NATIONAL CHRISTIAN COLLEGE ATHLETIC ASSOCIATION

Forms & Procedures

Forms* & Procedures
Table of Contents

Item #	Form
	Membership Forms:
1	New Member Process
2	Application for New Membership*
3	Participation Questionnaire*
4	New Member Site Visit Outline
5	Membership Directory & Dues Form*
6	Associate Member Purpose and Process
7	Statement of Faith*
8	Provisional Status
9	#KingChasing Administrators' and Coaches' Code of Ethics*
10	#KingChasing Commitment*
11	Declaration of Intent to Participate*
12	Division I Financial Aid Compliance Verification Form*
13	Division II Financial Aid Compliance Verification Form*
	National Championship Forms
14	National Championship Official Bid*
15	Suggested Championship Event Timeline
16	National Championship Committee Responsibilities
17	Championship Music Policy
18	Public Address Announcements
19	Parade of Champions Format
20	Awards Presentation Procedures
21	Financial Statement of NCCAA National Championship
22	National Championship Reporting Form
23	Incident and/or Ejection Reporting Form
	Other Forms
24	Sexual Abuse and Molestation Prevention Policy
25	Student-Athlete of the Week Procedures*
26	Coach of the Year Nomination Form*
27	Missions Funding Application*
28	National Sport Chair Job Profile
29	National Sport Vice-Chair Job Profile
30	Regional Coordinator Job Profile
31	Assistant Regional Coordinator Job Profile
32	Regional Sports Chair Job Profile
33	Procedures for NCCAA Conference Calls
34	Full Member Proxy Ballot Authorization Form*
35	Award Recipient Reimbursement Policy

**Form is available for online completion.*

ITEM 1. NATIONAL CHRISTIAN COLLEGE ATHLETIC ASSOCIATION
NEW MEMBER PROCESS

1. An accredited four-year degree granting institution that desires to become a member of the NCCAA should contact the NCCAA National Office to initiate the membership process. The institution must be accredited by one of the six recognized accrediting bodies in the U.S. (see Sports Policies and Procedures section II.B.4), Universities Canada, ABHE, or TRACS.
2. Application materials shall be completed and returned to the National Office. Included with the completed application forms shall be the following items: a school catalog, athletic handbook, accreditation documentation, and a student handbook. The institution shall complete and return the following materials for consideration of membership: Application, Statement of Faith, Three-Year Commitment, Questionnaire, and the non-refundable application fee of $4,000.
3. Work with the Director of Membership to set a date for an on-site visit. The Regional Coordinator or their designate and an NCCAA representative shall conduct the on-site visitation of the prospective member's campus. A written report of the visit, along with a recommendation to extend or not to extend membership, shall be submitted to the regional members.
4. The Athletics Director at each member institution in the region to which the applicant is assigned shall indicate his/her vote and return the ballot to the Director of Membership.
5. The Director of Membership shall send regional voting results to the Administration Committee of the Board of Directors. The Administration Committee shall make a recommendation to the Board of Directors for Board approval.
6. The NCCAA Board of Directors shall ratify the recommendation of the Administration Committee or shall send it back to the region for additional consideration.
7. Email high-resolution institution and athletics logo to jcampbell@thenccaa.org upon acceptance as members. The following formats are required: .eps and .png. Optional additional formats: .jpg, .gif and .pdf.

DEADLINES AND STATUS

Prospective member applications must be received by January 31 to complete the application process and confirm new members by May 15. The Administration Committee shall consider exceptional cases.

A prospective institution first becomes what is termed "candidate status." This stage begins at the date the application is received and accepted at the National Office and ends when the institution is approved by the Board of Directors. If the institution meets all criteria, then full membership shall begin July 1. If all criteria are not met, institutions could be denied membership or placed on Provisional Status (see Item 8).

ELIGIBILITY

Institutions contemplating membership are expected to make an earnest and sincere effort to come into compliance with all NCCAA Eligibility Rules the year before membership is granted. It is imperative that institutions obtain, review, and understand the NCCAA Eligibility Rules before they seriously consider membership.

NOTE: All eligibility questions should be addressed to the Eligibility Coordinator.

EXPECTATIONS

A. New members must send either the Athletics Director or Vice-President over Athletics to the NCCAA Annual Convention the first two years of membership. For the third year of membership, NCCAA member institutions shall follow NCCAA Bylaw Article VI. Section 6.08.

B. All NCCAA institutions should be in compliance with federal Title IX expectations regarding sport offerings and proportionality. For institutions placed on provisional status, in order to move from provisional to full membership status, the member institution must meet all expectations as listed by the NCCAA Administration Committee of the Board of Directors. Failing to meet expectations may result in termination of membership.

MEMBERSHIP DUES

Annual membership dues are $5,500 in addition to $275 per NCCAA sponsored varsity sport. Dues are calculated based on the number of NCCAA sanctioned varsity sports (championships and invitationals) offered by your institution regardless of Declaration of Intent. The deadline for reporting NCCAA sponsored sports is the same as the dues deadline. Any sport added once dues have been paid shall be ineligible for Member Services (e.g., statistics, awards, postseason, etc.). Any sport dropped after the deadline is not eligible for refund. All membership dues are payable August 1 and shall be considered delinquent the Friday following Labor Day.

ITEM 2. NCCAA APPLICATION FOR NEW MEMBERSHIP

(DEADLINE JANUARY 31)

Please type or print and complete ALL information.

Name of Institution _____

Mailing Address _____

Physical Address _____

Institution Phone _____ Athletics Phone _____

Institution Website _____ Athletics Website _____

Year Established _____ Calendar System: ❑ Semester ❑ Trimester ❑ Quarter

What year did your institution begin sponsoring varsity intercollegiate athletics for four-year, degree-seeking undergraduates? _____

Has your institution continued to sponsor varsity athletics for four-year undergraduates since? ❑ Yes ❑ No

Under what other circumstances (e.g., two-year college) has your institution conducted athletics (include dates)?

_____

We desire membership in the following (check only one)*:

Division I		**Division II**		**Associate**
❑ DI Central	❑ DI Mideast	❑ DII Central	❑ DII Mideast	❑ DI
❑ DI Midwest	❑ DI North Central	❑ DII Midwest	❑ DII North	❑ DII
❑ DI South	❑ DI West	❑ DII South	❑ DII Southwest	

Division I allows financial aid based on athletic participation. Division II does not.

Please indicate title of each name listed on form (Dr., Rev., Mr., Mrs., Miss) along with both first and last names:

President _____ Athletics Director _____

Senior Woman Leader _____ Associate/Asst. AD _____

Sports Info. Director _____ Athletics Admin. Asst. _____

Compliance/FAR _____ Athletics Trainer _____

To whom does the athletics department report? _____

Must include this information; registrar to sign below:

Last Year's Fall Full-Time Equivalency _____ [Number Male _____ Number Female _____]

Nickname/Mascot _____ Denomination _____

Accreditation Association: ❑ ABHE ❑ TRACS ❑ Universities Canada

❑ HLC ❑ MSCHE ❑ NECHE ❑ NWCCU ❑ SACSCOC ❑ WSCUC

Current Accreditation Status _____ Expiration Date of Current Accreditation _____

Athletic Affiliation (if applicable): ❑ NAIA ❑ NCAA II ❑ NCAA III ❑ CCAA ❑ Other (_____)

Athletic Conference (if applicable) _____

Does your institution sponsor a cooperative exchange program? ❑ Yes ❑ No

If yes, indicate the name of the cooperating institution. _____

Signed

_____ _____

Signature of President Date Signature of Athletics Director Date

_____ _____

Signature of Registrar Date Athletics Director Email Address

Send this completed application form and a non-refundable $4,000.00 payable to:
NCCAA | 302 W Washington St | Greenville, SC 29601 | 864-250-1199 | bgilmore@thenccaa.org

continued

SAMPLE

ITEM 2. NCCAA APPLICATION FOR NEW MEMBERSHIP, Page Two

Please check each box and answer for which your institution will sponsor a varsity sport for the upcoming academic year.

NCCAA Sanctioned Sports	# of Yrs at Varsity Level	# of Athletes	Head Coach	Type (full- or part-time)
❑ Baseball				
❑ Basketball (M)				
❑ Basketball (W)				
❑ Cross Country (M)				
❑ Cross Country (W)				
❑ Golf (M)				
❑ Golf (W)				
❑ Indoor Track & Field (M)				
❑ Indoor Track & Field (W)				
❑ Soccer (M)				
❑ Soccer (W)				
❑ Softball				
❑ Outdoor Track & Field (M)				
❑ Outdoor Track & Field (W)				
❑ Volleyball (M)				
❑ Volleyball (W)				

OTHER SPORTS: ***For Purposes of Tracking Emerging Sports in NCCAA***

Football (m) – ❑ Yes ❑ No
Flag Football (w) – ❑ Yes ❑ No
Lacrosse (m) – ❑ Yes ❑ No
Lacrosse (w) – ❑ Yes ❑ No
Tennis (m) – ❑ Yes ❑ No
Tennis (w) – ❑ Yes ❑ No
Wrestling (m) – ❑ Yes ❑ No
Wrestling (w) – ❑ Yes ❑ No

Please include other sports offered by your institution not indicated above here:

_____ _____ _____

_____ _____ _____

Please list the locations and conditions (including age) of all practice and game facilities. If facilities are located off-campus, describe the location (e.g., high school, private club, etc.) and distance from campus.

_____

_____

For each additional sport projected for sponsorship in the future, list the sport (men's & women's separately) and describe planned dates for initial sponsorship, number of student-athletes projected to participate, facilities to be used, and coaching staff.

_____

_____

Please describe any new campus facilities currently under construction or planned (if any).

_____

_____

SAMPLE

ITEM 3. NCCAA PARTICIPATION QUESTIONNAIRE

INSTITUTION: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

Questions for the President

1. What is the mission statement of your institution? How does athletics fit into the mission of your institution?

2. How long has your institution been in existence? Please share a brief history.

3. What are the spiritual requirements for membership of your faculty and staff? Are they required to sign a statement of faith, or similar document, or a personal interview related to their faith? Is there a faith requirement?

4. Presidents and Athletics Directors are required to sign our Statement of Faith annually. In reference to the Genesis 1:27 section in the Statement of Faith, what is the institution's position on sexuality and gender? (Specifically in relation to transgenderism and upholding the Biblical construct of marriage being limited to one man and one woman.)

Questions for the Athletics Director or Vice President over Athletics

1. Why are you considering membership with the NCCAA?

2. How do you feel the NCCAA can contribute to your overall athletic program?

3. How do you see your program contributing to the NCCAA?

4. What is your policy on the recruitment of Christian and non-Christian athletes? Are they required to sign a statement of faith or similar document?

continued

SAMPLE

ITEM 3. NCCAA PARTICIPATION QUESTIONNAIRE, Page Two

5. What are the spiritual considerations involved in hiring the athletic staff? Are there expectations of spiritual integration from your coaching staff?

6. What expectations does the athletic department have for student-athletes in regard to code of conduct and behavior?

7. Describe how the athletic department is intentionally Christ-centered in policy and practice.

The NCCAA Constitution, Article VII: Christian Code states:

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

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

We have reviewed and understand the NCCAA Prospective Member Information document.

President

_____	_____	_____
(signature)	(date)	(phone)

Vice President for Student Development or Student Services

_____	_____	_____
(signature)	(date)	(phone)

Athletics Director

_____	_____	_____
(signature)	(date)	(phone)

SAMPLE

ITEM 4. NCCAA NEW MEMBER SITE VISIT OUTLINE

To assist in planning for the site visit, NCCAA representative(s) shall meet with the following individuals and/or groups during the campus visit. A normal day shall begin at 8:00-9:00 a.m. and end at approximately 4:00-4:30 p.m. Each session shall last approximately 15-45 minutes. Coaches' and/or Student-Athletes' meetings may be held over lunch. Some of these individuals and groups may be combined for your convenience. This shall be a two-way learning environment: NCCAA representatives need to learn about the applying institution and vice versa.

Please schedule meetings with the following institutional representatives:

- **Athletics Director**
  General questions about the institution
  Current status of the athletic programs and future projections
  Facility (current and future)
  Dual affiliations (NAIA, NCAA II, NCAA III, USCAA, CCAA)
  Game management

- **Institution President and Administrator Who Oversees Athletics**
  President's model for athletics
  Goals for the institution
  The institution's mission and purpose
  Accreditation status

- **Vice President for Academics and Registrar/Faculty Athletic Representative or Compliance Officer**
  Eligibility questions and issues/dual affiliation eligibility
  Degree programs (Coop, Adult Education)

- **Vice President for Student Development or Student Life and Campus Pastor/Chaplain**
  Campus and spiritual life on campus
  Expectations of the students and faculty relative to spiritual life and growth

- **Sports Information Director and staff**
  Statistics reporting, Student-Athlete of the Week, and other nominations
  Game statistics (Using NCCAA approved game stat program and video stream)

- **Coaching Staff**
  Review mission of the NCCAA and discuss sport specific issues
  Review of opportunities within NCCAA/regional and national playoffs
  Discuss balancing dual affiliation conflicts (NAIA, NCAA II, NCAA III, USCAA, CCAA)
  Eligibility questions and issues

- **Student-Athletes (captains, team representatives, Student Athletic Council members)**
  Question & Answer session
  Summary of NCCAA mission
  Review of opportunities within NCCAA

- **Other items that could be included in visit:**
  Campus tour/Tour of Athletic Facilities
  Attend a chapel program or convocation (if applicable or possible)
  Attend a home game or contest (if possible)

ITEM 5. 2026-2027 NCCAA MEMBERSHIP DIRECTORY & DUES FORM

*Form shall be delinquent after **August 1** and subject to penalty.**

(Please Type or Print Clearly)

Institution _____

Mailing Address _____

_____
City State/Prov Postal Code

Shipping Address (if different) _____

_____
City State/Prov Postal Code

Institution Phone _____ Athletics Phone _____

Athletics Website _____ Mascot _____

DIVISION:
___ Division I ___ Division II

REGION:
___ Central ___ Mideast
___ Midwest ___ North
___ North Central ___ South
___ Southwest ___ West

ASSOCIATE: ___ Yes

Complete ALL information below, including appropriate title (Dr., Rev., Mr., Mrs., Miss) along with both first and last names.

Position	Name	Phone	Email Address
President			
Athletics Director			
Senior Woman Leader			
Associate/Asst. AD			
Associate/Asst. AD			
Sports Info. Director			
Athletics Admin. Asst.			
Compliance Rep./FAR			
Athletics Training			
CFO			
VP (over athletics)			
Physical Plant Dir.			
Financial Aid Director			
Admissions Director			
Marketing Director			
Registrar			

REQUIRED REGISTRAR INFORMATION: Prior Year FTE ___ Number Male ____ Number Female _____

Denomination Affiliation _____

Athletics Conference Membership _____

Accreditation Association

Regional ___ TRACS ___ ABHE ___

Statistical Program (check all that apply)

DakStats ___ Genius Sports ___ PrestoSports __
StatCrew ___ StatInput ___

***Penalties for delinquent forms shall be a $100 fine for 1-7 days late; a $250 fine for 8-14 days late, and restrictive probation for 15+ days late. Dues are payable August 1 and shall be delinquent the Friday following Labor Day.**

Dual Affiliation of your Institution (if applicable:
NAIA ___ NCAA II ___ NCAA III ___ CCAA ___
I confirm eligibility is being filed for all sports in compliance with the indicated dual affiliation above.

NCCAA-ONLY:
Cooperative Exchange Program: ❑ Yes ❑ No

continued

SAMPLE

ITEM 5. 2026-2027 NCCAA MEMBERSHIP DIRECTORY & DUES FORM, Page Two

Dues are calculated based on the number of NCCAA sanctioned varsity sports offered by your institution regardless of Declaration of Intent. Any sport added once dues have been paid shall be ineligible for Member Services (e.g., stats, awards, postseason, etc.).

NCCAA SANCTIONED VARSITY SPORTS

Sport	Estimated # Athletes	Name of Coach (list TBA for open positions)	Mobile	Email Address
Baseball				
Basketball (m)				
Basketball (w)				
Cross Country (m)				
Cross Country (w)				
Golf (m)				
Golf (w)				
Indoor T&F (m)				
Indoor T&F (w)				
Soccer (m)				
Soccer (w)				
Softball				
Track & Field (m)				
Track & Field (w)				
Volleyball (m)				
Volleyball (w)				

OTHER SPORTS: (e.g., Football, Lacrosse, Tennis, Wrestling, etc.) - *For purposes of tracking emerging sports in the NCCAA*

Football (m) – ❑ Yes ❑ No
Flag Football (w) – ❑ Yes ❑ No
Lacrosse (m) – ❑ Yes ❑ No
Lacrosse (w) – ❑ Yes ❑ No
Tennis (m) – ❑ Yes ❑ No
Tennis (w) – ❑ Yes ❑ No
Wrestling (m) – ❑ Yes ❑ No
Wrestling (w) – ❑ Yes ❑ No

Please include other sports offered by your institution not indicated above here:

_____ _____ _____
_____ _____ _____
_____ _____ _____
_____ _____ _____

I agree with the information as submitted on this form and understand that our dues will be calculated based on what is submitted, regardless of Declaration of Intent. I also understand that no refunds will be issued if sports are discontinued by my institution.

President _____ **Date** _____ **Athletics Director** _____ **Date** _____

SAMPLE

ITEM 6. NATIONAL CHRISTIAN COLLEGE ATHLETIC ASSOCIATION
ASSOCIATE MEMBER PURPOSE AND PROCESS

1. An accredited institution that desires to become an associate member of the NCCAA should contact the NCCAA National Office to initiate the membership process. The institution must be accredited by one of the six recognized accrediting bodies in the U.S. (see Sports Policies and Procedures section II.B.4), Universities Canada, ABHE, or TRACS.
2. Application materials shall be completed and returned to the National Office. Included with the completed application forms shall be the following items: a school catalog, athletic handbook, accreditation documentation, and a student handbook. The institution shall complete and return the following materials for consideration of membership: Application, Statement of Faith, Three-Year Commitment, Questionnaire, and the non-refundable application fee of $4,000.
3. The Regional Coordinator or their designate and an NCCAA representative shall conduct an on-site visitation of the prospective member's campus. A written report of the visit, along with a recommendation to extend or not to extend membership, shall be submitted to the regional members.
4. The Athletics Director at each member institution in the assigned region shall indicate his/her vote and return the ballot to the Director of Membership.
5. The Director of Membership shall send region voting results and ballots to the Administration Committee of the Board of Directors. The Administration Committee shall make a recommendation to the Board of Directors, based on the results of the region, for Board approval.
6. The NCCAA Board of Directors shall ratify the recommendation of the Administration Committee or shall send it back to the region for additional consideration.
7. Email a high-resolution institution logo to jcampbell@thenccaa.org upon acceptance as members. The following formats are required: .eps and .png. Optional additional formats: .jpg, .gif, and .pdf.

MAJOR PURPOSE

The major purpose of NCCAA associate membership for Christian institutions is to provide NCCAA affiliation for those institutions who do not wish to compete in NCCAA regional and/or national competition.

ELIGIBILITY

Associate member institutions are to adhere to eligibility guidelines and requirements and submit the appropriate eligibility forms to the NCCAA, CCAA, NCAA, or NAIA. (Institutions should always adhere to the most stringent eligibility guidelines and requirements according to institutional membership(s).)

SERVICES PROVIDED

Associate membership shall provide the following services:

1. The NCCAA *Pursuit* shall be mailed to each President and Athletics Director, and a link emailed to each coach.
2. The NCCAA Membership Directory shall be made available to each Athletics Director.
3. An NCCAA Membership Card shall be sent to each President, Athletics Director, and coach.
4. The Athletics Director and coaches shall be invited to attend both the regional meeting and the NCCAA Annual Convention.
5. The job placement service shall be available to all Athletics Directors and coaches.
6. Any missions outreach opportunities through the NCCAA shall be available to student-athletes, coaches, and Athletics Directors through the Sport Ministry Funds.

RIGHTS AND PRIVILEGES

Associate members:

1. Shall be eligible for general services from the National Office.
2. Shall not be eligible to compete in postseason competition, to serve on national committees, or to vote on national issues. However, representatives of associate member institutions are encouraged to attend the Annual Convention.
3. Shall not be eligible to participate in the national awards program, except for the NCCAA Scholar-Athlete Program and the NCCAA Scholar Team Award.

ASSOCIATE MEMBERSHIP DUES

The associate membership dues are $2,000 annually. All associate membership dues are payable after August 1 and are considered delinquent the Friday following Labor Day.

ITEM 7. NATIONAL CHRISTIAN COLLEGE ATHLETIC ASSOCIATION STATEMENT OF FAITH

As a service association, the National Christian College Athletic Association (NCCAA) is committed to developing a caring and loving relationship with all student-athletes, coaches, and administrators entrusted to us via our membership. Knowing that cultural trends will ebb and flow and that our membership's student-athletes will have to navigate such cultural trends, we commit to the following beliefs:

We believe that the Bible alone and the Bible in its entirety is the Word of God (2 Timothy 3:16-17).

We believe in salvation by grace through faith (Ephesians 2:8-9).

We believe there is one God, the creator and preserver of all things. Through Him, male and female were created, and all human life is sacred and cared for from conception (Genesis 1:27). Relative to male and female being the two created and assigned sexes, we offer sanctioned sports according to that construct.

We believe in the deity of Jesus Christ, the only begotten Son of God, our Savior (John 1:1). In Him divine and human natures were united in one person, and He alone is our sole Redeemer. Through no other source can we receive redemption.

We believe that at the end of the age the bodies of the dead shall be raised. The righteous shall enter into the eternal presence of God, and those who rejected His Son shall be condemned (Revelation 20 & 21).

We believe in the Holy Spirit, who is the third person of the true God. He applies to man the work of Christ in salvation (John 14:15-16).

We believe in righteous living and good works as evidence of salvation (James 2:17).

We agree to support the Statement of Faith of the NCCAA and shall submit ourselves in principle and practice to these documents in the administration of our athletic program.

NAME OF INSTITUTION: _____ DATE: _____

PRESIDENT or EXECUTIVE DIRECTOR:

_____
(print name)

_____
(signature)

ATHLETICS DIRECTOR:

_____
(print name)

_____
(signature)

SAMPLE

ITEM 8. NATIONAL CHRISTIAN COLLEGE ATHLETIC ASSOCIATION PROVISIONAL STATUS

Provisional status is a possible designation for any prospective institution that seeks full membership. Prospective institutions who are starting new athletic programs, have gender inequity within their programs, have questions about their accreditation, or other concerns designated by the National Office and/or site visit team could be denied membership or placed on Provisional status.

Provisional status means that an institution shall be granted all rights and privileges of full membership except for the following:

1. Voting at the regional and national level.
2. Regional and national awards/honors.
3. Regional and national postseason.
4. Rankings and ratings.

The institution must meet all eligibility requirements, pay full membership dues, and comply with all NCCAA bylaws and conditions of an NCCAA member. To move from provisional to full membership status, a member institution must meet all expectations as listed by the NCCAA Administration Committee of the Board of Directors. Failing to meet expectations may result in termination of membership.

ITEM 9. NCCAA #KINGCHASING ADMINISTRATORS' AND COACHES' CODE OF ETHICS
(Must be submitted by September 30 of each academic year)

The NCCAA's #KingChasing program uses the four values of the Game Plan 4 LIFE – Love, Integrity, Faith, and Excellence - to keep Christ at the center of the student-athlete experience.

I commit to represent and uphold the four values of the Game Plan 4 LIFE in the #KingChasing program.
I shall strive to meet the following standards:

LOVE (Romans 12:10)
Respect Everyone Treat others how you want to be treated. **Encourage Others** Applaud & inspire through words & actions. **Show Sportsmanship** Be gracious in victory & defeat.

INTEGRITY (Proverbs 10:9)
Be Honest Speak truthfully & be trustworthy. **Be Sincere** Be genuine & without deceit. **Have Self-Control** Remain disciplined at all times.

FAITH (Hebrews 11:1)
Grow in Christ Seek Him & know Him at a deeper level. **Worship** Offer your efforts in sport as an act of worship. **Share** Proclaim your faith & testimony.

EXCELLENCE (Colossians 3:23)
Be Committed Finish what you start & give it your all. **Aspire** Pursue greatness in all you do. **#PlayForHim** Compete for God's glory.

I shall also strive to:

Instill the above values and standards within our athletic department, holding athletic staff and student-athletes accountable to them.

Carry out all aspects of our athletic program in a Godly manner, in concert with the mission of the institution and the goal of the student-athletes' education.

Put the needs, well-being, and educational goals of the student-athletes above winning.

Follow playing rules and all NCCAA regional and national policies/guidelines in both letter and spirit and place myself, my student-athletes, and my institution in compliance with the association. Evasion of playing rules to gain an advantage should never be permitted.

Ensure honesty and integrity when working with the campus personnel to recruit and retain student-athletes.

Exhibit professionalism in all words and actions.

Treat all student-athletes equally and celebrate their diversity, regardless of gender, ethnicity, or cultural background.

Instill in my student-athletes Godly character by demonstrating high standards of honesty and personal integrity while expecting the same from them. I shall encourage spiritual growth in their walk with the Lord or attempt to lead them to a saving knowledge of Christ.

Continued

SAMPLE

Develop independence in my student-athletes. Student-athletes must be encouraged and guided to accept responsibility for their behavior and performance in training and competition, as well as all aspects of their lives.

Set and monitor appropriate boundaries between a working relationship and friendship with my student-athletes. I shall not engage in behavior that is harassing or demeaning to any student-athlete.

Ensure that I am not attempting to exert undue influence over my student-athletes in order to obtain personal gain.

Respect the rights and privacy of my student-athletes by not sharing information that should remain confidential.

Demonstrate high personal standards and a Christ-like image to the student-athletes, parents, fans, officials, coaches, and media.

Recognize the authority of game officials and give them full support to fulfill their job. Coaches, student-athletes, or spectators should not be permitted to make critical remarks to or about an official during a contest.

Continue to maintain competence in my sport and ensure a safe environment. I shall use careful judgement in protecting the welfare of all student-athletes. This includes the reporting of any conduct related to sexual abuse, trafficking, or student-athlete safety (in compliance with the Protecting Young Victims from Sexual Abuse and Safe Sport Authorization Act of 2017).

Maintain a positive relationship with the media and general public, providing accurate and reliable information at all times.

Uphold professional standards of conduct and accept responsibility for my behavior. I shall comply with standards and this code of conduct and ask my colleagues to hold me accountable.

I attest that all athletic personnel/staff have reviewed and committed to uphold the above Code of Ethics.

_____	_____	_____
Institution	Athletic Director's Signature	Date

ITEM 10. #KINGCHASING COMMITMENT
(Must be submitted by September 30 of each academic year)

In athletics, the term #RingChasing is used by athletes to describe their goal of winning a championship. The NCCAA's #KingChasing program uses the four values of the Game Plan 4 LIFE – Love, Integrity, Faith, and Excellence - to keep Christ at the center of the student-athlete experience.

I commit to represent and uphold the four values of the Game Plan 4 LIFE in the #KingChasing program.
I shall strive to meet the following standards:

LOVE (Romans 12:10)
Respect Everyone Treat others how you want to be treated. **Encourage Others** Applaud & inspire through words & actions. **Show Sportsmanship** Be gracious in victory & defeat.

INTEGRITY (Proverbs 10:9)
Be Honest Speak truthfully & be trustworthy. **Be Sincere** Be genuine & without deceit. **Have Self-Control** Remain disciplined at all times.

FAITH (Hebrews 11:1)
Grow in Christ Seek Him & know Him at a deeper level. **Worship** Offer your efforts in sport as an act of worship. **Share** Proclaim your faith & testimony.

EXCELLENCE (Colossians 3:23)
Be Committed Finish what you start & give it your all. **Aspire** Pursue greatness in all you do. **#PlayForHim** Compete for God's glory.

I shall also strive to:

Follow all guidelines of the National Christian College Athletic Association (NCCAA) in letter and spirit and place myself in compliance with the association.

Provide student records as well as accurate and complete information concerning all aspects of my playing to the NCCAA and other public forums.

Treat coaches, administrators, and officials with respect as the authority figures placed over me as I represent my institution and the NCCAA.

Treat fellow student-athletes with respect and celebrate their diversity regardless of gender, ethnicity, or cultural background.

Instill godly character in my teammates by demonstrating high standards of personal honesty and integrity.

Accept responsibility for my behavior and performance in the academic arena as well as the athletic arena.

I attest that all student-athletes have reviewed and committed to uphold the above #KingChasing Commitment.

_____	_____	_____
Institution	Athletic Director's Signature	Date

SAMPLE

ITEM 11. Declaration of Intent to Participate

To be returned to the National Office by *August 15* after consultation with each varsity sport staff at your institution.

Amendments must be submitted by the Wednesday three weeks prior to the Regional Completion Deadline, the Wednesday three weeks prior to the championship meet, or the established deadline of the invitational event. Golf has no amendment opportunity after August 15.

Institution _____ **Region** _____ **Division** _____

Our institution declares our intent to participate in the indicated NCCAA Regional/National Championships below. By declaring to participate, we commit ourselves to represent our region should we win the Regional Championships or become the Regional Qualifier. In golf, by declaring to participate, we commit ourselves to send an individual should he/she win Medalist Honors or have the lowest adjusted scoring average.

Fall		Winter	Spring
____ Men's Golf	____ Men's Soccer	____ Men's Basketball	____ Men's Baseball
____ Women's Golf	____ Women's Soccer	____ Women's Basketball	____ Women's Softball
	____ Women's Volleyball		____ Men's Volleyball

PARTICIPATION CONDITIONS/REQUIREMENTS

1. ____ Programs have no institutional conditions/requirements to participate in regionals/nationals.
2. ____ Programs have the following conditions/requirements to participate in regionals/nationals (mark all that apply):
   a. ____ GOLF ONLY: Minimum adjusted scoring average (ASA) as determined by the last regular season event prior to regionals. (Mark required ASA): ____ 300 ____ 310 ____ 320 ____ Other (list ASA _____).
   b. ____ Minimum winning % as determined by the last regular season game prior to regionals. (Mark required %): ____ .400 ____ .500 ____ .501 ____ .600 ____ Other (list % _____).
   c. ____ AD/Administration approval needed (approval/denial required to be confirmed by amendment deadline stated above*).
   d. ____ Other (must attach separate document).

REGIONAL REPRESENTATIVE PARTICIPATION (must meet national sport handbook requirement to accept this bid)

When no other NCCAA member institutions are available to participate in the regional or regional qualifier process:

1. ____ Programs will accept Regional Representative bid. 2. ____ Programs will not accept Regional Representative bid.

AT-LARGE PARTICIPATION

1. ____ Programs have no institutional conditions/requirements to accept at-large bids.
2. ____ Programs have the following conditions/requirements to accept at-large bids (mark all that apply):
   a. __ (Golf) Minimum ASA as determined by the last regular season event prior to regionals. If different than above (list ASA __).
   b. __ Minimum winning % as determined by the last regular season game prior to regionals. If different than above (list % __).
   c. __ AD/Administration approval needed (approval/denial required to be confirmed by amendment deadline stated above*).
   d. __ Other (must attach separate document).
3. ____ Programs will not accept at-large bids to NCCAA National Championships.

*Any approval for golf is considered confirmed with the submission of this document as of August 15.

NAIA DUALLY AFFILIATED INSTITUTION PARTICIPATION (If not in NAIA, select 3.)

NAIA Institutions that advance to first/second round campus sites in NAIA National Championship competition, may have the opportunity to be considered for an at-large bid to NCCAA National Championships, if timing allows within the sport(s) selection process. If in NAIA, select 1. or 2.:

1. __ Programs will accept at-large bids in this scenario. 2. __ Programs will not accept at-large bids in this scenario. 3. __ N/A

Our institution declares our intent to participate in the indicated NCCAA National Championships below. By declaring to participate, we commit our individual/team qualifiers to participate should our athletes meet the National Standards. There is no regional qualification process.

Fall	Winter	Spring
____ Men's Cross Country	____ Men's Indoor Track & Field	____ Men's Outdoor Track & Field
____ Women's Cross Country	____ Women's Indoor Track & Field	____ Women's Outdoor Track & Field

PARTICIPATION CONDITIONS/REQUIREMENTS

1. ____ Programs have no institutional conditions/requirements to participate in nationals.
2. ____ Programs have the following institutional conditions/requirements to participate in nationals (mark all that apply):
   a. ____ AD/Administration approval needed (approval/denial required to be confirmed by amendment deadline stated above).
   b. ____ Other (must attach separate document).

REQUIRED SIGNATURES:

_____	_____	_____
Athletics Director	**FAR or Compliance Officer**	**President or Executive Director**
_____	_____	_____
Date	**Date**	**Date**

SANCTIONS FOR FAILURE TO COMPLY

If an institution fails to comply with its Declaration of Intent in any sport, all sports at that institution shall be placed on NCCAA Restrictive Probation for the following academic year (NCCAA Bylaws, Article VII, Section 7.10.a.2).

SAMPLE

ITEM 12. DIVISION I FINANCIAL AID COMPLIANCE VERIFICATION FORM

(Must have all original signatures prior to submission)

This form must be completed by all institutional personnel listed and sent to the NCCAA Office by August 15 of each year. Failure to do so shall result in the loss of postseason play and recognition for your intercollegiate programs.

By signing this document, your institution, and the personnel directly responsible for the oversight of both the intercollegiate athletic department and the Financial Aid department, are confirming full compliance with the following guidelines relating to NCCAA Division I financial aid limitations:

FINANCIAL AID CONSIDERATIONS
(See DI Eligibility & Casebook section P)

SECTION A. DEFINITIONS

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

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

3. FINANCIAL AID – An all-inclusive term which includes loans, grants, scholarships, and federal work-study.

4. COUNTABLE AID – Any and all financial assistance to student-athletes that is funded, controlled, or allocated by the institution, regardless of category, title, or original source. Countable aid includes athletic grants or scholarships, academic scholarships, leadership and/or performance scholarships, outside scholarships administered by the institution, tuition waivers, benefits, room credits, meal credits, institutional loans, and work study, as defined in financial aid packages and that is funded by the institution or government.

5. NON-COUNTABLE AID – Aid that is not funded, controlled, or allocated in any significant way by the institution: Pell, SEO, federal and state grants, benefits, and/or scholarships; loans not controlled by institutions; state-mandated tuition waivers, and institutionally funded tuition waivers for employee dependents attending the institution of the employee.

SECTION B. LIMITS

1. The financial aid policy, including the aid limits, shall apply to varsity participants only. Financial aid to junior varsity-only participants shall not count against the institution's allowable limits and shall not be reported.

2. No limit shall be placed on the number of student-athletes on any varsity roster or on the combined total number of all varsity and junior varsity athletes. A varsity-roster athlete shall be defined as any athlete who participates for any length of time as a designated varsity participant.

3. Upper limits for Institutional Aid – number listed is the maximum number of full scholarship aid allowed to be offered (for non-sanctioned sports, the NAIA limits shall be followed and enforced):

Basketball	8	Baseball	12
Volleyball	8	Softball	10
Track & Field	12	Golf	5
Cross Country	5	Soccer	12

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

   ACADEMIC EXEMPTIONS: Academically gifted students will be exempt from the aid counted using the following criteria:
   a. Aid to continuing students with a 3.60 GPA will not count against the limits.
   b. Only one half of the aid to continuing students with a 3.30-3.59 GPA will count against the limits.
5. Further financial assistance to a student-athlete by a member institution, other than listed above, is prohibited.

continued

ITEM 12. DIVISION I FINANCIAL AID COMPLIANCE VERIFICATION FORM, Page Two

(Must have all original signatures prior to submission)

SECTION C. INTENT AND INDUCEMENTS

1. The primary financial aid issue is intent.

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

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

Institutions not in compliance with the financial aid policy shall be subject to sanctions by the Administration Committee of the Board of Directors.

By signing below the institution administration affirms the adherence to the financial aid policies.

Institution: _____

Print name	**Signature**	**Date**
_____	_____	_____
President		
_____	_____	_____
Vice-President for Finances (or Vice-President giving oversight to Intercollegiate Athletics)		
_____	_____	_____
Financial Aid Director		
_____	_____	_____
Compliance Officer		
_____	_____	_____
Athletics Director		

Send to: NCCAA, ATTN: Brandon Gilmore, 302 West Washington Street, Greenville, SC 29601
bgilmore@thenccaa.org

For NCCAA office use only:
Date Received (must be received at the NCCAA Office by August 15 of each year)

_____ _____
Date NCCAA Staff signature

SAMPLE

ITEM 13. DIVISION II FINANCIAL AID COMPLIANCE VERIFICATION FORM

(Must have all original signatures prior to submission)

This form must be completed by all institutional personnel listed and sent to the NCCAA Office by August 15 of each year. Failure to do so shall result in the loss of postseason play and recognition for your intercollegiate programs.

By signing this document, your institution, and the personnel directly responsible for the oversight of both the intercollegiate athletic department and the Financial Aid department, are confirming full compliance with the following guidelines relating to NCCAA Division II financial aid limitations:

.

ARTICLE IV: FINANCIAL AID CONSIDERATIONS

INTRODUCTION: Bylaws Statement (Section 7.02. Divisions)
Division II institutions shall grant no athletic scholarship to any student-athletes and shall not grant any special financial aid or scholarships to student-athletes unless offered equally to other members of the student body.

SECTION A. DEFINITIONS

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

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

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

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

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

SECTION B. INTENT AND INDUCEMENTS

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

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

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

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

(Signatures required on reverse side)

continued

ITEM 13. DIVISION II FINANCIAL AID COMPLIANCE VERIFICATION FORM, Page Two

(Must have all original signatures prior to submission)

Institution: _____

Print name	**Signature**	**Date**
_____	_____	_____
President		
_____	_____	_____
Vice-President for Finances (or VP giving oversight to Intercollegiate Athletics)		
_____	_____	_____
Financial Aid Director		
_____	_____	_____
Compliance Officer		
_____	_____	_____
Athletics Director		

Send to: NCCAA, ATTN: Brandon Gilmore, 302 West Washington Street, Greenville, SC 29601
bgilmore@thenccaa.org

SAMPLE

For NCCAA office use only:
Date Received (must be received at the NCCAA Office by August 15 of each year)

_____ _____
Date NCCAA Staff signature

ITEM 14. NCCAA NATIONAL CHAMPIONSHIP OFFICIAL BID

Please complete this bid form as an official application to host the National Christian College Athletic Association (NCCAA) _____ National Championship and return to the NCCAA National Office within 30 days.

If you have any questions related to the completion of this bid or about the NCCAA National Championship in general, please contact:
Director of Championships, NCCAA National Office, 302 W Washington St, Greenville, SC 29601, (864) 250-1199.

I. DESIGNATION OF BID

This official bid is submitted by _____ to host the NCCAA _____ National Championship(s) in the years checked below:

___ 2026 ___ 2027 ___ 2028 ___ 2029 ___ 2030 ___ 2031

II. STATEMENT/ACKNOWLEDGMENT OF EVENT POLICY

The official name of the event shall be the NCCAA (sport)_____ National Championship and must be conducted under the direct control and supervision of the NCCAA. The NCCAA shall approve the designation of the host site event chairperson and committees, who shall work with the NCCAA Director of Championships in organizing and conducting the championship.

In submitting this bid, the prospective host site agrees to the following NCCAA policies by initialing on the line provided in front of each section:

_____ A. To indemnify fully and save harmless the NCCAA, its officers, agents and employees of and from any and all claims, demands and causes of action, including cost of attorney's fees arising out of anything done or purported to have been done by the host or any of its agents. This includes compliance with and pre-event training relative to the 2017 Sexual Abuse and Safe Sport Protection Act. All staff and volunteers should be alert to acts of sexual abuse, trafficking, or student-athlete or spectator safety and instructed on how to react and report such acts.

_____ B. Corporations with business interests beyond the local area of the championship site shall not be solicited for financial support without the prior approval of the NCCAA Executive Director. Further, businesses or corporations shall not be identified or receive recognition as a "title" sponsor of the championship without prior approval of the NCCAA Executive Director.

_____ C. Alcoholic beverages and tobacco products of any form shall not be consumed, advertised, sold, disbursed, or brought into the site of the championship event.

_____ D. The NCCAA shall be responsible for any and all negotiations for radio and television rights in consultation with the host, and such rights shall be designated as NCCAA income.

_____ E. The sale of promotional items denoting "NCCAA" or approved complimentary items given to officials and volunteers (i.e. t-shirts, caps, etc.) shall be marked, sold and/or purchased only by or through an authorized licensee of the NCCAA and under separate agreement from this event contract. The host shall prohibit all souvenir and promotional sales at event headquarters and/or the event site that have not been approved by the NCCAA.

_____ F. NCCAA Championship web streaming shall be provided by the NCCAA. The host site shall work with NCCAA Network staff to provide adequate space, power supply, and internet capabilities for the production kit and needs for all broadcasts. The host is responsible for providing NCCAA Network staff with housing at host hotel (see. E. COURTESY HOUSING; including arrival on the day before and departure on the day after conclusion), access to hospitality/VIP rooms, and event all-access passes.

Web streaming shall be through the NCCAA Network only via Hudl. No other streaming platforms, including social media platforms, may be used simultaneously or after the event concludes without the written consent of the NCCAA. All games/matches shall be pay-per-view at rates set by the National Office.

continued

SAMPLE

III. CHAMPIONSHIP INCOME

Championship income shall be defined as all income derived by the host from ticket sales, program advertising, program sales, concession stand sales/commission, honorary coach fees, public sale of banquet tickets, parking revenues and approved sponsorships/donations. No income is funded from the NCCAA National Office to host.

IV. CHAMPIONSHIP EXPENSES

Championship expenses authorized by the NCCAA to be charged to the championship budget include any items listed in Section V, Declaration of Authorized Expenses, except those marked complimentary, NCCAA or participant. Any other expenses must receive written approval by the NCCAA in order to be charged as authorized expenses to the event budget.

V. DECLARATION OF AUTHORIZED EXPENSES

Expectations That Shall Be Provided Complimentary (By Host):

_____ A. **ADMINISTRATION –** Items related directly to the planning and administration of the event, including, but not limited to, printing, postage, telephone, office supplies, clerical assistance, and copiers.

_____ B. **ATHLETIC TRAINERS –** An appropriate number of athletic trainers selected and assigned by the Host. Onsite or local athletic trainers may be recommended by host or athletic trainers traveling for other NCCAA institutions or other athletic training organizations can be recommended. Travel, lodging, and meals ($35 per diem) if an athletic trainer travels to site. *Please provide pictures of the athletic training facilities.

_____ C. **BANQUET/WORSHIP/AWARDS –** Opening banquet/worship/awards program for all players, coaches and championship officials before the championship begins. Tickets for the official party of competing teams and championship officials shall be guaranteed. Additional tickets may be sold to the public.
Please list the venue to be used for the banquet: _____
*Please provide pictures of the venue via email as supporting documents to Official Bid.

_____ D. **CHRISTIAN SERVICE PROJECTS (CSP) –** A CSP involving all coaches & student-athletes is required in addition to the host providing a Coordinator to work with the National Sport Chair and CSP Host Site Director to organize the outreach opportunities for the championship participants. CSP Coordinator shall be responsible to take/secure high-resolution photos and send them to the Director of Communications in the National Office immediately following the championship. National Office approval is required.
Please identify proposed CSP: _____

_____ E. **COURTESY HOUSING –** Complimentary rooms for NCCAA staff (average 8-10 rooms for National Office staff, commentators, production, Event Chaplain, National Sport Chair or his/her designate, and leadership) and complimentary rooms for officials, as needed. Indicate the projected rate and whether the rooms are complimentary or to be charged to the championship budget.

_____ F. **CREDENTIALS –** Order/produce credentials of various categories. The National Office reserves the right to edit & approve final design.

_____ G. **FACILITY –** Provide facilities that meet the standards and approval of the NCCAA, meeting NCAA guidelines, adequate spectator viewing, media area, concession stands, restrooms, signage, water coolers, locker rooms, etc. *Please provide pictures and/or a detailed description (including locker rooms, practice gym, and estimated distance from hotels) of the facilities to be used as supporting documents to the Official Bid.

_____ H. **FACILITY PERSONNEL –** Provide all on-site personnel/staff necessary to conduct the championship including, but not limited to, ticket sellers, concession vendors, adequate security, and a facility liaison (see attached). Please identify proposed staff for championship: _____
_____

continued

ITEM 14. NCCAA NATIONAL CHAMPIONSHIP OFFICIAL BID, Page Three

_____ I. **HEADQUARTERS –** Provide space onsite or nearby the facility for use as Championship Headquarters with administrative assistance, computers, copier, Wi-Fi access, and a VIP hospitality room.

_____ J. **INSURANCE AND MEDICAL COVERAGE–** General liability coverage at a minimum of $1,000,000, ambulance service and physician onsite or immediately on call throughout the championship. Certificate required 60 days in advance.

_____ K. **NCCAA LOGOS –** The official NCCAA and event logo (to be obtained from the National Office) shall be used in all print media, including, but not limited to, clothing, media guides, banners, etc., associated with the event and shall not be altered or skewed in any manner.

_____ L. **NCCAA STAFF –** Lodging and meals (meals provided at hospitality room for the duration of the event or $35 per diem) for NCCAA staff members (one National Office staff, commentators, production, Event Chaplain and the National Sport Chair or his/her designate). Travel for NCCAA staff shall be covered by the NCCAA.

_____ M. **OFFICIALS/UMPIRES –** Select and assign NCAA/NAIA Officials/Umpires by the Tournament Director in cooperation with the appropriate national officials' association. Game fees and travel expenses as determined by the local official's association. National Office approval is required.
Please list which official's association will be used: _____
Please provide the pay rate for officials to be used by host: _____

_____ N. **PHOTOGRAPHY –** Photography personnel assigned to the event for coverage of the banquet, opening ceremonies, championship games, CSP, and the awards presentations. NOTE: Sale of photos to participating teams may be offered at rates approved by the Host. Complimentary high-resolution photos must be sent electronically to the National Office as follows: CSP photos – sent immediately following the CSP; Action photos – sent periodically throughout each day of the event; Championship team with banner photos – sent immediately following the championship; All event photos – the National Office holds the right to access and use any photo taken at the event for social media, website, marketing, online galleries, etc. The photographer shall be given photo credit if desired.

_____ O. **PRACTICE SITES –** Provide practice time on the facilities the day before the event and, potentially, during the event. *Please provide pictures of the practice facilities.

_____ P. **PRESS PERSONNEL –** Provide media personnel necessary for the administration of the event, including public address announcers. Public Address announcer(s) must be neutral and host school cannot utilize personal introduction format (lights, music, etc.). The host must utilize the NCCAA Music Policy and applicable Public Service Announcements. The host must provide results for all contests and report results to all competing SID's and the National Office.

_____ Q. **PROGRAM –** Production of the championship souvenir program, including printing costs and advertising commissions (printed quantity and QR code for digital copy to be decided with National Office). The championship logo shall be developed by the National Office. (See item K. NCCAA LOGOS) The National Office will provide certain required items to be included in the program. National Office approval is required.

_____ R. **PUBLICITY & PROMOTION –** Advance publicity and promotion related to the event to include paid advertising, posters, flyers and related expenses. Reference the NCCAA Branding Guide and National Office approval required.

_____ S. **QUALIFIER PACKET** – In conjunction with the NCCAA National Office, provide the necessary information in an expedient manner to complete the packet by the established dates.

_____ T. **SECURITY** – Host must provide sufficient security on-site to aid in game management.
Describe security coverage plan: _____

_____ U. **STATISTICS** – Host must provide live stats for all contests and report XML and PDF results to all SID's, Coaches, and National Office Communications Staff immediately following each contest. Live stats for each contest must be recorded by trained personnel through PrestoSports or Genius Sports software and connect to the NCCAA live stats link provided through SIDEARM Sports.

_____ V. **TICKETS –** All costs related to championship tickets, including printing and sales expenses. To honor NCCAA membership cards, passes and credentials for admittance to the event.

continued

_____ W. **TOURNAMENT DIRECTOR –** The Athletics Director shall serve as the Tournament Director of the National Championship unless otherwise designated. It shall be clearly defined and communicated who serves in that capacity.
Please specify who shall function as the Tournament Director: _____
Mobile # _____ Email _____ Office # _____

Championship Service Provided By The NCCAA:

_____ A. **AWARDS –** The order, shipping, and payment of all approved championship awards for the event. No additional trophies or awards shall be added to the approved awards. All awards shall be ordered through the official NCCAA award supplier.

_____ B. **CHAMPIONSHIP APPAREL –** All Championship apparel shall be provided by Fine Designs, the official provider for NCCAA Championship product. The host site shall work with Fine Designs staff to provide adequate space and power supply throughout the event.

_____ C. **EVENT CHAPLAIN –** Each National Championship host shall have a Chaplain, arranged by the NCCAA National Office, who shall be available to the teams that participate. (Lodging and meals provided by the host.)

Participant Arrangements Provided by the Host:

_____ A. **TEAM HOUSING –** Negotiate the best possible hotel rates for team housing to include a block of not less than 4-6 rooms per team. It is best if one host hotel can be secured. National Office approval is required. Please provide a list of possible hotels, estimated rates, and estimated time of travel to host facilities.

_____ B. **VENDORS/SPONSORS –** Negotiate best possible rates for area vendors/sponsors, including, but not limited to, restaurants, entertainment options, laundry services, etc. Please provide a listing of vendors/sponsors for each area listed above.

VII. FINANCIAL OBLIGATIONS

Prospective host sites commit to the following financial responsibilities in bidding for the National Championship. ***Please attach a projected budget summary.***

_____ The host guarantees all authorized expenses. Host will submit a $2,500 hosting fee (no hosting fee is required for member institutions which host). If the event's income exceeds expenses, the net income shall be divided among the host and the NCCAA National Office at a 60/40 ratio.

_____ Should a host exit from an accepted bid (after signed and approved by the NCCAA National Office), a $5,000 forfeiture fee must be paid by the host entity within 30 days of notification.

_____ _____
Athletics Director's Signature *Date*

_____ _____
President's Signature (if applicable) *AD/Host Mobile Number*

_____ _____
Institution/Affiliation *AD/Host Office Number*

FOR OFFICE USE ONLY

_____ Approved _____ Not Approved _____ NCCAA Subsidy (if applicable)

NCCAA Executive Director _____ Date _____

Date Revised 07/09/2025

SAMPLE

ITEM 15. SUGGESTED CHAMPIONSHIP EVENT TIMELINE

A. Nine Months to a Year Prior
   1. Ball Shipment
      Work with appropriate vendor/sponsor ensuring correct numbers are ordered and sent to host site on time.
   2. Banners
      Distribute championship banners, branding banners, and corporate banners to host.
   3. Facility
      Secure competition site and all equipment necessary to conduct the event. This is a must in order to bid.
   4. Housing
      Secure championship headquarters hotel, negotiating comp rooms and meeting rooms.
   5. Insurance
      Secure spectator liability insurance.
   6. Transportation
      Negotiate and coordinate the best rates for team rentals. Participants must lodge in the HOST hotel, if possible.
   7. Sponsors
      Solicit and secure local site sponsors for financial or in-kind support. Submit list of sponsors to the National Office to ensure no conflicts exist with national sponsors.
   8. Practice Sites
      Secure local facilities for teams to use for practice throughout the event.
   9. Publicity and Promotion
      Develop posters, flyers, advertisements, and related expenses to promote the event.

B. Six Months to Nine Months Prior
   1. Budget
      Develop estimated event budget.
   2. Trainers
      Identify training needs and secure staff.
   3. Tickets
      Create artwork, approve ticket design, and place disclaimer on the back of the ticket to be approved by the National Sport Chair and the Director of Membership.
   4. Staff Shirts
      Determine the number and order staff and event personnel shirts. Shirts must be purchased through Fine Designs.

C. Three Months to Six Months Prior
   1. Awards
      National Office shall place the order with Cowart Awards in Greenville, SC and ship to host.
   2. Banquet Organization
      Determine/develop ticket prices, location, menu, seating, program, etc.
   3. Budget
      Develop budget and submit to the National Office
   4. Event/Bench Personnel
      Secure scoring, press box/sideline, and other personnel as needed.
   5. Facility Management
      Secure concessions, security, ticket sellers/takers, etc.
   6. Officials
      Notify all officials about championship information, contract, per diem, game fees, medical information, etc.
   7. Program
      Secure printer, create design, and develop the event program. The NCCAA shall provide the host with the cover artwork, all applicable ads from sponsors, general NCCAA information, a photo and welcome letter from the Executive Director, and the chaplain bio and photo.
   8. Game Activities
      Develop special events, Christian Service Project (CSP), half-time activities, special presentations, and secure national anthem presenters, etc.
   9. Honorary Coaches
      Secure community/businesspeople interested in being a liaison to a participating team if possible.
   10. Photographer
      Secure services for championship events. Email/mail high resolution .jpg or .gif photos of the championship, especially winning team with the banner, immediately following the event to jcampbell@thenccaa.org.

continued

11. Radio, Webcasting, Television
    Coordinate all broadcasts with the Director of Communications. Assist with ethernet connections.

D. Within the Last Three Months
1. Awards Ceremony
   Script the order of presentation with assistance from Championship Committee.
2. Awards
   Verify arrival of awards with the host and send copy of the order to the host for inventory check.
3. Ball Shipment
   Verify the receipt of ball shipment with the host.
4. Program
   Institutions shall send their team information for the program directly to the Tournament Director of the National Championship.
5. Bracketing
   Pairings and seedings are completed by the selection committee.
6. Championship Instructions
   Prepare packets for coaches, officials, and championship committee. Host to include local information.
7. Credentials
   Order credentials and lanyards, categories, number, and colors. Samples shall be sent to the host upon request.
8. Housing
   Determine housing assignments of championship personnel, meeting room locations, etc.
9. Public Address Announcements
   Develop list of announcements to be read throughout the event.
10. Media Coordinator
    Assign someone to work with teams and media during the event for statistics and press releases.
11. Merchandise
    Finalize design. Must work with Fine Designs, the official NCCAA t-shirt vendor.
12. Travel
    Arrange for NCCAA staff, championship committee, media, etc.

ITEM 16. NCCAA NATIONAL CHAMPIONSHIP COMMITTEE RESPONSIBILITIES

I. PURPOSE

The National Championship Committee shall oversee the National Championship to ensure that it is administered according to NCCAA policies and procedures.

II. MEMBERS

The three-person committee shall consist of the NCCAA National Office representative or their designate, Tournament Director of the National Championship or an individual appointed by the Tournament Director of the National Championship, and the National Sport Chair.

III. RESPONSIBILITIES

The Championship Committee shall:

A. Have at least one committee member on site for each contest.

B. Handle any protests/disputes over rules or procedures during the tournament. The committee shall have the final say on any protest(s). All three committee members shall be involved in any decisions regarding protests.

C. Be responsible to keep the championship games on schedule.

D. Oversee the behavior of players, coaches, and spectators.
   1. Committee members have the obligation to immediately approach any spectator who is:
      a. Constantly yelling at officials
      b. Using vulgar language
      c. Making threats
      d. Causing an unusual disturbance.

      The spectator shall be warned and told that, if these actions continue, they shall be asked to leave.
   2. Committee members have the same obligation to approach a coach concerning the same type of disturbance from team personnel. Committee members have the right to approach and to remove such personnel from the contest and, pending a committee meeting, from the remainder of the championship.
   3. Should an incident occur in which spectators or team personnel are removed, the committee shall write an incident report and forward it to the National Office. A decision shall be made of further actions against an offending institution.

E. Express in writing any problems which occurred during the National Championship and submit report to the National Office within seven days following the championship. This report shall be presented to the Administration Committee of the Board of Directors.

ITEM 17. NCCAA CHAMPIONSHIP MUSIC POLICY

It is the goal of the NCCAA to glorify God in the music that is played at all regional and national events. Each host institution of an NCCAA postseason contest is required to ensure that all music played during the event complies with the following guidelines:

1. It is encouraged that Christian music be integrated within the pre-game and in-game play list so that God may be specifically recognized and praised through the music that is played.
2. Music produced by Christian artists and bands who also perform neutral/crossover music is allowed.
3. Potentially questionable music that has not been previously approved must be submitted to the Tournament Director of the National Championship or their designate for approval at least 24 hours in advance of the event where the music is to be played.
4. The NCCAA does not allow the playing of secular music that includes lyrics. Selected music from the secular genre without lyrics may be allowed and shall be determined on a case-by-case basis.
5. If a song without lyrics is presented for approval, the original lyrics of that song must be submitted for review. If those lyrics are deemed to be non-offensive and consistent with the values of the NCCAA and its membership, then such music may be approved.

ITEM 18. NCCAA PUBLIC ADDRESS ANNOUNCEMENTS

About the NCCAA
The NCCAA sponsors 23 National Championships and one National Invitational across two divisions each year. The NCCAA uses intercollegiate athletics to further The Great Commission and is committed to equipping student-athletes and coaches to make a positive impact for Christ. For more information, visit www.thenccaa.org.

Mission Statement
To keep Christ at the center of intercollegiate athletics.

#KingChasing Program
The NCCAA's #KingChasing program uses the four Biblical characteristics of the Game Plan 4 LIFE – Love, Integrity, Faith, and Excellence – to enhance the purpose of collegiate athletics to be more than winning championships. Its mission is to keep Christ at the center of the student-athlete experience.

Christian Service Projects
Student-athletes and coaches participate in Christian Service Projects at each NCCAA National Championship. Through sports clinics, hunger relief efforts, clean-up events, and donations, the NCCAA and its member institutions work to leave a lasting impact for Christ locally, nationally, and internationally.

Game Conduct
The NCCAA is committed to the true spirit of competition and upholding the four core values of the Game Plan 4 LIFE: Love, Integrity, Faith, and Excellence. We ask that each participant, official, and spectator join us in exhibiting these Christ-like characteristics and help create a positive environment in which to enjoy [today's/tonight's] competition.

National Anthem and Invocation
At this time, we ask all those who can to please stand and remove your hats for an invocation to be given by _____. **Pray**

Anthem Recorded [If applicable]
Please remain standing in a spirit of respect for the presentation of our National Anthem.

Anthem Performed Live [If applicable]
Please remain standing in a spirit of respect for the presentation of our National Anthem, sung by _____.

Color Guard Organization [If applicable]
[Today/Tonight] the colors are presented by local representatives of the _____ (Color Guard Organization).

ITEM 19. PARADE OF CHAMPIONS FORMAT
(Sample Script)

- Ladies and gentlemen, please direct your attention to the _____ as we honor this year's participating teams during the Parade of Champions.
- Leading our processional this evening are our officials, all of whom are members of the (officials association). Presenting the flag is _____, from _____. Thank you to the men and women of _____ for their service to all of the participating teams!
- Next, we have our volunteers for this year's championship. These individuals shall give over ____ (number) hours of service to this event over the next ____ (number) days and without them, such an event would not be feasible. Thanks to all of these service-oriented folks for their time and effort!
- And now for the ____ (number) participating teams in this week's competition. Each team is accompanied by local youth from the _____.

  (This suggested format can be used for Basketball, Soccer, Baseball, Softball, and Volleyball. Introduce teams according to order of seed. Example: From city, state, representing the name of specific region, with a record of wins/losses, the mascot name of college/university. The mascot name are coached by name and assisted by name. Welcome the mascot name of college/university.)

#1 Seed: From _____, representing the _____with a record of _____the _____ of _____. The _____are coached by _____ and assisted by _____. Welcome the _____of _____.

#2 Seed: From _____, representing the _____with a record of _____the _____ of _____. The _____are coached by _____ and assisted by _____. Welcome the _____of _____.

#3 Seed: From _____, representing the _____with a record of _____the _____ of _____. The _____are coached by _____ and assisted by _____. Welcome the _____of _____.

#4 Seed: From _____, representing the _____with a record of _____the _____ of _____. The _____are coached by _____ and assisted by _____. Welcome the _____of _____.

#5 Seed: From _____, representing the _____with a record of _____the _____ of _____. The _____are coached by _____ and assisted by _____. Welcome the _____of _____.

#6 Seed: From _____, representing the _____with a record of _____the _____ of _____. The _____are coached by _____ and assisted by _____. Welcome the _____of _____.

#7 Seed: From _____, representing the _____with a record of _____the _____ of _____. The _____are coached by _____ and assisted by _____. Welcome the _____of _____.

---

continued

SAMPLE

ITEM 19. PARADE OF CHAMPIONS FORMAT, Page Two

#8 Seed: From _____, representing the _____with a record of _____the _____ of _____. The _____are coached by _____ and assisted by _____. Welcome the _____of _____.

#9 Seed: From _____, representing the _____with a record of _____the _____ of _____. The _____are coached by _____ and assisted by _____. Welcome the _____of _____.

#10 Seed: From _____, representing the _____with a record of _____the _____ of _____. The _____are coached by _____ and assisted by _____. Welcome the _____of _____.

#11 Seed: From _____, representing the _____with a record of _____the _____ of _____. The _____are coached by _____ and assisted by _____. Welcome the _____of _____.

#12 Seed: From _____, representing the _____with a record of _____the _____ of _____. The _____are coached by _____ and assisted by _____. Welcome the _____of _____.

- Recognize any other local representatives &/or dignitaries, special guests, etc.
- The NCCAA is very thankful for the over 90 intentionally Christ-centered institutions that call themselves members of the NCCAA. Today, more than ever, intercollegiate athletics are being used to serve the Great Commission of Jesus Christ. These _____ student-athletes join over 13,000 of their peers in honoring our Lord through their efforts in this great game. Our culture is crying out for young people such as the ones before you and only eternity will display the results of their combined service in the years to come.
- This year, NCCAA student-athletes shall provide over 4,500 hours of Christian service while at NCCAA events. _____ (CSP recipient) was the beneficiary of the service by the teams here tonight. We thank those Championship participants who assisted in this effort and would ask you to recognize them with your applause.
- At this time, we ask all those who can to please stand and remove your hats for an Invocation to be given by _____. (Prayer)
- Let's have one more round of applause for all these teams and the institutions they represent.
- Announce start time for the game.

SAMPLE

ITEM 20. NCCAA AWARDS PRESENTATION PROCEDURES

NOTE: Adapt the following information to sport specific

#1 Presentation of 4th place plaque _____

#2 Presentation of 3rd place plaque _____

#3 Presentation of 2nd place plaque _____

#4 Presentation of 1st place banner _____

#5 Presentation of the All-Tournament Team (name and institution, announce the Tournament Most Outstanding Player last)

#6 Presentation of Championship Team awards: Read the names of the team from the Championship Program.

NAME OF PLAYER/INSTITUTION:

1._____ 6._____

2._____ 7._____

3._____ 8._____

4._____ 9._____

5._____ 10._____

#7 Presentation of All-American Awards (name and institution of player), 2nd team, and, lastly, the 1st Team

NAME OF PLAYER/INSTITUTION:

1._____ 6._____

2._____ 7._____

3._____ 8._____

4._____ 9._____

5._____ 10._____

#8 Presentation of Scholar-Athletes who have received this honor (read name and institution of those participating in the Championship)

NAME OF PLAYER/INSTITUTION:

1._____ 6._____

2._____ 7._____

3._____ 8._____

4._____ 9._____

5._____ 10._____

continued

SAMPLE

ITEM 20. AWARDS PRESENTATION PROCEDURES, Page Two

#9 Presentation of Player of the Year (read comments presented to announcer by the National Sport Chair). Gather information from specific coach or player

_____

_____

_____

#10 Announce any record that was broken during the tournament (player/team recognition)

PLAYER	TEAM	RECORD
_____	_____	_____
_____	_____	_____

#11 All teams (and any special groups/individuals/parents) circle up on the floor for the closing prayer and any remarks.

SAMPLE

ITEM 21. FINANCIAL STATEMENT OF NCCAA NATIONAL CHAMPIONSHIP

_____
(SPORT)

_____ _____
DATES SITE/HOST

INCOME

Gate Receipts/Ticket Sales $ _____

Souvenirs (t-shirts, hats, etc.) _____

Concessions _____

Program Sales/Advertisements _____

Sponsor Donations (itemize on sponsor sheet) _____

Entry/Sport Fees (where applicable) _____

Miscellaneous _____

TOTAL INCOME **$** _____

EXPENSES FOR CHAMPIONSHIP OPERATIONS

Awards/Plaques (see Awards section) $ _____

Banquet _____

Special Equipment (attach list) _____

Officials _____

Souvenirs (t-shirts, hats, etc.) _____

Programs/Printing/Posters _____

Postage _____

Telephone _____

Housing (for National Sport Chair, Officials, Speakers, etc.) _____

Mileage (for National Sport Chair, Officials, Speakers, etc.) _____

Workers (attach list and list titles) _____

Miscellaneous _____

Team Reimbursements (attach itemized sheet) _____

continued

SAMPLE

ITEM 21. NCCAA CHAMPIONSHIP FINANCIAL STATEMENT, Page Two

CHAMPIONSHIP REIMBURSEMENT (attach itemized sheet)

Meals

Banquet $ _____

Other _____

Lodging (Teams) _____

Travel (Teams) _____

TOTAL EXPENSE **$** _____

BALANCE (use + or -) **$** _____

AMOUNT ASSUMED BY HOST **$** _____

ENDING BALANCE (use + or -) **$** _____

SAMPLE

ITEM 22. NCCAA NATIONAL CHAMPIONSHIP REPORTING FORM

Sport_____

National Sport Chair_____

Vice-Chair_____

Host Site_____City_____State_____

Dates of Championship _____

The National Sport Chair Report for the Administration Committee and the Annual Convention shall be completed and emailed to the Director of Championships at the National Office. (Please write your personal opinion and evaluation of the sport.)

On a separate piece of paper please complete the following questions:

1. What are the recommended changes in your sport for the coming year?
2. In a few paragraphs, please write a State of the Sport Report, from your point of view.
3. Include the Financial Statements for the National Championship and send them to the National Office.
4. Send the Minutes of your National Coaches' Business Meeting; **highlight all action items for the NCCAA Administration Committee.**
5. Please indicate any and all of the changes to your sport for the Official Handbook.
   Suggestion: Highlight the Roman numeral, letter, number, or number of the page with the word, phrase, sentence, or paragraph, then **BOLD** the requested change.

SAMPLE

ITEM 23. NCCAA INCIDENT AND/OR EJECTION REPORTING FORM

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

Submitter Information

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

Institution (if applicable) _____ Phone _____

Email Address _____

Contest Information

Sport _____ Final Score _____

Date of Contest _____ Level of Contest ☐ Varsity ☐ JV

Location of Contest (city/state) _____

Home Team _____ Away Team _____

Game Officials _____

Incident/Ejection Information

Ejected Individual's Name _____

Ejected Individual's Institution _____

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

Ejection Reason _____

Ejection Details:

Is there video of the incident? ☐ Yes ☐ No

Are there witness statements? ☐ Yes ☐ No

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

Submitter's Signature _____ Date _____

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

.

SAMPLE

ITEM 24. NCCAA SEXUAL ABUSE & MOLESTATION PREVENTION POLICY

NCCAA prohibits and does not tolerate sexual abuse or misconduct in the workplace or during any organization-related activity. NCCAA provides procedures for employees, volunteers, board members, or any other victims of sexual abuse or misconduct to report such acts. Those reasonably suspected or believed to have committed sexual abuse or misconduct shall be appropriately disciplined (applicable to their relationship to the NCCAA), up to and including termination of employment, removal from any event or volunteer position, and/or referred to the authorities. No employee, volunteer, board member, or other person, regardless of his or her title or position has the authority to commit or allow sexual abuse or misconduct.

Definitions and Examples
The following definitions or examples of sexual abuse, misconduct, or harassment may apply to any and/or all of the following persons – employees, volunteers, or other third-parties.

Sexual abuse or misconduct may include, but is not limited to:

- Child sexual abuse: any sexual activity, involvement, or attempt of sexual contact by an adult with a person who is a minor (under 18 years old) where consent is not or cannot be given.
- Sexual activity with another who is legally incompetent or otherwise unable to give consent.
- Physical assaults or violence, such as rape, sexual battery, abuse, molestation, or any attempt to commit such acts.
- Unwanted and intentional physical conduct that is sexual in nature, such as touching, pinching, patting, brushing, massaging someone's neck or shoulders, and/or pulling against another's body or clothes.
- Unwelcome and inappropriate sexual activities, advances, comments, innuendoes, bullying, jokes, gestures, electronic communications, or messages (e.g., email, text, social media, voicemail), exploitation, exposure, leering, stalking, or invasion of sexual privacy.
- A sexually hostile environment characterized as comments or conduct that unreasonably interferes with one's work performance or ability to do the job or creates an intimidating, hostile, or offensive environment.
- Direct or implied threats that submission to sexual advances shall be a condition of employment or affiliation with the organization.

Reporting Procedure
NCCAA National Office staff and event leadership staff shall immediately report suspected sexual abuse or misconduct to NCCAA National Office staff or local authorities (when NCCAA staff may be source of abuse). It is not required to directly confront the person who is the source of the report, question, or complaint before notifying any of the individuals listed. NCCAA shall take every reasonable measure to ensure that those named in the complaint of misconduct or are not too closely associated with those involved in the complaint shall not be part of the investigative team.

Anti-retaliation and False Allegations
NCCAA prohibits retaliation made against any employee, volunteer, board member, coach, student-athlete, or other person who lodges a good faith complaint of sexual abuse or misconduct or who participates in any related investigation. Knowingly making false or malicious accusations of sexual abuse or misconduct can have serious consequences for those who are wrongly accused. NCCAA prohibits making false or malicious sexual misconduct allegations as well as deliberately providing false information during an investigation. Anyone who violates this rule is subject to disciplinary action, up to and including termination of employment or membership and criminal prosecution.

Investigation and Follow-up
NCCAA shall take all allegations of sexual abuse or misconduct seriously and shall promptly, thoroughly, and equitably investigate whether misconduct has taken place. The organization may utilize an outside third-party to conduct an investigation of misconduct. NCCAA shall cooperate fully with any investigation conducted by law enforcement or other regulatory/protective services agencies. NCCAA shall make every reasonable effort to keep the matters involved in the allegation as confidential as possible while still allowing for a prompt and thorough investigation.

Reporting to Law Enforcement or Appropriate Child or Adult Protective Services
NCCAA is committed to following the state and federal legal requirements for reporting allegations or incidents of sexual abuse or misconduct to appropriate law enforcement and child or adult protective services organizations. The conducting of an internal investigation and review is independent and secondary to cooperation with law enforcement authorities.

continued

Employee and Worker Screening and Selection
As part of its sexual abuse and misconduct prevention program, NCCAA is committed to maintaining a diligent screening program for prospective and existing employees, volunteers, and others who may interact with those employed by, associating with, or serviced by NCCAA. The organization may utilize a variety of methods of screening and selection, including but not limited to applications, personal interviews, criminal background checks and personal and professional references.

Supervision of Youth
The intent is to avoid one-on-one interactions between adults and minors who are not easily observable by others. If individual meetings with a minor must be held in an office or isolated area, keep the door open. Only conduct closed door meetings when another adult is put on notice of the meeting and the door remains unlocked.

NCCAA ACKNOWLEDGEMENT FORM: SEXUAL ABUSE & MOLESTATION PREVENTION POLICY

(Required for all staff and event management)

I acknowledge that I received and read the Sexual Abuse and Misconduct Prevention Policy and/or had it explained to me. I understand that it is my responsibility to abide by all rules contained in the policy. I also understand how to report incidents of sexual abuse or misconduct as set forth in the policy, including retaliation against any employee or volunteer exercising his or her rights under the policy.

I acknowledge that I will be alerted when changes and updates are made to the Sexual Abuse and Misconduct Policy and will be responsible for reading and complying with these updates.

Employee/Volunteer's Printed Name	Employee/Volunteer's Signature
Witness' Signature	Date

ITEM 25. NCCAA STUDENT-ATHLETE OF THE WEEK PROCEDURES

I. PROCEDURES

A. The NCCAA Student-Athlete of the Week award shall be given during regular season play to one student-athlete in each active male and female sport in both Division I and Division II, chosen from the list of nominees submitted by all recognized sports each week. Some sports such as Soccer, Baseball, Softball, Indoor/Outdoor Track and Field, and Women's Volleyball have two awards due to the nature of the sport. The recognized sports are: Baseball, Men's and Women's Basketball, Men's and Women's Cross Country, Men's & Women's Golf, Men's and Women's Indoor Track and Field, Men's and Women's Soccer, Softball, Men's and Women's Outdoor Track and Field, and Men's and Women's Volleyball.

B. Only one student-athlete per school can be nominated for each sport, except for the sports that have two awards (Baseball M/W Soccer, Softball, M/W Indoor & Outdoor Track & Field, M/W Volleyball). Two award sports may have one student-athlete per school for each award within the sport, with the same athlete eligible to be nominated for both awards.

C. The official nomination form shall be used. The student-athlete shall be nominated by his/her respective coach, Sports Information Director, or Athletics Director and shall exemplify the Christian ideals held by the NCCAA.

D. List accomplishments for the preceding week (Monday through Sunday). Accomplishments during scrimmages/ exhibitions are not to be submitted.

E. Submit the form through Teamworks (www.teamworksapp.com). Nominations are due on Mondays by 1:00 p.m. (ET). Nominations submitted outside of Teamworks shall not be accepted. Nominations submitted after the deadline shall not be included for consideration.

F. A high-resolution headshot and action shot photo of your nominee must be included within the nomination form. Without one or both photos, nominees may be excluded from consideration.

G. The Director of Communications shall review all nominations and select the award recipient(s) for each sport.

H. Each school is responsible to provide a press release to its local media.

I. An award shall be provided for the student-athlete. The recipients shall be posted on the NCCAA website.

J. Instructions on submitting a Student-Athlete of the Week nomination form can be found on the NCCAA website in the Help Center section.

SAMPLE

ITEM 26. COACH OF THE YEAR NOMINATION FORM

Region _____ Chair _____

Coach's Name _____ Sport _____

Institution _____

Address _____ Telephone (_____)_____-_____

City _____ State _____ Zip _____

20_____ to 20_____ Season Record: Won _____ Loss _____

Comments on the following areas:

Coaching aptitude for the 20_____ to 20_____ Season _____

_____

_____

_____

Christian Character _____

_____

_____

_____

Leadership Qualities _____

Players _____

_____

Coaches _____

_____

Contribution to the National Christian College Athletic Association _____

_____

_____

_____

SAMPLE

ITEM 27. NCCAA MISSIONS FUNDING APPLICATION

The National Christian College Athletic Association (NCCAA) is pleased to provide special funding for assisting both student-athletes and coaches as they are involved in sport missions trips and other sport ministry endeavors. Student-athletes and coaches are eligible for missions funding after being identified with a member institution for at least one semester through the term (spring, summer, fall) immediately following identification with, or graduation from, a member institution. *Monies are awarded in the order in which applications are received and as funding is available.* Any monies awarded shall be sent directly to the sending agency or sponsoring organization. The Executive Director shall review all application requests for funding. The maximum support is $1,000 (for teams of 4 or more) and 10% of the total cost for individuals, up to $300 maximum.

Approved applicants **shall be required** to provide a post-trip summary (including any photos or videos if available). The summary must be sent to the NCCAA National Office (may be emailed to ezeigler@thenccaa.org). Other information, including prayer requests during the trip, may also be sent to the National Office.

*Please type or print **all** information requested below:*

☐ Individual Applicant ☐ Team Applicant (Coach as Applicant)

Applicant Name _____ Phone _____

Applicant Email _____ Sport _____

Institution _____ Number Going on Trip _____

Trip Destination _____ Dates of Trip _____

Sponsoring Organization of Mission Trip _____

Organization Contact _____ Phone _____

Total Trip Cost $_____ Amount Already Raised $_____ Amount Requesting from NCCAA $_____

Funding Due Date ____/____/____ Check Payable to _____

Address for Check _____

On separate sheets of paper, please enclose the following:

- Applicant's personal testimony
- Comments regarding the nature of this trip, the type of ministry, and the people who will be served
- Letter of recommendation from supervisor (if a coach) or from coach (if a student-athlete)

The above and enclosed information are accurate to the best of my knowledge. (Both signatures are required.)

Signature of Applicant: _____ Date: _____

Signature of Supervisor: _____ Date: _____

Return this form and accompanying paperwork to:
NCCAA Mission Funding
ATTN: Erica Zeigler
302 W Washington St
Greenville, SC 29601
Phone: (864) 250-1199

SAMPLE

ITEM 28. NCCAA NATIONAL SPORT CHAIR JOB PROFILE

I. FUNCTION

Responsible for directing NCCAA National Championship/Invitational Competition in the sport.

II. SELECTION

A. The National Sport Chair for each NCCAA sport shall be nominated by a majority of the sport coaches with an email ballot to all coaches in that sport.

B. Each nominee shall be confirmed by vote of the NCCAA Board of Directors.

C. The term of service is three years.

D. Re-elections are permitted. There is no limit to the number of terms one can serve.

E. The National Sport Chair may not also serve as Regional Sport Chair.

III. DUTIES

The National Sport Chair shall:

A. Prepare for and be on site (throughout the event, including practices, banquet, coaches/ meeting, contests, etc.) to conduct and administer, in concert with the Tournament Director of the National Championship/Invitational and/or the Vice-Chair of the sport, the NCCAA National Championship/Invitational in that sport.

B. Recommend a host site (two years in advance) and date for their respective National Championship/Invitational to the Director of Championships.

C. Conduct all coaches' meetings in addition to the National Championship/Invitational seeding conference call (see Item 33).

D. Be responsible for the adherence to the sport Handbook by all participating institutions.

E. Communicate with all Regional Sports Chairs and make sure they are fulfilling their duties.

F. Submit National Championship/Invitational Reporting Form to the National Office within five days of the event.

G. Submit approved policy changes, procedures, and recommendations (for the Handbook) from the coaches' meetings to the Director of Membership by the deadlines listed in the National Handbook Proposal Process.

H. Not enter into to any vendor contractual agreement on behalf of the NCCAA.

I. National Rankings: Conduct the bi-weekly coaches' poll and submit it to the National Office.

J. Conduct the All-American meeting to select All-Americans, Player of the Year, and Coach of the Year.

IV. EXPENSE REIMBURSEMENT

A. The National Sport Chair shall be entitled to reimbursement by the NCCAA National Office for reasonable expenses, including travel and meals incurred by attending the National Championship. Lodging is provided by championship hosts as indicated in championship bids (night maximums for National Championships vary by sport). When the National Sport Chair's team participates in the National Championship, the chair is not eligible for reimbursement or the provided lodging. Reimbursements must be requested within 60 days of the National Championship requested and include the reimbursement form and all receipts.

B. Reimbursement Policies
   1. Maximum reimbursement dollar amounts are intended to provide appropriate support and should not be abused. National Chairs should compare all cost options to ensure good stewardship of these funds.

2. Meals
    a. On arrival and departure travel days, meal reimbursements are as follows:
        1.) Breakfast: up to $15
        2.) Lunch: up to $20
        3.) Dinner: up to $25
        4.) Any single travel day has a maximum of two meals.
    b. Once on site, meals shall be provided via free breakfast at the hotel, hospitality room, and/or other on-site methods to provide meals. For meals not provided, chairs are entitled to reimbursement for the same dollar amounts listed above for breakfast, lunch, and dinner. When a meal is provided, that meal is not eligible for reimbursement should the chair choose to eat elsewhere.
3. Flights
    a. Flights shall only be reimbursed for the price of a ticket purchased 21 days in advance.
    b. Various airports and airlines should be reviewed for pricing options.
    c. Approval from the Director of Championships is required before booking flights.
4. Rental Car
    a. Rental cars shall only be reimbursed for sedan categories of intermediate, mid-size, or standard.
    b. Various rental companies should be reviewed for pricing options.
    c. Approval from the Director of Championships is required before booking rental car.
5. Other expenses eligible for reimbursement include fuel, rideshares to and from airport, rideshares to and from hotel/venue, tolls, and mileage if using personal car.
6. The maximum total reimbursement shall be $1,000.

ITEM 29. NCCAA NATIONAL SPORT VICE-CHAIR JOB PROFILE

I. FUNCTION

The National Sport Vice-Chair shall be responsible for assisting the National Sport Chair and after a three-year term shall take over as the Chair. They shall assume the Chair position if the Chair leaves at any time before the three- year term expires.

II. SELECTION

The National Sport Vice-Chair for each NCCAA sport shall be nominated by a majority of the sport coaches with an email ballot to all coaches in that sport. If a vacancy occurs at any other time, then the position shall be filled by an email ballot. The National Sport Vice-Chair may also serve as a Regional Sport Chair.

III. DUTIES

The National Sport Vice-Chair shall:

A. Assist the National Sport Chair in his/her duties.

B. Perform all duties of the Chair in his/her absence as well as any duties prescribed by the Chair.

C. Not enter into any vendor contractual agreement on behalf of the NCCAA.

IV. EXPENSE REIMBURSEMENT

If the National Vice-Chair is attending the National Championship in place of the National Chair, then the reimbursement policy shall be the same as for the National Chair.

ITEM 30. NCCAA REGIONAL COORDINATOR JOB PROFILE

I. FUNCTION

The Regional Coordinator shall direct and administer all NCCAA sports competition in their respective regions with the assistance of each Regional Sport Chair.

II. SELECTION

A. The Regional Coordinator shall be nominated by a majority vote of the participating members within the respective region.

B. The nominee shall be confirmed by a vote of the Board of Directors.

C. The term shall be for a three-year period.

III. DUTIES

The Regional Coordinator shall:

A. Direct and administer NCCAA sports within the region.

B. Set Regional Meeting dates and chair those meetings. Shall keep Regional Meeting minutes and send a copy to the Director of Membership and each member institution in the region.

C. In concert with the Director of Membership, screen applicants from prospective Regional institutions for NCCAA membership.

D. Serve on the National Administrative Council for the purpose of evaluating the policies, procedures, and programs of the association and to make recommendations for improvements.

E. Develop unity among member institutions within the region.

F. Select (in coordination with the National Sport Chair) and work with Regional Sports Chairs regarding regional postseason and awards.

G. Complete a year-end report that includes results from regional championships, All-Regional Teams, Regional Coach of the Year, and other special awards for the region.

H. Update the Regional Handbook each year and send a copy to the Director of Membership and each member institution in the region by August 1.

I. Maintain and update the history of the region, including awards and championship information and results.

J. Represent the region at the NCCAA Annual Convention.

K. Not enter into any vendor contractual agreements on behalf of the NCCAA.

IV. EXPENSE REIMBURSEMENT

A. The NCCAA National Office shall reimburse the Regional Coordinator for lodging expenses (three night maximum) incurred at the Annual Convention. When on-campus or negotiated lodging is available, the reimbursement rate shall be that of the on-campus or negotiated lodging option. The maximum reimbursement shall be $750. To be eligible for reimbursement, attendance is required at the State of the Association, Regional Meetings, and Divisional Breakouts.

B. Each region shall cover travel and administrative expenses incurred for NCCAA business including transportation expenses to the NCCAA Annual Convention, pending the region's financial structure. Flights shall only be reimbursed for the price of a ticket purchased 21 days or more in advance. Reimbursements must be requested within 60 days of the event requested.

C. Individuals are required to register for the Annual Convention, and registration fees are not reimbursable.

ITEM 31. NCCAA ASSISTANT REGIONAL COORDINATOR JOB PROFILE

I. FUNCTION

The Assistant Regional Coordinator shall be responsible for assisting the Regional Coordinator and, after a three-year term, shall take over as the Regional Coordinator. He/She shall assume the Regional Coordinator position if the Regional Coordinator leaves at any time before the three-year term expires.

II. SELECTION

The Assistant Regional Coordinator for each NCCAA region shall be nominated by a majority of the region athletic directors with an email ballot to all institutions in the region. If a vacancy occurs at any other time, then the position shall be filled by an email ballot. The Assistant Regional Coordinator may also serve as a Region Sport Chair.

III. DUTIES

The Assistant Regional Coordinator shall:

A. Assist the Regional Coordinator in his/her duties.

B. Perform all duties of the Regional Coordinator in his/her absence as well as any duties prescribed by the Regional Coordinator.

C. Not enter into any vendor contractual agreement on behalf of the NCCAA.

IV. EXPENSE REIMBURSEMENT

If the Assistant Regional Coordinator attends the Annual Convention in place of the Regional Coordinator, then the reimbursement policy shall be the same as for the Regional Coordinator.

ITEM 32. NCCAA REGIONAL SPORTS CHAIR JOB PROFILE

I. FUNCTION

The Regional Sports Chairs shall direct and administer their sport competition in their respective regions with the assistance of each Regional Coordinator and their National Sport Chair.

II. SELECTION

A. The Regional Sports Chair shall be nominated by a majority vote of the participating sport members within the respective region and confirmed with a vote by the region coaches. Nominations can come from the National Sport Chair as well.

B. The nominee shall be confirmed by a vote of the Region Athletic Directors.

C. The term shall be for a three-year period.

III. DUTIES

The Regional Sports Chair shall:

A. Direct and administer their NCCAA sport within the region and be responsible to the Regional Coordinator and their National Sport Chair.

B. Develop unity among their sport coaches within the region.

C. Select site and dates regarding their sport's regional playoffs in conjunction with all their sport coaches in their region and the Regional Coordinator. Dates and sites shall be confirmed by the Region Athletics Directors.

D. Serve as the weekly National Rankings rater and voter for their sport (if applicable).

E. Be responsible for selecting the All-Regional Team and Regional Coach of the Year, according to their National Sport Handbook requirements, and submit this according to the Handbook.

F. Complete a season-end report that includes results from the Regional Championship, All-Regional Teams, Regional Coach of the Year, and other special awards for the region. This report shall be sent to the National Sport Chair and Regional Coordinator.

G. Update the Regional Handbook sports section each year and send that update to the Regional Coordinator.

H. Maintain and update the history of the region for their sport (for the Region Handbook), including awards and championship information and results.

I. Represent the region sport at the NCCAA Annual Convention when possible.

J. Not enter into any vendor contractual agreements on behalf of the NCCAA.

ITEM 33. PROCEDURES FOR NCCAA CONFERENCE CALLS

Sports that use a conference call for the selection and/or seeding of National Championships (men's and women's volleyball, men's and women's soccer, men's and women's basketball, baseball, and softball) shall follow these guidelines.

I. INDIVIDUALS INCLUDED ON THE CALL

The following individuals may be included on the conference call:

1. Regional Sports Chairs for the sport, or his/her designate
2. National Sport Chair (chairs the call)
3. Tournament Director of the National Championship
4. Director of Communications
5. Director of Championships

NOTE: If a Regional Sports Chair is the coach of a participating team, the Sport Vice-Chair, or the Chair's designate, shall be on the conference call to speak for that region.

II. NATIONAL SPORT CHAIR RESPONSIBILITIES

In advance of the call, the National Sport Chair shall be prepared to replace any Regional Sport Chairs unable to participate due to being a potential at-large selection with another coach from within the same region. The National Sport Chair shall lead the call and serve as a tie breaker voter when needed unless he/she is a potential at-large selection. The Nation Vice-Chair shall assume these responsibilities when the National Sport Chair is unable. If both the National Sport Chair and the National Vice-Chair are unable, the National Sport Chair's designee shall assume these responsibilities. The National Sport Chair shall also send the following information to all members of the call:

1. The correct phone number or video link and code for the call.
2. The correct time and time zone for the call.
3. The proper documentation for making decisions relating to selection and/or seeding of the National Championship (procedures, head-to-head, common opponents, etc.).

ITEM 34. FULL MEMBER PROXY BALLOT AUTHORIZATION FORM

(This document must be received at the National Office by May 1.)

Annual Convention expectations:

1. The proxy must be given for the Annual Business Meeting and the Region Meetings.
2. The requesting institution and the proxy institution must be from the same region.
3. Proxies must be communicated to the National Office by May 1 annually.
4. Delegate attendance requirement: must check-in and attend their respective Region Meeting and the Annual Business Meeting.

Due to our inability to have an institutional representative at the NCCAA Annual Meeting, we the Requesting Institution below, have given our proxy for any and all voting issues to the Proxy Institution listed below. We have discussed our institution's support or lack of support for each voting issue and have full confidence that our decisions shall be brought forward by our selected designate.

Requesting Institution	**Proxy Institution**
Print Name	**Print Name**
Title	**Title**
Signature	**Signature**
Date	**Date**
Email Address	**Email Address**

For NCCAA Office use only

Received by May 1: ____YES____NO **Attended 2 previous Annual Meetings**:____YES____NO

Proxy approved: ____YES____NO **NCCAA Signature**:_____

NCCAA Bylaws, SECTION 6.08. ANNUAL MEETING

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

Directions

The member institution wishing to utilize a proxy shall contact another member institution to discuss its voting stance prior to submitting a form.

SAMPLE

ITEM 35. NCCAA AWARD RECIPIENT REIMBURSEMENT POLICY

A. Award Recipients shall be entitled to reimbursement by the NCCAA National Office for reasonable expenses, including travel, meals, and lodging (2 night maximum), incurred by attending the NCCAA Annual Convention. Flights shall only be reimbursed for the price of a ticket purchased 21 days in advance. When on-campus or negotiated lodging is available, the reimbursement rate shall be that of the on-campus or negotiated lodging option. A maximum reimbursement total of $250 shall apply.

B. The Award Recipients reimbursement policy applies to the following awards: Hall of Fame, GP4L Character Student-Athlete Award, GP4L Staff Paul & Carolyn Berry Award, and Heart of Courage Award.

C. Award Recipients shall also receive four (4) complimentary tickets to the Hall of Fame Banquet as part of the NCCAA Annual Convention.

D. Reimbursement forms are available by emailing Erica Zeigler at ezeigler@thenccaa.org.