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. An NCCAA National Office representative shall serve as a non-voting member.
      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 by the deadlines listed in the National Handbook Proposal Process.
      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: Juan Lander, Alice Lloyd College
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 15 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, 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. 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.

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.

Yellow and Red Card Stats Reporting: It is recommended that the official statistician verify with officials the accuracy of yellow and red card statistics reporting at the conclusion of each match. Official XML statistics shall be used to verify necessary suspensions for yellow card accumulation for all NCCAA regular season and postseason contests. Failure to accurately report cards is subject to additional penalty. For statistical purposes, any individual receiving two cautions in the same game shall be charged with one yellow card and one red card for accumulation purposes.

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. There shall be a total of two consecutive weeks of power ratings, with the final power rating released the Wednesday prior to the Regional Completion Deadline. 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 7, 2026	November 16-20, 2026	Austin-Tindall Sports Complex, Kissimmee, FL
November 6, 2027	November 15-19, 2027	TBA
November 4, 2028	November 13-17, 2028	TBA
November 3, 2029	November 12-16, 2029	TBA
November 9, 2030	November 18-22, 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. 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. 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.
5. 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.
6. 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.
7. 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.
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 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.
9. 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.

10. 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.
11. 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.
12. 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.
13. 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.)
14. 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.
15. Halftime
    Halftime shall be 10 minutes in duration for all matches.
16. 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.
17. 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.
18. 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.
19. National Championship Housing
    All teams are required to lodge in the hotel(s) designated by the host institution or city for this championship. Lodging at an unapproved location shall be considered failure to comply with its Declaration of Intent to Participate and shall result in loss of eligibility for championship travel reimbursement in addition to a fine of $1,000.
20. 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.
21. 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.

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
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 four NCCAA women's soccer regions which shall be named as follows:
   a. Midwest
   b. North
   c. South
   d. 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 shall be made by a vote of the National Women's Soccer Committee.
   b. There shall be a conference or video call of the Women's Soccer Committee to select and seed the field after the completion of regional play by the Wednesday following the regional completion deadline. Regions with dually affiliated members completing regionals on that Wednesday must have championship game times of no later than 3:00 p.m. and 6:00 p.m. ET. Early and late time slots for men and women shall rotate each year with men early in odd years and women early in even years.
   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
1. Candidates must be submitted using the All-Regional Nomination Form (see Appendix A).
2. The number of athletes on each All-Regional Team shall be equal to the number of athletes on each All-American Team, which for soccer is 11.
3. Regional Player of the Year must be included in the number of athletes on the All-Regional Team, not a plus one in addition to it.
4. The All-Regional Team(s) shall follow the All-American positional breakdown of one goalkeeper, three forwards, three midfielders, three defenders, and one alternate.
5. Regions must use the standard Google Docs form for voting, following the same voting procedures as the All-American process.
6. Votes shall be conducted by position for a positional rank order. A separate vote shall also be conducted for overall rank order.
7. Coaches may not vote for their own players, except when there are only one or two teams in the region.
8. The maximum number of All-Regional Teams a region is permitted to have is based on the number of full members in the region that sponsor the sport, regardless of Declaration of Intent, and is listed in the Sports Policies and Procedures section of the handbook.
9. The maximum number of athletes any team can have on each All-Regional Team (e.g., First Team, Second Team, etc.) is six for soccer.
10. Regions cannot limit nominations based on regular season or postseason finish.
11. Regions are permitted to have Honorable Mention.
12. If a team does not participate in the nominating and/or voting process, that shall eliminate that team from the number of teams in the region when determining how many All-Regional teams there are. If a team nominates student-athletes but does not vote, that team's student-athletes shall not be included on All-Regional teams.
13. Regions must have tiebreaking procedures in place. Ties may not be submitted within the rank order for All-American purposes.
14. After the Regional Sport Chair has concluded the voting process and finalized the All-Regional Team(s), the chair shall submit the All-Regional Team(s) via Teamworks. The Regional Coordinator shall then review and approve the submission via Teamworks by the Wednesday prior to the Regional Completion Deadline.

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 shall be made prior to the National Championship by a selection committee, comprised of the National Chair, National Vice-Chair, the Regional Sport Chairs, and the namesake of the award (if they so choose). It is the responsibility of each committee member to recuse themselves from the vote and find a replacement voter if they have a direct bias toward a nominee. If there are three or more nominees, voters shall rank their top three with points allocated to athletes from highest to lowest (e.g., top athlete receives three points, second two, third one). All ties in voting shall be broken by the National Chair (or National Vice-Chair or his/her appointee pending recusals).
   e. Presentation of the award shall be made during the Women's Soccer National Championship Kick-Off Event.
5. Selection Committee
   The namesakes of the award (if they so choose); NCCAA National Chair, and the NCCAA National Vice-Chair.
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 D.
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 for both First Team and Second Team, comprised of one goalkeeper, three forwards, three midfielders, three defenders, and one alternate.
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

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.

I. 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.

J. NCCA Student-Athlete of the Week Award

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. 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. National 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 appropriate committee within the National Administrative Council (NAC), if needed, or directly to the Administration Committee, as determined with the Director of Membership.
3. The appropriate committee within NAC votes whether to advance it to the Administration Committee who then votes to accept or reject the proposal.
4. Proposals for change may also come from regions and subcommittees of the Administration Committee such as the National Administrative Council (Sports Information Committee, Competition Experience Committee, and Regional Experience Committee), Eligibility Committee, or Handbook 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 1 for possible inclusion for the upcoming academic year. If the proposal requires review of a committee within NAC, it must be submitted by March 15.

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 (with the results points multiplier being calculated as a 1-0 result for all sports regardless of the official forfeit scoreline for that sport) and the 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 or the 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 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 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
Division II Women's Soccer All-American Selection Procedure

1. The All-American Selection Committee shall be four 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 four 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 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 E
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.