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. An NCCAA National Office representative shall serve as a non-voting member.
   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 by the deadlines listed in the National Handbook Proposal Process.
   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 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 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, 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 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.

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.

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. There shall be a total of three consecutive weeks of power ratings, with the final power rating released the Wednesday two weeks prior to the Regional Completion Deadline. 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:

Regionals Completed	National Championships	Site
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
May 14, 2031	May 19-21, 2031	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(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.
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 bids and championship bracket.
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. All-Regional Awards
1. The number of athletes on each All-Regional Team shall be equal to the number of athletes on each All-American Team, which for softball is 12.
2. 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.
3. Coaches may not vote for their own players, except when there are only one or two teams in the region.
4. 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.
5. The maximum number of athletes any team can have on each All-Regional Team (e.g., First Team, Second Team, etc.) is six for softball.
6. Regions cannot limit nominations based on regular season or postseason finish.
7. Regions are permitted to have Honorable Mention.
8. 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.
9. Regions must have tiebreaking procedures in place. Ties may not be submitted within the rank order for All-American purposes.
10. 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. 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 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).
   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. 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.

H. 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.

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 contests 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 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. 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.

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 (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 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 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 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).
   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

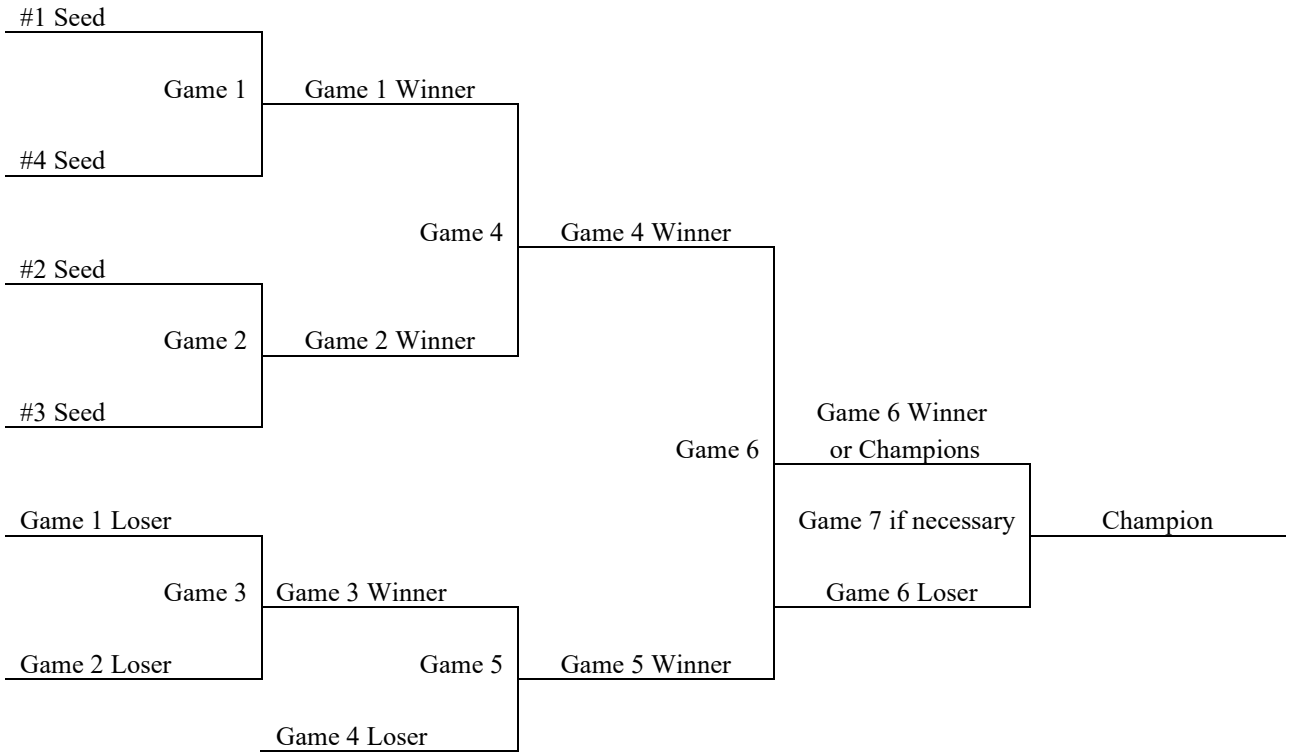
I attest that the nominee meets the eligibility requirements and nomination data is accurate.

_____ _____
Nominator Signature (Coach, SID, or AD) Date

Due by April 20 to jcampbell@thenccaa.org.

SAMPLE

Appendix E
Four Team Regional Championship Brackets



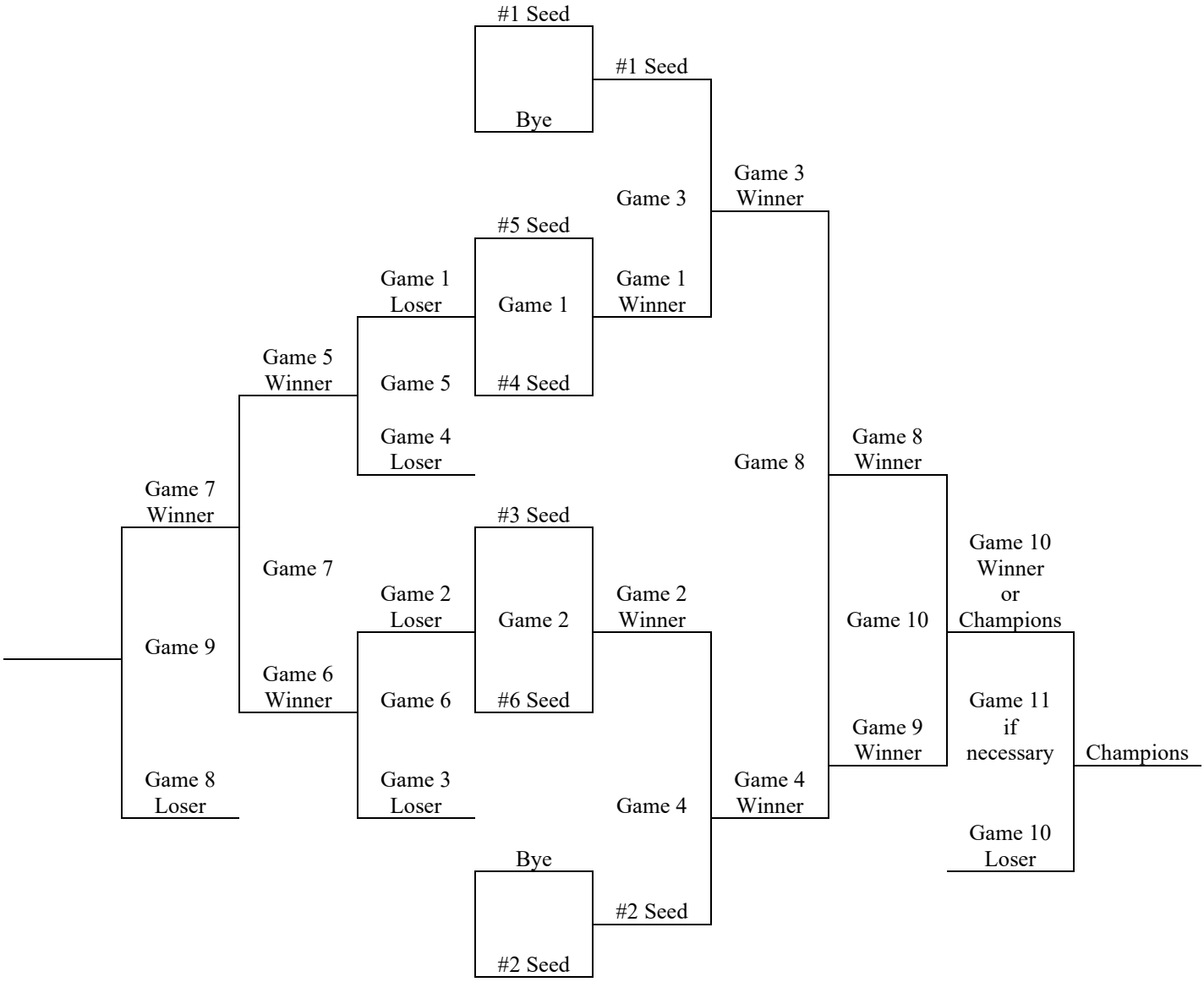
continued

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.