

# **SWAC ATHLETIC CONFERENCE**



## **Constitution and By-Laws**

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**PREAMBLE TO THE CONSTITUTION AND BYLAWS**

**Mission**

The mission of the Scenic West Athletic Conference (SWAC) shall be the administration of intercollegiate athletics among its members and with other colleges. This is established through enforcement of procedures and regulations in conjunction with the SWAC CONSTITUTION AND BY-LAWS to maintain the following:

1. A balance between the athletic and the academic programs of the college,
2. Standards of academic performance,
3. Standards of amateurism as defined by the NJCAA,
4. Institutional control of athletics,
5. High ideals of sportsmanship,
6. Fair competition among the member institutions,
7. An ongoing review of Athletic policy and procedures to insure continuous improvement.

**Code of Conduct**

The Code of Conduct applies to All Contests and Tournaments Sponsored by the SWAC. The basic principles of the SWAC stand for the highest ideals in sportsmanship. One of the primary objectives of competition is to develop and foster respect for fellow participants, coaches, officials, and spectators. With this in mind, and since it is fundamental to the continuance of the activities sponsored by the SWAC that the rights of the majority shall not be jeopardized by the actions of a few, this CODE OF CONDUCT has been adopted as follows:

1. Participants shall recognize the responsibility for appropriate conduct at any tournament, contest or event sponsored by the SWAC or its member colleges.
2. **Athletic Directors** shall recognize and assume responsibility for the actions of themselves, **their coaches**, and team members.
3. The host of any activity sponsored by the SWAC shall establish all procedures deemed necessary for the encouragement of appropriate conduct of the participants in the activity. This shall include publicizing the CODE OF CONDUCT in advance of the sponsored activity so that the responsibilities of each participant shall be clearly understood before the event begins. Each coach who has participants competing in the event shall be responsible for informing each member of the CODE.

# SWAC CONSTITUTION

## ARTICLE I: NAME

### SECTION 1 Name

The name of the conference shall be the Scenic West Athletic Conference (SWAC).

## ARTICLE II: AUTHORITY

### SECTION 1 Purpose

The purpose of the conference shall be to foster and promote wholesome athletic programs as an integral part of the total educational offerings of each member institution.

### SECTION 2 Authority

The SWAC is authorized by and accountable to the Presidents of member colleges and operates in accordance with the rules and regulations of the NJCAA with communication to advisory council.

## ARTICLE III: MEMBERSHIP

### SECTION 1 Membership

1. Member institutions of the Scenic West Athletic Conference must meet one of the following identified conditions for regular membership:
  - a. Member institutions must have accreditation, and be in good standing, with one of the following accrediting agencies:
    - b. Accrediting Commission for Community and Junior Colleges (ACCJC)
    - c. Western Association of Schools and Colleges (WASC)
    - d. Higher Learning Commission (HLC)
    - e. Middle States Association of Colleges and Schools (MSCHE)
    - f. New England Association of Schools and Colleges (NECHE)
    - g. Northwest Commission on Colleges and Universities (NWCCU)
    - h. Southern Association of Colleges and Schools Commission on Colleges (SACSCOC)
    - f. WASC Senior College and University Commission (WSCUC)
2. Institutions that are not accredited by one of the listed bodies in good standing may seek yearly membership in the Scenic West Athletic Conference if the institution is a candidate for accreditation with one of the identified accrediting bodies or is accredited but on some form of a sanction from the accrediting body.
3. Yearly members may seek renewal in March of each year for the ensuing year by presenting evidence to the Presidents of the Scenic West Athletic Conference that adequate progress is being accomplished to achieve full accreditation or restoration of good standing with the institution's accrediting body.
4. Exceptions to the accrediting requirements are specifically the purview of the presidents, acting as a group.

### SECTION 2 Members

Full due paying members are members within the Region 18 who have more than one sport and are served primarily by the NJCAA. Full due paying members have the right to vote on all accounts and hold leadership positions within the SWAC.

Partial due paying members are from athletic associations who are not affiliated with SWAC, and participate in the NJCAA because of sports not served by host association. (ex. NWAC)

The members of the conference are:

- |   |                      |
|---|----------------------|
| 1. COLORADO NORTHWESTERN CC                   | Rangely CO           |
| 2. COLLEGE OF SOUTHERN IDAHO                  | Twin Falls ID        |
| 3. COLLEGE OF SOUTHERN NEVADA                 | Las Vegas NV         |
| 4. <b>PACIFIC NORTHWEST CHRISTIAN COLLEGE</b> | <b>Kennewick, WA</b> |
| 5. SALT LAKE CC                               | Salt Lake City UT    |
| 6. SNOW COLLEGE                               | Ephraim UT           |
| 7. TRUCKEE MEADOWS CC                         | Reno, NV             |
| 8. UTAH STATE UNIVERSITY EASTERN              | Price UT             |
| 9. CLACKAMAS (pdp)                            | Clackamas, OR        |
| 10. <b>GRAYS HARBOR COLLEGE (pdp)</b>         | <b>Aberdeen, WA</b>  |
| 11. HIGHLINE COLLEGE (pdp)                    | Des Moines, WA       |
| 12. NORTH IDAHO COLLEGE (pdp)                 | Coeur d'Alene, ID    |
| 13. SOUTHWESTERN OREGON CC (pdp)              | Coos Bay, OR         |
| 14. UMPQUA COMMUNITY COLLEGE (pdp)            | Roseburg, OR         |
| 15. COMMUNITY CHRISTIAN COLLEGE*              | Redlands, CA         |

**\*Region Member, Partial Dues Member (pdp)**

### SECTION 3 Conditions

The members of this conference agree to:

1. Administer their athletic programs in accordance with the constitution, bylaws, and other legislative acts of the conference and the NJCAA.
2. Establish and maintain a high standard of ethics and fair play.
3. Pay the annual dues before the deadline as stipulated in the bylaws.
4. Have representation at each meeting. Have representation at each meeting.

### ARTICLE IV: OFFICERS

#### SECTION 1 Officers

The officers of the conference shall be chosen and serve in accordance with the bylaws of the NJCAA and SWAC.

#### SECTION 2 Elections

The officers will be elected and appointed and serve in accordance with the bylaws of the NJCAA.

### ARTICLE V: MEETINGS

#### SECTION 1 Regular Meetings

There shall be a **minimum of three (3)** meetings during each calendar year.

1. One meeting per calendar year shall include Council of Presidents (Spring/Basketball Tournament).
2. Virtual meetings shall carry the same weight and quorum requirements as in-person meetings.
3. Annual summer meeting to be held in June.
4. Bylaw changes to be voted, as well as sports procedures.
5. Presidents must meet within a 15-day time frame after the conclusion of the June AD meeting.
  - a. This scheduled annual meeting among presidents. Decisions and final votes will be reported to ADs by end of June. All approved changes start August 1.

#### SECTION 2 Special Meetings

A special meeting of the conference may be called at any time under the direction of the Executive

Committee to grant same year exceptions to **sports procedures by the Athletic Council.**

### **SECTION 3 Emergency Meetings**

A special meeting of the conference may be called at any time under the direction of the Executive Committee to grant same year exceptions to **constitution and/or bylaws, which will be voted on by the Athletic Council and the final decision to RPAC to vote on.** Should there be a need for discussions regarding bylaw exceptions, the Presidential representative of SWAC must be informed in writing of the proposed exception prior to the meeting being held.

## **ARTICLE VI: STANDING COMMITTEES**

### **SECTION 1 Committees**

The committees of the Conference are:

#### **1) The Regional Presidential Advisory Council (RPAC)**

- a) President or Presidential Representative appointed by the President of each institution of full paying members of the SWAC
- b) Members for SWAC shall also serve as the Presidential representative (P.R.) of the SWAC. Service as P.R of the SWAC.

#### **2) Athletic Council Committee**

- 3) Athletic Directors from each full paying member institutions. Athletic Director from each full paying member institution, unless another representative appointed by president.

#### **4) Executive Committee**

- a) Committee which includes: Presidential Representative, Board of Regent Region Representative, Men's Region Director, Women's Region Director.

#### **5) Compliance Committee/Sports Committees/Sports Information Committee/Athletic Training Committee**

- a) Ad Hoc

### **SECTION 2 Purpose**

The purpose and function of each committee is stipulated in the bylaws.

## **ARTICLE VII: FINANCES**

All funds and property of the conference shall be held and administered in accordance with the bylaws of the conference.

## **ARTICLE VIII: REPRESENTATION**

One voting representative shall be appointed by the Athletic Director of each member institution in accordance with the bylaws of the conference.

## **ARTICLE IX: AMENDMENTS**

The constitution and bylaws of the conference may be amended by the procedures and stipulations set forth in the bylaws.

## **ARTICLE X: VIOLATIONS**

Questions regarding alleged violations of the constitution and bylaws shall be administered in accordance with the procedures set forth in the bylaws. (ID specific bylaws)

# BYLAWS

## ARTICLE I: NAME

### SECTION 1 Name

The name of the Conference shall be the Scenic West Athletic Conference (SWAC).

### SECTION 2 Athletic Council

The SWAC shall conduct its business through action by the Athletic Council. The Athletic Council consists of one authorized representative from each institution responsible for administering collegiate athletics.

## ARTICLE II: AUTHORITY

### SECTION 1 Authority

The SWAC is authorized by and accountable to the Presidents of member colleges and operates in accordance with the rules and regulations of the NJCAA. SWAC and Region 18 Rules may be more restrictive than NJCAA Rules.

### SECTION 2 Eligibility

For a student to represent his/her college in intercollegiate competition, he/she must meet all current eligibility rules of the NJCAA. Individual institutional rules may be more restrictive than NJCAA, SWAC or Region 18 Rules.

### SECTION 3 Financial Assistance

Member schools may grant an athletic scholarship to any student-athlete in recognition of his/her athletic ability in accordance with NJCAA regulations.

## ARTICLE III: MEMBERSHIP

### SECTION 1 Members

A member college is a community college within the boundaries of Region 18, which conducts an athletic program and has been recommended for membership by the Athletic Council and approved by Regional Presidential Advisory Council the NJCAA.

### SECTION 2 Application

1. A written application for membership in the conference shall be presented to the Athletic Council following the guidelines of the NJCAA.
2. An applicant will be recommended for admission into the conference following a site visit by committee appointed by Regional Directors, which will make a recommendation to the Athletic Council after consulting with the Presidential Representative of the SWAC. The Athletic Council shall submit a recommendation to the Presidential Representative of the SWAC, who will call a meeting among the Regional Presidential Advisory Council for review and approval or denial of the recommendation. The recommendation shall be presented by one or more members of the Athletic Council.
3. An applicant will be recommended for membership to the conference based upon approval by a majority vote of the quorum of the Athletic Council.
4. Membership shall be considered once per year with Regional Presidential Advisory Council decisions made at the combined AD/Presidents meeting prior to June meeting. Exceptions to this rule will be

5. made with a recommendation by a majority vote of the quorum of the Athletic Council and approval by a majority vote of the member college Presidents.

### **SECTION 3 Resignations**

A written letter of resignation as a member of the conference in a selected sport shall be submitted to the Athletic Council.

### **SECTION 4 Dues**

1. Annual dues, as approved by the Athletic Council shall be paid by each member college by September 1<sup>st</sup> of each calendar year.
2. In the case where this requirement is not met, the college will be subject to a late fee of \$250 **per month.**

### **SECTION 5 Probation**

- 1) Compliance with all NJCAA rules is the express responsibility of member colleges. Failure to maintain compliance standards may result in penalties levied against parties by not only the NJCAA National Office but also by the Scenic West Athletic Conference.
- 2) Institutions, athletic teams, athletic departments, administrative staff, coaches, and student athletes are all responsible and can be subject to individual or institutional probations.
- 3) In addition, the SWAC Bylaws also specifically states operation requirements for league members which are expected to be a member of the SWAC. Non-compliance with these expectations and services (ex. stats, film, game management, administrative supervision, athletic training presence etc.) may also lead to probation and/or sanctions up to removal of members of the SWAC.

## **ARTICLE IV: OFFICERS**

### **SECTION 1 Officers**

The elected officers of the conference shall be the Board of Regents Representative, Men's Director, Women's Director, Assistant Men's Director, and Assistant Women's Director. The appointed officers will include a treasurer, **administrative assistant**, sports chair(s), webmaster, and statistician.

### **SECTION 2 Nominations**

The nomination, election, and appointment of officers shall occur during the June meeting.

### **SECTION 3 Term of Office**

Each officer of the conference shall serve a two-year term of office.

### **SECTION 4 Duties of Officers**

- 1) Presidential Representative of the SWAC
  - a) Convene Meetings among member presidents and other region stakeholders
  - b) Communicate with other presidents in a timely manner.
  - c) Serve as contact on behalf of member college Presidents and liaison between member Regional Presidential Advisory Council, NJCAA, ADs and other stakeholders.
  - d) Serve as representative of Regional Presidential Advisory Council at their request or with their knowledge at meetings pertaining to SWAC business
  - e) This will be a two year appointment with eligibility for one additional two year appointment term.
- 1) NJCAA Board of Regents Designee
  - a) Attend national meetings and conference calls representing the interests and voting for Region 18.

- b) Receive a stipend.
- 2) The Regional Directors shall:
  - a) Preside at SWAC meetings.
  - b) Serve as co-chairs of the Executive Committee.
  - c) Prepare the agenda for the scheduled SWAC meetings in consultation with the SWAC President (**if available**) and **make available** such to the Supervisor of Officials for each sport at least one week prior to the scheduled meeting.
  - d) Be responsible for all coin flips when deemed necessary according to the individual sport policies.
  - e) Serve as liaison with the Presidents of member colleges, **in collaboration with presidential representative.**
  - f) Be responsible for sending notifications to all conference Athletic Directors whenever an ejection takes place in any SWAC contest. The report should include the date of the ejection, the name(s) of any ejected player(s) or coach(s), and the team the player or coach represents.
  - g) Be responsible for sending notifications to all conference Athletic Directors whenever a forfeiture of any contests takes place before or during a SWAC athletic season. The report should include the dates of the forfeitures, the school(s), sport(s) and contest(s) involved, as well as the conditions involved that led to the forfeiture(s). Report should be sent to Athletic Directors within 48 hours of the decision.
  - h) Receive a stipend.
- 3) The Assistant Directors shall:
  - a) Act in the absence of the Director.
  - b) Perform other duties as assigned by Director(s).
  - c) Serve on the Executive Committee.
  - d) Assistant Region Directors do not receive a stipend.
- 4) The Executive Administrative Assistant shall:
  - a) Record the minutes of all SWAC Meetings.
  - b) Provide written copies of all minutes to the SWAC council representatives, the directors of each member college, and the supervisor of officials for each sport.
  - c) Serve as a member of the Executive Committee.
  - d) Carry on all general correspondence for the SWAC.
  - e) Maintain a file that includes the following:
    - i. Minutes of all meetings
    - ii. Copies of all correspondence
    - iii. All reports from committee chairpersons
    - iv. Other items of special significance or of a historical nature
  - f) Call the roll of the voting membership prior to the transaction of business at each regular meeting.
  - g) Receive a stipend.
- 5) The Treasurer shall:
  - a) Shall collect dues, pay all bills, and make a financial report to the Legislative Assembly at each meeting.
  - b) Shall collect and disperse tournament monies as designated in the SOP's.
  - c) Shall bill sponsor schools for the expenses incurred by the Regional Director or representative to Region 18 championships.
    - i. The sponsor school shall be responsible for expenses up to the maximum amount designated in the SOP's.
    - ii. Expenses beyond the amount designated in the SOP's shall be the responsibility of the region.
    - iii. Following the regional championships, Regional Directors or their representatives

- should turn in expense vouchers to the treasurer so that sponsor schools can be billed.
- d) Shall reimburse Sports Chair Advisor expenses to Region Coaches Meetings/Region Tournament only if necessary due to advisor's team not attending the Region Tournament. Expenses may be reimbursed.
  - e) Shall send a stipend to the Region Women's Director, Region Men's Director, and the Board of Regents.
  - f) All funds of Region 18 shall be obtained, held, and administered in accordance with the procedures as stated in the By-laws.
  - g) Assist the Region Directors in establishing the region budget.
  - h) Work in close association with the Region Directors in preparing financial reports, estimating revenues, and paying bills.
  - i) File annual tax documents to the IRS.
  - j) Maintaining Region financial accounts.
  - k) Work with the coordinator of officials for each sport in ensuring proper payments to conference officials.
    - i. Pay game officials according to the following policy:
      - For games worked between the 1<sup>st</sup>-15<sup>th</sup>, of the month, payout will be by the 1<sup>st</sup> of the following month.
      - For games worked between the 16<sup>th</sup> -31<sup>st</sup> of the month, payout will be the 15<sup>th</sup> of the following month.
    - l) Other duties as assigned by the Commissioner and Region Directors.
    - m) Receive a stipend.
- 6) The Statistician / Webmaster shall:
- a) Coordinate the design, layout, production and maintenance of the SWAC website;
  - b) Compile statistics and daily scores, and disseminate in a timely manner;
    - i. Update conference stats weekly and post to website.
    - ii. Correct errors found in stats and solve any discrepancies between conference institutions per SOP's.
  - c) Work with the sports information directors or assigned individuals at the conference institutions to ensure an efficient flow of information.
  - d) Maintain and update information and technical issues on the SWAC website.
  - e) Maintain a history of the conference through information received from institutions.
  - f) Create and maintain brackets for the conference tournaments.
  - g) Assist the Coordinator of Officials in collecting schedules and posting to the website.
  - h) Receive a stipend.
- 7) Region 18 Sports Chairs shall:
- a) Coordinate Pre-Season Conference Call to include the following people and information:
    - i. SWAC Webmaster and statistician
    - ii. Region Director and Assist Director
    - iii. Coordinator of Officials
    - iv. Head coaches for each institution
    - v. Institutions AD
- 8) SOP review
- 9) Regional Director and Officials Coordinator will facilitate and direct Region 18 tournament work with Sports Information Directors and coaches to determine All-Region teams.

## **ARTICLE V: MEETINGS**

### **SECTION 1 Regular Meetings**

1. There will be regularly scheduled meetings of the conference to be held:
  - a. The first Tuesday of every month at 10:00 AM MST, will be reserved and the region will

- hold a meeting with all athletic directors and invitation to Presidential Representative.
- b. Two face-to-face meetings will be held:
    - ii. Winter – Provisional meeting to review national meeting information and will be held on the **First Day** morning of the Regional Basketball Tournament **(to be determined men/women each year based on the availability of the Presidents of member institutions.)**
    - iii. Summer – Major meeting
  - a. Exceptions to the regularly scheduled meetings may be approved by a 2/3 vote of the Athletic Council quorum.

#### **SECTION 2 Quorum**

1. In order for the Athletic Council and/or Regional Presidential Advisory Council to conduct business, a quorum must be present.
2. A quorum is defined as one more than one-half of the total number of official representatives appointed annually by the President of each **full dues-paying** member school.

#### **SECTION 3 Parliamentary Authority**

1. The Athletic Council shall be governed by the latest edition of Roberts Rules of Order.

#### **SECTION 4 Voting of the Council**

1. The authorized representative of each full member institution is allowed to cast one vote. **In all matters regarding proposed changes to the Constitution or bylaws, a majority vote of the Athletic Council and Council of Presidents is required.**

## STANDARD OPERATING PROCEDURES (ALL SPORTS)

### SECTION 1 Members

1. Colleges must be members of NJCAA.
2. Colleges must be members of the Region 18 Men's and Women's Divisions.
3. NJCAA rules shall govern all participating member colleges and contests.

### SECTION 2 Rules

1. NCAA rules will be used for all competitions **with NJCAA exceptions**.
1. Game ball used for **SWAC** contests will be NJCAA approved ball.
2. Dress Decorum:
  - a. Coaches are to dress professionally as per sport norms as defined in the NJCAA handbook.
3. Players, other than uniformed players, must wear business casual or team issued gear as per sport norms.
4. If a player or coach is ejected from a contest, **the ejected individual's AD will contact the AD of the next scheduled contest and follow all NJCAA ejection policies.**
5. The host institution will **submit conference game results within 1 hour of the conclusion of the final game of the day** to the SWAC statistician.
6. **All institutions must link websites with the conference website.**
7. The host institution is **required** to have a **BOC-certified athletic** trainer and AED **available** at all home events.
8. Host is required to have a game management administrator at all home events.
9. **The overriding principle of the SWAC is that games will be played. If a game is canceled due to extenuating circumstances, every reasonable effort will be made to reschedule the game(s).**
  - a. **Note: Game makeup procedures will be sport specific.**

### SECTION 3 Region Officials & Coordinators

1. The SWAC Official/Umpire Coordinator shall be responsible to secure and assign all Region 18 officials.
2. When the **SWAC Official/Umpire** Coordinator attends the Region Championship Tournament, he/she will be reimbursed by the host of the tournament for travel and per diem or meals at hotel and tournament hospitality area. The tournament host will provide hotel room. If the **SWAC Official/Umpire Coordinator** is officiating, he/she will receive the same **pay** as other officials.
3. The cost of the officials will be paid by the host institution.

a. **Official Pay**

<b>Sport &amp; #of Officials</b>	<b>2023-2024</b>	<b>2024-2025</b>	<b>2025-2026</b>	<b>2026-2027</b>
Baseball (3 league, 4 tournament)	\$141 (7), \$173 (9) \$180 (9)	\$145 (7), \$178 (9) \$185 (9)	\$149 (7), \$183 (9) \$189 (9)	\$153 (7); \$188 (9); \$195 (9)
Basketball (Men's) (3 league, 3 tournament)	\$237 \$265	\$244 \$273	\$251 \$281	\$259 \$289
Basketball (Women's) (3 league, 3 tournament)	\$237 \$265	\$244 \$273	\$251 \$281	\$259 \$289
Cross Country				
Football (7 officials)	\$212			
Soccer (3 league, 3 tournament)	\$200/Ref - \$164/Asst. Ref \$210/Ref - \$174/Asst. Ref	\$200/Ref - \$164/Asst. Ref \$210/Ref - \$174/Asst. Ref	\$200/Ref - \$164/Asst. Ref \$210/Ref - \$174/Asst. Ref	TBD
Softball (3 league, 3 tournament)	\$142 \$151	\$146 \$156	\$150 \$161	\$155 \$166
Volleyball (2 league, 2 tournament)	\$148 \$154	\$152 \$159	\$157 \$164	\$162 \$169
Wrestling	Dual Meet \$200 + Federal Mileage (capped at \$200) Tournaments \$350 up to 7 hours and \$10/hour after	TBD	TBD	TBD

\*This reflects a 3% increase per year for officiating fees.

b. **Coordinators and Stipend**

<b>Sport</b>	<b>Coordinator</b>	<b>Amount Coordinator to Make Per Year</b>	<b>Meeting Date</b>
Baseball	Jeff Cluff	\$2300	3rd week of January
Basketball (Men)	Chad Shepherd	\$2300	4th week of September
Basketball (Women)	Tiffany Bird	\$2300	4th week of September
Cross Country	N/A	N/A	
Football	John Braun	N/A	
Soccer	Alex Kreko	\$2300	2nd week of August
Softball	TBD	\$2300	
Volleyball	Daphne Nelson	\$2300	2nd week of August
Wrestling	Keith Grunerg	\$500/team	TBD

c. **League Duties and Stipend**

<b>Conference Role</b>	<b>Stipend</b>
League Recorder/ <b>Administrative Assistant</b>	\$1000
Region Directors (Men's and Women's)	\$1500
Board of Regents	<b>\$1500</b>
Tournament Program Designer	\$2000
Treasurer	<b>\$6000</b>
Webmaster	<b>\$4000</b>

## SECTION 4 Region 18 Tournament Site & Date

Sport	2023-2024	2024-2025	2025-2026
Baseball	SWAC Champion May 9-11, 2024	SWAC Champion May 8-10, 2025	SWAC Champion May 7-9, 2026
Basketball (Men's)	SWAC Champion Mar 1-2, 2024	SWAC Champion Feb 28-Mar 1, 2025	SWAC Champion Feb 27-28, 2026
Basketball (Women's)	SWAC Champion Mar 8-9, 2024	SWAC Champion Mar 7-8, 2025	SWAC Champion March 6-7, 2026
Cross Country	TBD	TBD	TBD
Soccer	Women's SWAC Champion Oct 26-28, 2023 (Friday rest day)	Men's SWAC Champion Oct 31 – Nov 2, 2024 (Friday rest day)	Women's SWAC Champion Oct 30-Nov 1, 2025 (Friday rest day)
Softball	SWAC Champion May 6-8, 2024	SWAC Champion May 7-10, 2025	SWAC Champion May 6-9, 2026
Volleyball	SWAC Champion Nov 1-2, 2023	SWAC Champion Nov 7-8, 2024	SWAC Champion Nov 6-7, 2025
Wrestling (Men's)	Umpqua Feb 17-18, 2024	North Idaho Feb 22-23, 2025	Southwest Oregon Feb 21-22, 2026
Wrestling (Women's)	N/A	N/A	N/A

### SECTION 4A Qualification of Teams for Competition

1. **The schedule, including tournament dates, will be approved at the summer meeting.** The host institution will be allowed to select the game times for events following standard tournament protocols.
2. Ties
  - a. Refer to individual sport SOPs
3. Each of the Region 18 teams will submit a team photograph and roster to the Region Tournament Program Designer which illustrates players and numbers. **This is to be submitted at the beginning of conference play. Any changes to the team roster need to be resubmitted prior to the Region Tournament.**

### SECTION 4B Sponsor's Tournament Responsibilities

1. Pre-tournament responsibilities
  - a. Secure the tournament site, be responsible for promotion, advertising, and ticket sales, and make arrangements for handling of spectators.
  - b. Notify the qualifying teams and Regional Director of the time schedule and other pertinent tournament information.
  - c. Provide courtesy maps, restaurant, and motel information to any prospective teams attending the Region 18 Tournament. It is recommended the host college provide the following:
    - i. Campus map and parking arrangements
    - ii. Separate dressing rooms for players and officials
    - iii. Training area and services
  - d. Provide a tournament schedule to all teams as soon as the last team has qualified.
  - e. Provide practice times for each team.
  - f. Each participating team shall provide tournament passes for all rostered players, coaches, and administrators.

- g. Tournament Program
  - i. Photos of all participating teams.
  - ii. Brackets
  - iii. Statistic Information
- h. All-Tournament information will use the "Region 18" title.
- i. Banners and signs should only be those advertising the tournament and or corporate sponsors.
- j. **The host institution should provide access to ticketing for visiting spectators. When possible, designated seating areas will be reserved for visiting spectators.**
- k. Each institution playing shall have two media spaces at the media table, and undisturbed by fans. Fans should not be sitting at the media table.
- l. **The host school is responsible for all statistics during the tournament.**
- m. **The process for selection of All-Region Teams are as follows: An All-Region Team Selection Committee will oversee the All-Region Team voting process.**
  - a. **The Sports Chair will send a nomination form to all coaches to be returned to the committee. The committee will compile the nominations and send an All-Region ballot to each coach.**
  - b. **Coaches will vote and return the form to the committee.**
  - c. **The Committee will review the ballots and determine the All-Region Team.**
  - d. **It is suggested the committee be made up of the sports chair, Region Director, Assistant Region Director, and a member of the SID/media. No coaches can be a member of the committee unless also a member of the regional leadership.**
    - i. **Coaches will nominate their top players in rank order.**
    - ii. **Coaches will vote for Coach of the Year.**
    - iii. **Coaches may not vote for their own players.**
    - iv. **Coaches are not bound by the rank order of nominees.**
    - v. **The committee will tabulate votes and make the final determination of the All-Region Team and Coach of the Year. Any ties will be decided by the committee.**
  - e. **Voting results will be available for coaches after the regional tournament.**
  - n. **Results will be presented electronically after the regional tournament.**
- o. All SWAC championship tournaments will use the SWAC SOP formula for determining the number of awards and certificates to be given at respective tournaments.
  - a. **Total pre-determined athletes(X) multiplied by total teams(Y) divided by (40 %) = Number of Awards (Z)**
  - b. **There will be no "co" POY, MVPs or other awards to be given when voting for all Region teams, or all-tournament teams. The awards need to go to one individual for those honors.**
  - c. **Does not include wrestling, cross country, or track & field.**
- 2. Post-tournament Responsibilities
  - a. **Region Director will send** a press release for immediate distribution to the news media, **Region 18 leadership, and District Host** to include the following information:
    - i. First and second-place teams
    - ii. All-Region **Team and All-Tournament** Team
    - iii. Prepare a financial report of the tournament for the annual meeting.

#### **SECTION 4C Regional Tournament Finances**

1. The **host** school(s) shall be responsible for all tournament costs, including tournament officials, tournament coordinators, game management staff, and all awards associated with **the** Region Tournament.

2. The region **may** be responsible for the expenses incurred by the Regional Director and Sports Chairperson or representative in attending the tournament should their teams not be participating.

#### SECTION 4D Regional Tournament Awards

Sports	Plaques/Trophies	Medals	Post Tournament/All Tournament
Volleyball	Region 18 Champion Region 18 Runner Up SWAC Champion	18 Medals for 1st Place Team	Region <del>Tourn.</del> MVP - Plaque 5 All- <del>Tourn.</del> Team - Cert. District Champion - Plaque
M/W Soccer	Region 18 Champion (2) Region 18 Runner Up (2) SWAC Champion (2)	27 Medals for 1st Place Team	Region <del>Tourn.</del> MVP - Plaque (2) 11 All- <del>Tourn.</del> Team - Cert. (2) *District Trophy Awarded at District Tournament
M/W Basketball	Region 18 Champion (2) Region 18 Runner Up (2) SWAC Champion (2)	20 Medals for 1st Place Team	Region <del>Tourn.</del> MVP - Plaque (2) 6 All- <del>Tourn.</del> Team - Cert. (2) Women's Basketball ONLY - District Trophy Awarded at Region 18 Tournament
Softball	Region 18 Champion Region 18 Runner Up SWAC Champion	24 Medals for 1st Place Team	Region <del>Tourn.</del> MVP - Plaque District Champion - Plaque 10 All- <del>Tourn.</del> Team - Cert.
Baseball	Region 18 Champion Region 18 Runner Up SWAC Champion	32 Medals for 1st Place Team	Region <del>Tourn.</del> MVP - Plaque 10 All- <del>Tourn.</del> Team - 9 position players, 1 Fitcher - Cert.
Wrestling	Region 18 Champion Region 18 Runner Up SWAC Champion	---	Outstanding Wrestler Award *10 Regional weight classes-1st, 2nd, 3rd place - Cert. (30 total) *10 District weight classes-1st, 2nd, 3rd place - Medals (30 total)
M/W Cross Country	---	---	---

#### SECTION 5 Coaches' Pre-Tournament Meeting

1. The Coaches' Association shall conduct a **virtual** business meeting **led by the Sports Chair and overseen by the Region Director** prior to Region Tournament.
  - a. Tournament Host will go over tournament materials and procedures.
  - b. Officials Coordinator will present the tournament crew and will talk with coaches about officials, systems, etc.
  - c. The meeting will then be turned over to the sport coach's president to conduct the coaches meeting.
2. The **league reporter** will **take notes** for the coaches' meeting.
3. A coach's **representative** shall be determined by each sport and will **be responsible for assisting the sports chair** and coordinating the annual meeting and **pre-tournament meeting**.

#### SECTION 6 Player of the Week Procedures

1. Sport chairs will work with the respective sport to determine player(s) of the week (POW) and **will report to league leadership and SIDs. Submission of Player of the Week to NJCAA is the responsibility of POW school.**
2. The institutions with the player(s) of the week can **promote** the SWAC Player of the Week.

## STANDARD OPERATING PROCEDURES BASEBALL

### SECTION 1 Region Tournament Procedures

1. The tournament will be double elimination according to the bracket.
2. The teams will be seeded according to their SWAC standings.
3. All games will be 9 innings (ten-run rule after 5 innings, eight-run rule after 7 innings). If no lights are available, no game will start after 5:00 pm.
4. No games will be played on high school fields. If inclement weather occurs, extra innings, etc. which cause a schedule change, games the next day will not start prior to 9:00 a.m. and every effort will be made to complete the tournament on Saturday. Sunday play only if necessary.
5. Halted games will be started at 9:00 a.m. the next day.
6. Walk-up music will not be played at all during Region/District Tournament.

### SECTION 2 Rules

1. **NCAA rules will be used for all competitions with NJCAA exceptions.**
2. **The run rule will not be used in the championship game unless the one-loss team has the opportunity to win by run rule, thus making the game a non-championship game.**
3. Dress Decorum: For all players, bench personnel, and coaches during SWAC and region play. All players and official team personnel must be in full uniform when entering the playing field. All team personnel must wear dress-casual or school issues travel gear when attending tournament functions.
  - a. Higher seed will be home team (white uniforms), unless otherwise agreed upon by both teams and host site athletic director. Game will be delayed until both teams comply with correct uniforms.
4. If the tournament is delayed, due to weather or other extenuating circumstances, the following procedure will be used:
  - a. The Region Director or their designee and the championship committee (tournament host administrator, assistant director and sports advisor) will make necessary changes in the tournament format and in the championship game(s) to insure the tournament completion.
  - b. If the tournament cannot be completed, the SWAC champion will represent Region 18 at the **District** tournament.

### SECTION 3 Awards

1. All-Region Teams will receive a total of **24** Certificates (**5** teams currently) to be awarded to the first team, and second team, as the coaches see fit to award their total certificates. (Total **predetermined athletes (11)** multiplied by total teams (**5**) divided by (40 %).
  - a. The All-Region team **members** shall receive a certificate.
  - b. All-Region First team shall consist of twelve (12) players, (four infielders, three outfielders, **two** pitchers, one relief pitcher, one catcher, and one designated hitter). The All-Region second team shall also consist of **twelve** players.
  - c. The top player chosen on the All-Region first team will be the "Player of the Year" and the first member of the first team. The highest-ranking pitcher on the All-Region first team will be the "Pitcher of the Year" and the second member of the first team. Both of these selections will be awarded a plaque, paid for by the region. The Relief Pitcher on the first team will be designated as "Relief Pitcher of the Year."

- d. Coaches will select a “Defensive Player of the Year,” who will be a candidate for the Rawlings Gold Glove Award. The Relief Pitcher of the Year and the Defensive Player of the Year will be noted on All-Region Certificates only.
- e. **Results will be presented electronically after the regional tournament.**
- f. An All-Region 18 Tournament Team will be selected and comprise a total of 10 players, which will include 9 players and one pitcher, and each player will receive a certificate.
- g. The Most Valuable Player of the tournament shall receive a Region 18 MVP award, and is the first member of the first team, provided by the region and paid for by the sponsor school.

#### SECTION 4 SWAC League Play

1. The SWAC conference **results** shall determine the seeding for all teams at the Region 18 Tournament:
  - a. Games will be played on Friday and Saturday (one **7-inning** game, and one **9-inning** game). Friday games start at 12:00 PM and 2:00 PM. Saturday games start at 11:00 AM and 1:00 PM. **Exceptions to these game times will be noted on school schedules.**
    - i. If a Friday game is **canceled** due to weather, **teams will work to play the game(s)** on Saturday. Sunday games will only be played under extreme circumstances **when** agreed upon by both athletic directors.
    - ii. If a game is halted **due to** weather or darkness with less than 4-1/2 innings (Home ahead) or 5 (Visitor ahead) innings, the game will resume on the following allowable day. If 5-innings have been played, the game will count as completed. SWAC Official Weather Site to be used is [www.noaa.gov](http://www.noaa.gov)
    - iii. Any halted game not completed on the scheduled day will revert to a 7-inning game the following day. All other games will be 7 innings games.
    - iv. If the weather alters start times, all remaining games that day will become 7-inning games.
    - v. **If the 7 inning game goes into extra innings, that game becomes the 9 inning game and the next game becomes the 7<sup>th</sup> whether or not if the 7 inning game ends in 8 innings**
    - vi. Regular season start times can be adjusted with agreement from both ADs using the “change of game form”.
    - vii. The host team should make every effort to play the games. The host institution’s AD determines when a field is playable.
    - viii. **The 2<sup>nd</sup> half of the SWAC schedule must be played at the host institution or within the host institution’s vicinity unless changes are agreed to by the executive committee.**
  2. If a game/series is not able to happen because of weather, games can be rescheduled when agreed upon by both schools’ Athletic Directors and the Region Directors.
  - b. **Games/Series that are started must be finished in a three-day window from the first day of the scheduled first game (when travel has already occurred). Games that cannot be completed within the three-day window are lost and no potential for make-up is available.**
  - c. **A maximum of three games can be played in one day.**
  - d. A 10 - run rule will be used in the 5th inning of seven (7) and nine (9) inning games and the 8-run rule will also be used in the 7th inning for nine (9) inning games.
  - e. **By conference rule or mutual agreement prior to the state of the game, teams will start each extra half-inning (13<sup>th</sup> inning of a 9-inning game or 11<sup>th</sup> inning of a 7-inning game) with a runner on 2<sup>nd</sup> base. The player starting the extra inning as the runner at 2<sup>nd</sup> base is the player (or their substitute) in the batting order immediately before the first batter of the extra inning. (See Section 8, D NCAA Handbook)**

3. The host institution will provide the official scorekeeper.
  - a. The host institution will **distribute** a copy of the stats at the end of each game to both coaches. **Presto** is the official baseball stats program for SWAC. Online access to box scores is also an option.
  - b. For all SWAC games, the host institution will submit stat files (upload the XML file) for both teams either immediately following the game(s) or Monday morning to: SWAC, upload to SWAC web/statistician; NJCAA, upload on Presto. These become the official stats for the game(s) and are the stats that both teams post to their websites. Institutions cannot change their stats and post the changed stats on their website. The institution's stats on its website should be the same as the stats on the SWAC site.
    - i. Correction of stats. If the visiting coach sees concerns with stats, they speak to the host about the stats issues and are corrected by the host institution. If there are still concerns, then when calling in scores, let the Sports Statistician know there are issues. If a coach feels there is an error on the stats such as a player playing that didn't play, etc. e-mail or call the SWAC statistician and discuss it with them. If the stats are changed, the SWAC statistician will change them and send a copy of the changed stats to both institutions.
4. For Non-Conference Contest Stats:
  - a. If both teams use the manual stat entry.
    - i. Both teams are responsible for tracking and entering stats into the NJCAA Stat System using the manual stat-entry component.
    - ii. In no case shall an XML file (box score from another stat program) be uploaded.
  - b. Three umpire crew for all SWAC league games.
  - c. Officials will be given game fees (for both days on weekends) for contests that result in "no contests" and/or non-fulfillment of contractual contest agreements. They will also be given game fees (for both days on weekends) when they arrive at an institution where a date and/or time change occurred and officials were not notified. Officials should also be given game fees (for both days on weekends) if they arrive at the game site and games are weather delayed, weathered out, they wait around, are held over, etc.
  - d. The home team will wear white/light uniforms and the visiting team will wear dark/contrasting uniform colors.
    - i. If a team is not in **contrasting** colors the game **will** be postponed until the correction is made.
  - e. **The conference will use metal bats in all contests. Per new vote from July 11th, 2023, meeting – the conference will use wood bats in all contests.**

## SECTION 5 TIES

1. If a tie exists between two teams, then the conference winning percentage will be used to break the tie.
2. If this does not break the tie, then head-to-head competition will be the main criteria for seeding, hosting, and tournament qualification. If more than two teams are tied, head-to-head competition between those schools will be the first criteria used (total aggregate win-loss record between the schools involved).
3. If this does not resolve the ties, then head-to-head competition versus the top-place position will be the next criteria. The next step would be head-to-head competition with the next lower position, and so on down the line.
4. If a tie still exists and involves hosting privileges for the tournament, a tie would be broken by:
5. Ties which still exist after the above principles in a situation where there is a three-way tie, a coin flip will be used to determine the top team out of the three. (This will allow 4.b to be implemented once again to see if a tie-breaker will be broken.)

6. Ties which still exist after the above principles have been applied and do not involve qualifying or hosting will be broken by a coin flip under the direction of the Region Director.

## STANDARD OPERATING PROCEDURES BASKETBALL (MEN'S AND WOMEN'S)

### SECTION 1 Region Tournament Procedures

1. Tournament will be a single elimination tournament.
2. Winner of SWAC Men's Tournament will play a district game for bid to NJCAA Tournament.
3. Women's champion receives automatic bid to NJCAA Tournament.

### SECTION 2 Tournament Site Selection

1. The location of the Region 18 Championship Tournament will be determined by the conference standing champions at the end of the regular season competition. Men and Women's champions will be the host site for separate tournaments at their respective sites.

Note: For Men's Basketball, the district playoff with Region 1 will be hosted by Region 18 in **odd** years, and Region 1 in **even** years, at the region winner's site. For women's basketball, the Region 18 winner will qualify **automatically** for the national tournament.

### SECTION 3 SWAC League Play

1. The exchange of game film will be handled by the official exchange provider of the NJCAA (HUDL).
  - a. For Non-Conference games, each institution shall upload its own games onto HUDL before the Monday deadline.
  - b. For Conference games, games will be uploaded by the home institution immediately after the conclusion of the game with a 24-hour grace period for related technical difficulties. If problems occur notify respective coaches and administrators in a timely manner. All games should also be shared with the official groups for their evaluation.
2. Weekday game times will be 5:00 pm (women) and 7:00 pm (men) with shooting times of: HW 12:00pm, VW 1:00pm, VM 2:00pm, HM 3:00pm. Saturday game times will be 1:00 pm (women) and 3:00 pm (men) with shooting times of HW 8:00am, VW 9:00am, VM 10:00pm, HM 11:00pm.
  - a. Practice times for teams traveling the day prior can and should be made on an individual basis **with** the host site.

### SECTION 4 Awards

2. All-Region Teams will receive a total of **14** Certificates (**6** teams currently) to be awarded to the first team, and second team, as the coaches see fit to award their total certificates.
  - a. (Total **predetermined athletes (6)** multiplied by total teams (**5**) divided by (40 %).)
3. **Refer to general tournament procedures regarding the voting process.**
4. The Most Valuable Player of the tournament shall receive a Region 18 MVP award, and is the first member of the first team, provided by the region and paid for by the sponsor school.
  - h. The All-Region team **members** shall receive a certificate.
  - i. The All-Region First team shall consist of seven (7) players. The All-Region second team shall also consist of **seven** players.

- j. The top player chosen on the All-Region first team will be the “Player of the Year” and the first member of the first team. This selection will be awarded a plaque, paid for by the region.
- k. **Results will be presented electronically after the regional tournament.**
- l. An All-Region 18 Tournament Team will be selected and comprise a total of 6 players.
- m. The Most Valuable Player of the tournament shall receive a Region 18 MVP award, and is the first member of the first team, provided by the region and paid for by the sponsor school.

#### SECTION 5 TIES

1. If a tie exists between two teams, then head-to-head competition will be the main criteria for seeding, hosting, and tournament qualification. If more than two teams are tied, head-to-head competition between those schools will be the first criteria used (total aggregate win-loss record between the schools involved).
2. If this does not resolve the ties, then head-to-head competition versus the top place position will be the next criteria. The next step would be head-to-head competition with the next lower position, and so on down the line.
3. If a tie still exists and involves hosting privileges for the tournament, a tie would be broken by:
4. Ties which still exist after the above principles have been applied and do not involve qualifying or hosting will be broken by a coin flip under the direction of the Region Director.

## STANDARD OPERATING PROCEDURES SOCCER (MEN’S AND WOMEN’S)

#### SECTION 1 Region Tournament Dates

1. The Region 18 Championship Tournament shall be a multi-day, single-elimination tournament, which shall conclude no later than the second Sunday prior to the NJCAA Championship Tournament.

#### SECTION 2 Region Tournament Procedures

1. Team members must be identified on an approved roster, which will contain the name, numbers, and accumulated cautions of all squad members. This roster must be submitted to the Men’s and Women’s Directors and Soccer Chair or his/her designee prior to the first game of the tournament. No deletions or additions may be made after this time **for the entirety of the tournament**. A player who is part of her team’s roster **of 25**, whose name is not listed in the score book, will be removed from the game at the point the omission is discovered.
2. Roster numbers and jerseys must be checked and verified prior to the start of the tournament. Players found wearing incorrect numbers will be removed from the game until the problem is corrected. Players not listed on the roster, found to be participating in the game, will **result in a forfeit of the game**.
3. In the event of darkness, inclement weather, or other circumstances beyond the control of the Tournament Director that prevent games from being completed on a given day, the suspended games will be resumed from the point of suspension on the following day and

the game and time schedule will adjust accordingly. If for any reason, a team must play more than 90 minutes after a suspended game is resumed, they will not be required to play again that day.

4. The host institution must provide ball chasers for all championship events
5. **There must be a minimum of seven balls available for use in the game.**

### SECTION 3 Rules

1. The tournament will be played under the current NCAA Rules with the following exceptions:
  - a. Unlimited substitutions with a stoppage of game clock during substitutions made by the leading team in the last 5 minutes of play.
  - b. Any player receiving a yellow card may be immediately substituted, including the goalkeeper. Game includes regulation play, overtime period and penalty-kicks. They may return to the game at the next legal substitution point. NOTE: The next legal substitution point is defined as follows; for kickers – after 10 penalty kicks have been taken by the offending team, for a goalkeeper – after one penalty kick has been taken against the offending team.
  - c. Teams **with the higher seed** will wear light uniforms and have their choice of bench.
2. Personal Conduct
  - a. Field mutilation will not be tolerated. Mutilation of fields consists of any act which damages the field.

### SECTION 4 Awards

1. **All-Region Teams will receive a total of 34 Certificates (7 teams currently) to be awarded to the first team, second team, and third team as the coaches see fit to award. (Total predetermined athletes (12) multiplied by total teams (7) divided by (40 %).)**
2. **Refer to general tournament procedures regarding the voting process.**
3. The All-Region team **members** shall receive a certificate.
4. The All-Region First team shall consist of twelve (12) players. The second team shall also consist of **twelve** (12) players, and the third team will be awarded the remaining certificates.
5. The top player chosen on the All-Region first team will be the “Player of the Year” and the first member of the first team. The voted goalkeeper will be the “Goalkeeper of the Year” and the second member of the first team. Both of these selections will be awarded a plaque, paid for by the region.
6. **Results will be presented electronically after the regional tournament.**
7. An All-Region 18 Tournament Team will be selected and comprise a total of 11 players, which will include 10 players and one goalkeeper, and each player will receive a certificate.
8. The Most Valuable Player of the tournament shall receive a Region 18 MVP award, and is the first member of the first team, provided by the region and paid for by the sponsor school.

### SECTION 5 TIES

Ties (follow in order)

- a. If a tie exists between two teams, then head-to-head competition will be the main criteria for seeding, hosting, and tournament qualification. If more than two teams are tied, head-to-head competition between those schools will be the first criteria used

(total aggregate win-loss conference record between the schools involved).

b. If this does not resolve the ties, then head-to-head competition versus the 1<sup>st</sup> place team will be the next criteria. The next step would be head-to-head competition with 2<sup>nd</sup> place team, and so on down the line.

c. If a tie still exists and involves hosting privileges for the tournament, a tie would be broken by goal differential in conference matches (maximum of 3 goals per match).

d. Lowest team conduct score relating to the number of yellow and red cards obtained for both players and coaches. The points will be tabulated as follows:

1. Yellow card: plus 1 point

2. Red card: plus 5 points

3. Reminder: You can only receive one yellow card per player or coach per game. As such, an indirect red (where a referee shows a second yellow and then shows a red card) will count as 1 yellow card and 1 red card for a total of 6 points.

e. **Goals Against in the SWAC Conference (lowest team total).**

f. **Away record in the SWAC Conference.**

g. **Goals "For" in the SWAC Conference (highest team total, maximum of 3 per match)**

h. Ties which still exist after the above principles have been applied and do not involve qualifying or hosting will be broken by a coin flip under the direction of the Region Director.

## **SECTION 6 SWAC League Play**

1. All matches will be played under NJCAA/NCAA rules, including Red and Yellow Card accumulation standards.
2. **Women's teams play first. Thursday games are at 1 pm and 3:30 pm. Saturday games are at 11 am and 1:30 pm. Any changes must be addressed on Game Change Forms**
3. **Only rostered players and coaches are allowed on the Team Sideline.**
4. The Host Team is responsible for the following:
  - a. Match Supervisor
  - b. Trained Scorekeeper and spotter
  - c. Ball Chasers
5. Before Teams Arrive:
  - a. Open field gates two hours before match if possible.
  - b. Open men's and women's locker rooms and restrooms (if available).
  - c. Set out corner flags and check field and goals for safety.
  - d. Set out water and cups for both teams and have ice available on site.
  - e. Provide adequate seating for both teams.
  - f. Provide **six** game balls for the match.
  - g. **Coaches will coordinate uniform colors and provide field size two days prior to the game.**
6. Before the Match:
  - a. Roster to include the team's caution and ejection history. Coaches present score sheet and rosters, with starting players marked, to the match supervisor for the use

of the scorekeeper.

7. After the Match:
  - a. Match supervisor will have official check and sign the score sheet.
  - b. Match supervisor will have coaches check and sign the score sheet.
  - c. Match supervisor will give copy of score sheet to visiting coach.
  - d. Each team will receive a copy of the stats at the end of each game. The host institution will provide the official scorer and statistician ("StatCrew" is the official stats program for SWAC).
  - e. The host institution will report the results and box scores to the SWAC web/statistician immediately following the game(s).
  - f. The host institution will download the stats to the SWAC web/statistician immediately following the game(s). These are the official game stats and the stats that both teams post to their websites. Institutions cannot change their stats and post the changed stats on their website. Institution's stats on their website should be the same as the stats on the SWAC site.
  - g. Correction of stats. If the visiting coach sees concerns with stats, they need to speak to the host about the stats issues so they are corrected by them. If there are still concerns, then when calling in scores, let the Sport Statistician know there are issues. If a coach feels there is an error on the stats such as players playing that didn't play, etc., e-mail or call the SWAC statistician, discuss it with them. If the stats are changed, the SWAC statistician will change them and send a copy of the changed stats to the institution.
  - h. Exception: When a club team is the host institution and do not have stats taking ability, the visiting intercollegiate institution will handle the "official stats" and report them to the SWAC webmaster/statistician. Note: Club team stats will not be kept on the SWAC website.

## STANDARD OPERATING PROCEDURES SOFTBALL

### SECTION 1 Region Tournament Dates

1. The Region 18 Championship Tournament shall be a **three**-day tournament.

### SECTION 2 Region Tournament Procedures

1. The tournament shall be a double elimination format.
2. Suggested game times (without lights) **Day 1**. 2:30 pm and 5:00pm; **Day 2** 12:00pm, 2:30pm and 5:00pm **Day 3** 12:00pm, 2:30pm
5. The host institution will set up 90-minute team practice times for the day prior to the tournament.
6. Walk-up music will not be played at the Region Tournament.

### SECTION 3 Rules

1. **The run rule will not be used in the championship game unless the one-loss team has the opportunity to win by run-rule, thus making the game a non-championship game.**

### SECTION 4 Awards

1. All-Region Teams will receive a total of **26** Certificates (**6** teams currently) to be awarded to the first

team, and second team, as the coaches see fit to award.

- a. (Total **predetermined athletes (11)** multiplied by total teams (**6**) divided by (40 %).)
2. The All-Region team **members** shall receive a certificate.
3. All-Region First team shall consist of thirteen (13) players, (POY, four infielders, three outfielders, **two** pitchers, one catcher, one utility, and one designated player). The All-Region second team shall also consist of **thirteen** players.
4. The top player chosen on the All-Region first team will be the “Player of the Year” and the first member of the first team. The highest-ranking pitcher on the All-Region first team will be the “Pitcher of the Year” and the second member of the first team. Both selections will be awarded a plaque, paid for by the region.
5. **Results will be presented electronically after the regional tournament.**
6. An All-Region 18 Tournament Team will be selected and comprise a total of 10 players, which will include 9 players and one pitcher, and each player will receive a certificate.
7. The Most Valuable Player of the tournament shall receive a Region 18 MVP award, and is the first member of the first team, provided by the region and paid for by the sponsor school.

### SECTION 5 SWAC League Play

1. Game times are to be as follows:
  - a. Friday games: 1:00pm **and** 3:00 PM. Saturday games: 12:00pm **and** 2:00 PM.
2. The NCAA tiebreaker rule will be used in the 10th inning of all league games.
3. Each team will receive a copy of the stats at the end of each game.
  - a. The host institution will report results and box scores to the SWAC web/statistician immediately following the game(s).
  - b. For all SWAC games, the host institution will submit (upload the XML files) for both teams; either immediately following the game(s) or Monday morning to: For SWAC, upload to SWAC web/statistician. For NJCAA, upload on Presto. These are the official game stats and the stats that both teams post to their websites. Institutions cannot change their stats and post the changed stats on their website. Institution’s stats on their website should be the same as the stats on the SWAC site.
  - i. Correction of stats. If the visiting coach sees concerns with stats, they need to speak to the host about the stats issues so they are corrected by them before they leave the venue. If there are still concerns, then when calling in scores let the SWAC statistician know there are issues. If a coach feels there is an error on the stats such as players playing that didn’t play, etc., e-mail or call the SWAC statistician, discuss it with them. If the stats are changed, the SWAC statistician will change them and send a copy of the changed stats to the institution.
- d. For Non-Conference Contest Stats:
  - i. **Both teams use the manual stat-entry.**
    - Both teams are responsible for tracking and entering stats into the NJCAA Stat System using the manual stat-entry component.
    - In no case shall an XML file (box score from another stat program) be uploaded.
4. The host institution is required to provide (even when the home venue is moved) the visiting team the following for hitting warm-up during SWAC games.
  - a. 2 tees
  - b. 2 buckets of balls
  - c. 1 front toss net
  - d. 1 sock net

## SECTION 6 TIES

1. If a tie exists between two teams, then the conference winning percentage will be used to break the tie.
2. If this does not break the tie, then head-to-head competition will be the main criteria for seeding, hosting, and tournament qualification. If more than two teams are tied, head-to-head competition between those schools will be the first criteria used (total aggregate win-loss record between the schools involved).
3. If this does not resolve the ties, then head-to-head competition versus the top-place position will be the next criteria. The next step would be head-to-head competition with the next lower position, and so on down the line.
4. If a tie still exists and involves hosting privileges for the tournament, a tie would be broken by:
5. Ties which still exist after the above principles in a situation where there is a three-way tie, a coin flip will be used to determine the top team out of the three. (This will allow 4.b to be implemented once again to see if a tiebreaker will be broken.)
6. Ties which still exist after the above principles have been applied and do not involve qualifying or hosting will be broken by a coin flip under the direction of the Region Director.

## STANDARD OPERATING PROCEDURES VOLLEYBALL

### SECTION 1 Region Tournament Dates

1. The Regional Tournament will be **set to coincide with District Championships**.

### SECTION 2 Region Tournament Procedures

1. **Top four teams will qualify to the Region Tournament.**
2. The tournament will be single elimination.

### SECTION 3 Tournament Site Selection

1. The location of the Region 18 Championship Tournament will be **at the conference champion's site**.

### SECTION 4 Awards

1. **All-Region Teams will receive a total of 17 Certificates (7 teams currently) to be awarded to the first team, second team, and third team as the coaches see fit to award. (Total predetermined athletes (7) multiplied by total teams (7) divided by (40 %).**
2. **Refer to general tournament procedures regarding the voting process.**
3. The All-Region team **members** shall receive a certificate.
4. The All-Region First team shall consist of seven (7) players. The second team shall also consist of **seven** (7) players and the honorable mention/third team will be awarded the remaining certificates.
5. The top player chosen on the All-Region first team will be the "Player of the Year" and the first member of the first team. The voted libero will be the "Libero of the Year and the second member of the first team. Both selections will be awarded a plaque, paid for by the region.

6. **Results will be presented electronically after the regional tournament.**
7. An All-Region 18 Tournament Team will be selected and comprise a total of 6 players, which will include 5 players and one libero, and each player will receive a certificate.
8. The Most Valuable Player of the tournament shall receive a Region 18 MVP award, and is the first member of the first team, provided by the region and paid for by the sponsor school.

## SECTION 5 SWAC League Play

1. Match times for SWAC league matches will be:
  - a. Weekday matches **6:00** p.m. Saturday matches will be at **1:00** p.m.
  - b. The host institution will allow two hours **prior to the match** for pre-game warm-ups. Each team will have 30 minutes closed/pass practice with the visiting team having the 30-minute block prior to the 1-hour protocol schedule.

<u>Weekdays</u>	<u>Saturdays</u>	
5:00	11:00	Home team pass and serve
5:30	11:30	Visiting team pass and serve
(closed practice during above times, no opposing players or coaches in the gym)		
6:00	12:00/2:00	Pre-match protocol
7:00	1:00/3:00	Match

2. The host institution will provide the official scorer and statistician (**Presto** is the official stats program for SWAC).
  - a. Each team will receive a copy of the stats at the end of each game.
  - b. The host institution will report the results and box scores to the SWAC web/statistician immediately following the game(s).
  - c. These are the official's stats for the match and are the stats that both teams post to their websites. Institutions cannot change their stats and post the changed stats on their website. Institution's stats on their website should be the same as the stats on the SWAC website.
  - d. Correction of stats. If the visiting coach sees concerns with stats, they need to speak to the host about the stats issues so they are corrected by them before they leave the venue. If there are still concerns, then when calling in scores let The Sport Statistician know there are issues. If a coach feels there is an error on the stats such as player playing that didn't play, etc. e-mail or call the SWAC statistician, discuss it with them. If the stats are changed the SWAC statistician will change them and send a copy of the changed stats to the institution.
3. Host institution will provide 30 balls in 2 carts and a visible clock for warm-ups/pass & serve.
4. **End-line film will be required to upload into the shared file for all institutions by the coaches.**

## SECTION 6 TIES

1. **Head to Head** – If the tie is between two teams only, then use head to head results
  - a. i.e. If Team A won the season series vs. Team B, then Team A would win the tie break
  - b. If the teams split the season series – move on to item #2
2. **Matches Won** – Number of matches won vs. matches lost – ONLY vs. teams that are tied
  - a. i.e. If Team A and Team B are tied, their matches won and lost vs. only each other will be considered in this formula.
  - b. The same formula would occur if more than 2 teams are tied.
3. **Sets Ratio** - If there is still a tie after criteria #2, then take the number of sets won divided by the number of sets lost – ONLY vs. teams that are tied.

- a. i.e. If Team A and Team B are tied, their sets won and lost vs. only each other will be considered in this formula.
- b. The same formula would occur if more than 2 teams are tied.
- 4. **Points Ratio** - If there is still a tie after criteria #3, then take the total number of points scored divided by the total number of points scored against vs. ONLY the teams that are tied.
  - a. i.e. If Team A and Team B are tied, their points scored and points scored against vs. only teams they are tied with will be considered in this formula.
  - b. The same formula would occur if more than 2 teams are tied.
- 5. **Last Meeting** – If there is still a tie after criteria #4 (and the tie is between 2 teams), the team which won the most recent meeting between the tied teams will win the tie breaker.
  - a. If the tie remaining is between 3 or more teams, continue to criteria #6
- 6. **Other Common Opponents** - If the tie is between 3 or more teams after criteria #5, then return to step 2 and 3, comparing tied teams to the highest ranked team not involved in the tie.
  - a. If tie remains, go to the next highest ranked team not involved.
  - b. The same formula would occur if more than 2 teams are tied.
- 7. **Coin Flip** - If the tie remains after criteria #6 – a coin flip will occur to determine seeding at the direction of the Region Director.
  - a. If the coin flip is between two teams, the Region Director will designate one team as heads and the other as tails and then flip the coin. The winner (whichever side of the coin is facing up) becomes the highest seed of the teams that are tied.
  - b. If the coin flip is between more than two teams, each team will be represented by a neutral party with a coin. All coins are flipped simultaneously until there is one coin not matching the other two. The odd coin becomes the highest seed amongst the tied teams and the coin flip continues to determine the next seed and so forth until all positions have been seeded amongst the tied teams.

**Note 1:** If 3 or more teams are tied and any of the criteria eliminates 1 team but leaves 2 or more teams tied, then the team eliminated will be given the lowest seed of the tied teams and the tie breaking procedure will reset at criteria 1 for the remaining teams tied.

**Note 2:** Hosting privileges will go to the #1 seed after the tie breaking procedure has been completed.

## STANDARD OPERATING PROCEDURES WRESTLING

### SECTION 1 Region Tournament Dates

1. The Regional/District Tournament shall be completed eleven days prior to the NJCAA Championship Tournament start date.

### SECTION 2 West District Qualifier Procedures

1. Tournament Site Selection:
  - a. The location of the West District Qualifier will rotate within the geographical region in the following manner on the Second Saturday in February.
    - i. Clackamas CC (2023)
    - ii. **Umpqua CC (2024)**
    - iii. **North Idaho College (2025)**

- iv. **Southwest Oregon CC (2026)**
  - v. Snow College (2027)
  - b. The site of the Region 18/District Wrestling Championship will be confirmed at the annual Region 18 Spring meeting.
  - c. The member schools scheduled to host and/or compete in the region/district tournament must be in compliance with NJCAA and region regulations. Mandatory compliance includes, but is not limited to, current membership dues and related fees.
2. Tournament Schedule:
- a. Weigh-ins for West District Qualifier shall follow NCAA rules –
    - i. Weigh-ins are held 2 hours prior to the start of the Tournament. Scales will be made available at least one hour prior to weigh-ins and have been available from 6:00pm to 9:00pm the night before.
    - ii. Anyone caught cheating shall be remanded to the Tournament Committee. The Committee shall have responsibility for determining course of action to be taken. (Committee shall consist of Tournament Director, Regional Director or representative, and a Coaches’ representative). [These are not the same as the Protest Committee]
  - b. The meet schedule shall be as follows:
    - i. First round shall begin at 10:00am on Sunday.
    - ii. Second round and consolations shall begin at 12:00pm on Sunday.
    - iii. Championship finals shall begin at 12:45pm on Sunday.
    - iv. With approval of the Regional Director, the schedule may be altered according to travel needs and the number of teams entered.
  - c. The wrestling surface shall consist of a legal size mat with legal starting lines and boundary markings.
  - d. District Coaches and Officials will meet together the evening prior to the Tournament to assure that officiating during the Tournament will be as consistent as possible to the officiating during the national tournament.
  - e. The West District Wrestling Coaches’ Association shall meet following the Coaches’ and Officials’ meeting.
  - f. The seeding meeting shall follow the weigh-in's. Protocol for seeding meeting of participating wrestlers shall be as follows and in the order as listed.
    - i. Head-to-Head Competition.
    - ii. Record versus common opponents.
    - iii. Returning All-Americans.

- iv. A Coaches' vote, when all else is relatively equal.
- v. **Any wrestler can be nominated for a seed. Seeds cannot be withdrawn.**

### **SECTION 3 Rules**

1. NCAA rules shall be used.

### **SECTION 4 Awards**

1. First and Second place teams shall receive region plaque, provided by the region and paid for by the host school.
2. District medals, supplied by the region, shall be awarded to the 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> place finishers in each weight class and paid for by the region.
3. Coach of the Year will be selected by a vote of the Wrestling Coaches and a plaque given that is provided by the region and paid for by the Host school.
4. Outstanding Wrestler Award shall be provided by the region and paid for by the host school. OWA winner shall be selected by the region coaches.
5. All-Region Certificates will be supplied by the region to 1<sup>st</sup> thru 3<sup>rd</sup> placers.
  - a. Certificates will be awarded in duplicate (one each for athlete and school) to the All-Region first team [composed of 1<sup>st</sup> place finishers].
  - b. Single certificates will be awarded to All-Region Second Teams [2<sup>nd</sup> place finishers] and All-Region Honorable Mention [3<sup>rd</sup> place finishers].
6. All awards, except certificates, shall be presented after the conclusion of the tournament. All-Region Certificates, prepared by the host institution will be given to the coaches of recipients.
7. Meet Director must work with the Region Director to insure that all awards, plaques and certificates (if available) are prepared and ready for presentation at the conclusion of the District Championship Tournament.