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, arrive late and/or not participate in all required functions of the National Championship/Invitational, or not comply with the lodging requirements 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 significant 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, StatCrew, or StatInput). Game files must be submitted to the NCCAA within 24 hours after the game and visiting team appeals are required to be filed with the home team within 48 hours following the conclusion of the contest. 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. For golf and cross country reporting requirements, see the sport-specific handbooks.

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.

Postseason Statistics: NCCAA members must upload files by the weekly deadline for all postseason play (conference tournament, regional championship, national championship, etc.). In NCCAA postseason play, it is the responsibility of the host to record official statistics and the responsibility of the higher seed to upload files. Failure to upload files by the weekly deadline is subject to penalty, including fines.

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