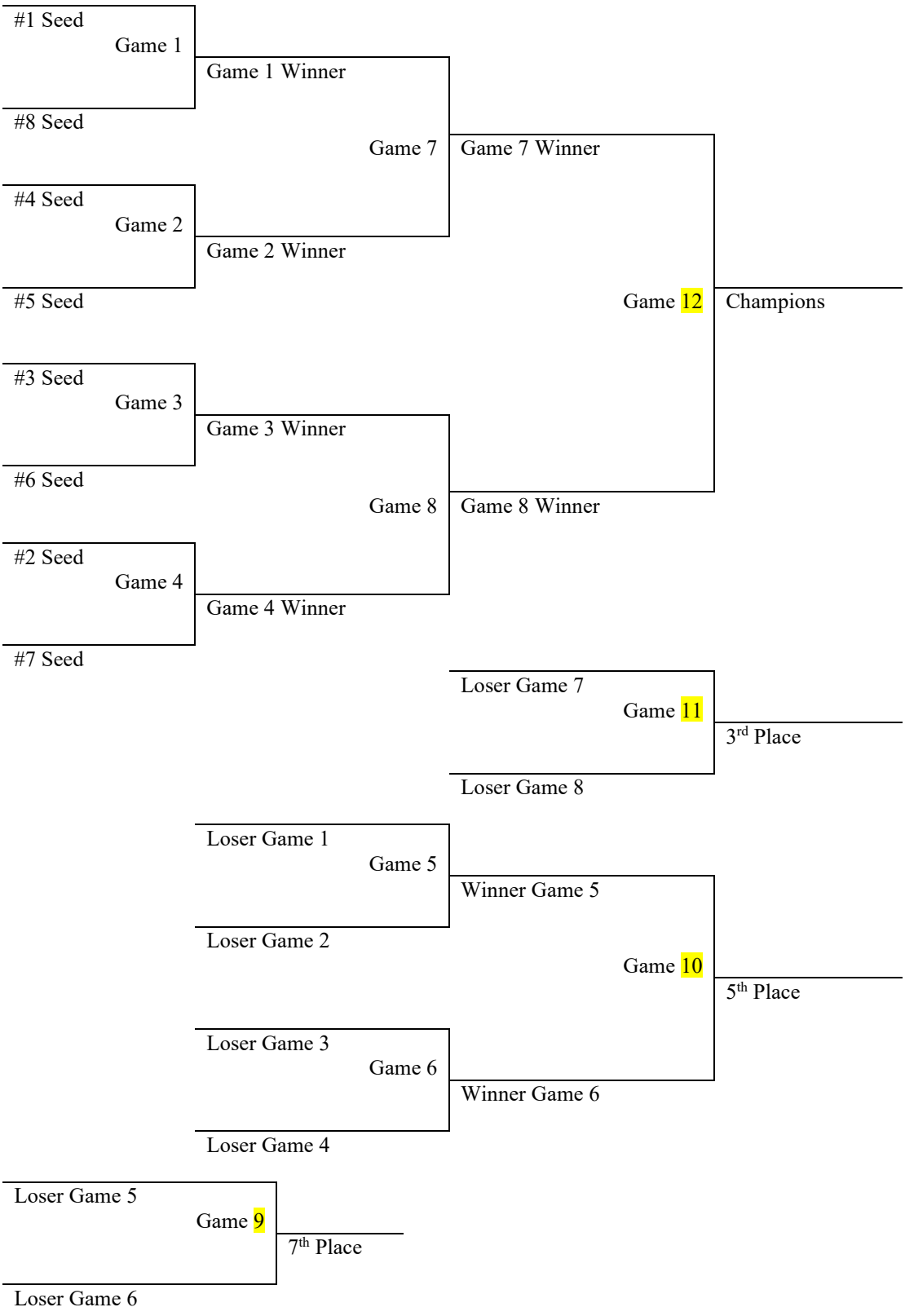
Eight Team Double Elimination Brackets



Eight Team Single Elimination Brackets



Eight Team Single Elimination with Consolation



Eight Team Pool Play

Pool A

SCHOOL	POOL PLAY RECORD
#1	
#4	
#5	
#8	

Pool B

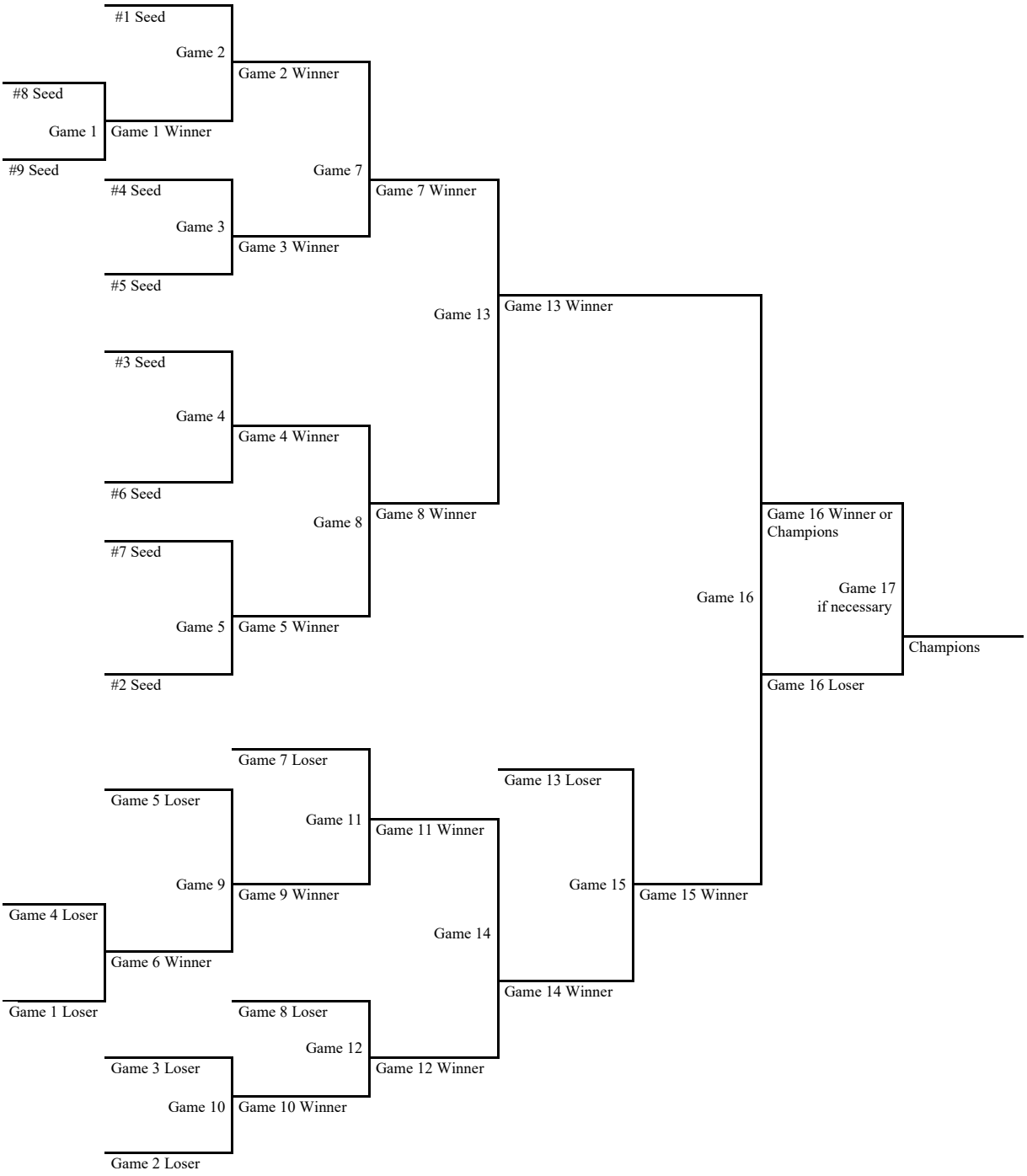
SCHOOL	POOL PLAY RECORD
#2	
#3	
#6	
#7	

Schedule

Day 1	Day 2	Day 3
#1 vs #8	#1 vs #5	#1 vs #4
#2 vs #7	#2 vs #6	#5 vs #8
#4 vs #5	#4 vs #8	#2 vs #3
#3 vs #6	#3 vs #7	#6 vs #7

Championship Pool A Winner vs. Pool B Winner

Nine Team Double Elimination Brackets



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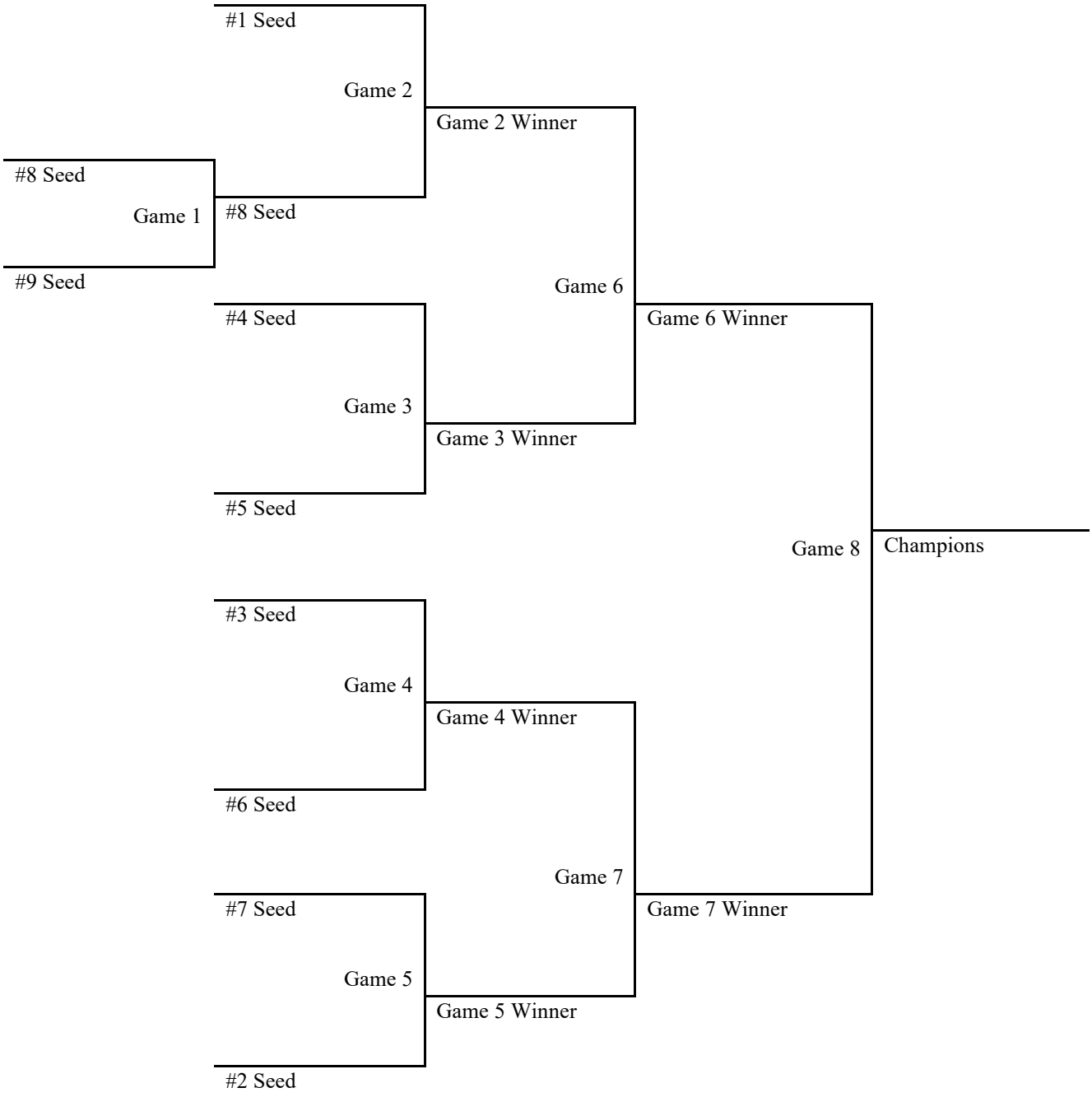


Nine Team Pool Play

Pool A

SCHOOL	POOL PLAY RECORD
#1	
#6	
#9	

Pool B

SCHOOL	POOL PLAY RECORD
#2	
#5	
#8	

Pool C

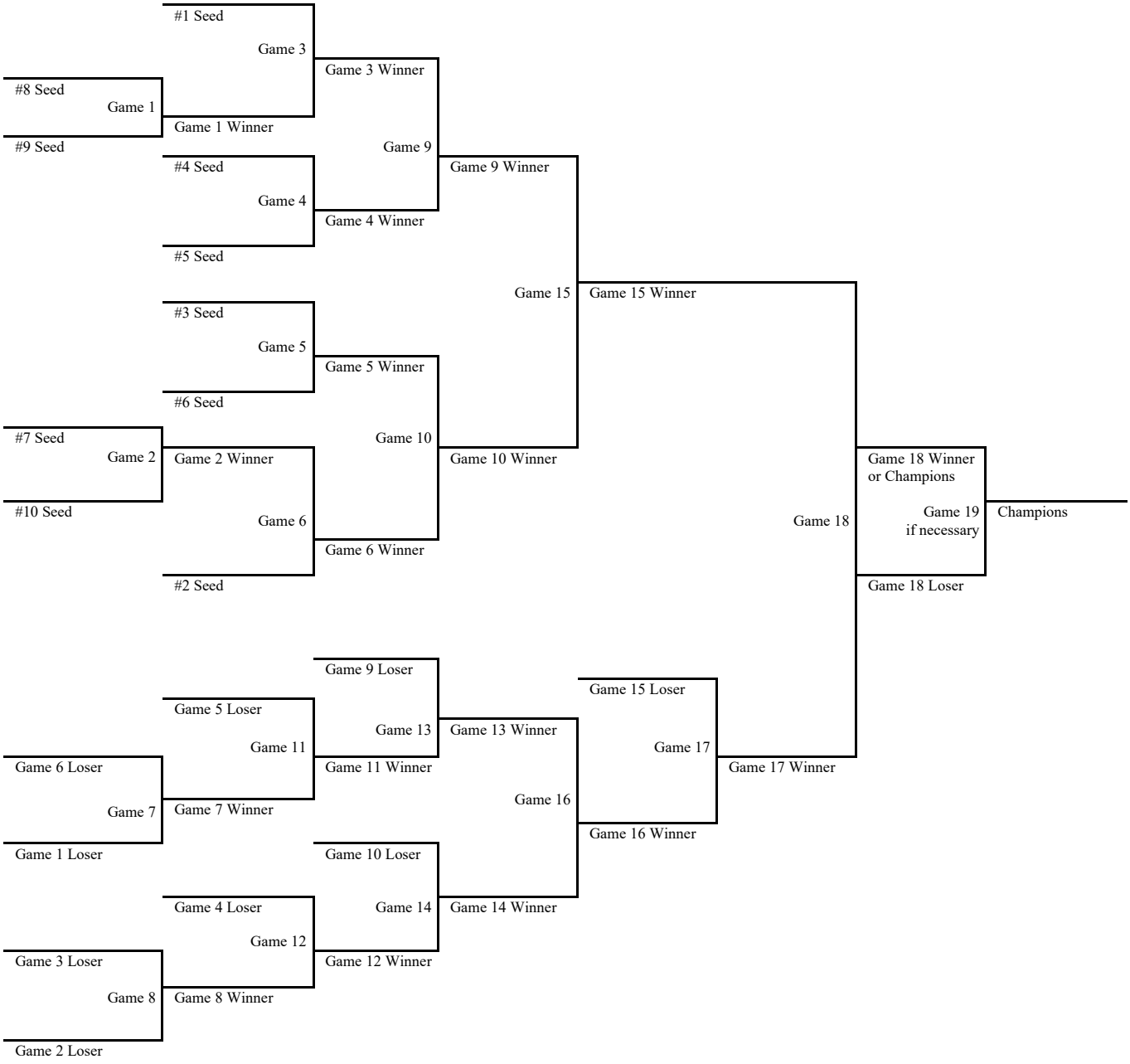
SCHOOL	POOL PLAY RECORD
#3	
#4	
#7	

Schedule

Day 1	Day 2	Day 3
#1 vs #9	#6 vs #9	#1 vs #6
#2 vs #8	#5 vs #8	#2 vs #5
#3 vs #7	#4 vs #7	#3 vs #4

The first-place teams in each pool will play in a semifinal, plus one wildcard team	
Semifinal 1 (Teams Reseeded)	#1 vs. #4
Semifinal 2 (Teams Reseeded)	#2 vs. #3
Championship	Winner Semi 1 vs. Winner Semi 2

Ten Team Double Elimination Brackets



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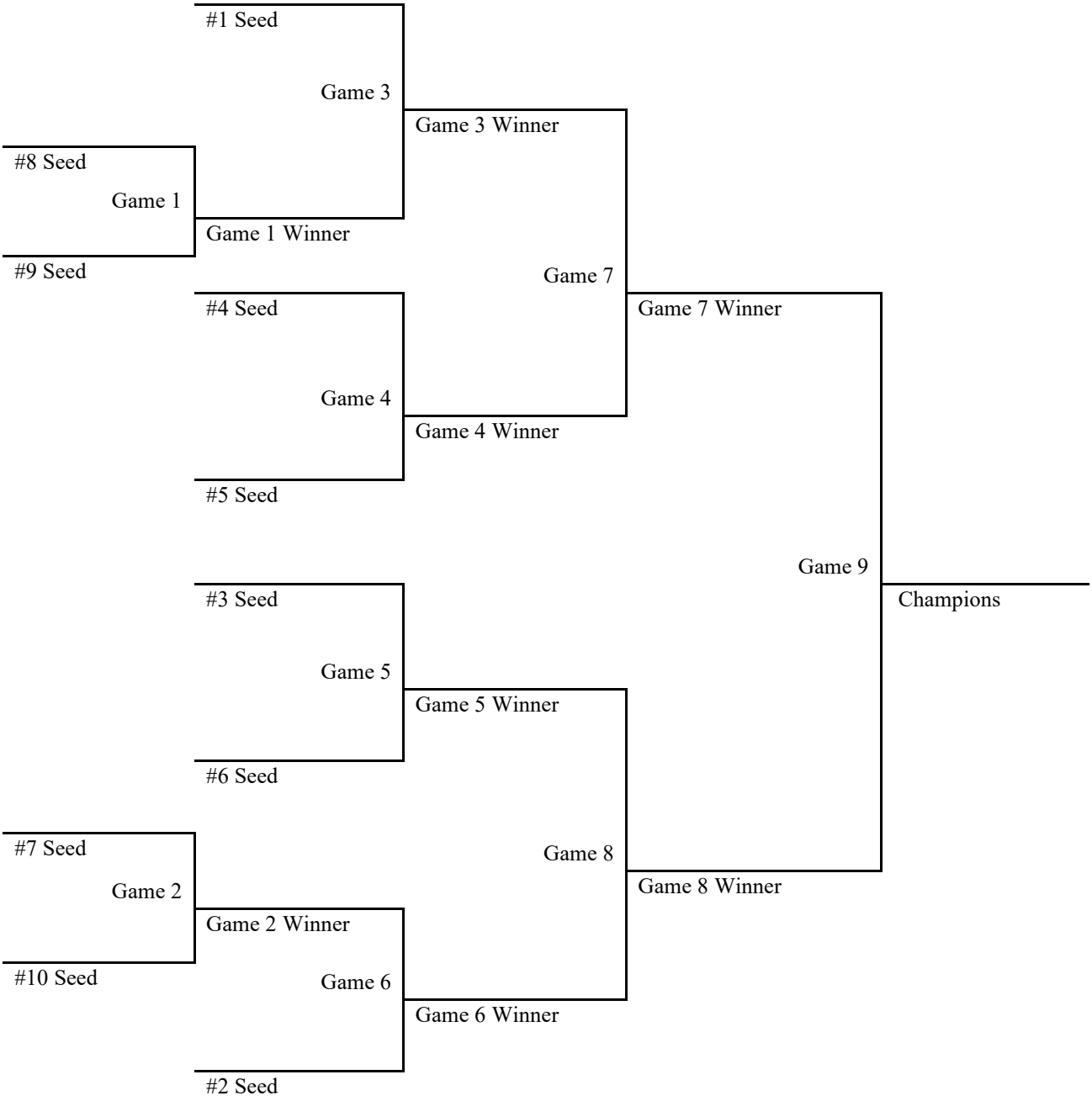

Ten Team Single Elimination with Consolation