

**ELIGIBILITY RULES
OF THE
NATIONAL JUNIOR COLLEGE
ATHLETIC ASSOCIATION**

**1755 Telstar Drive, Suite 103
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**2009-2010
Effective August 1, 2009**

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ARTICLE V - ELIGIBILITY RULES 2009-2010

Section 1. GENERAL INFORMATION

- A. Compliance with all NJCAA rules of eligibility is the express responsibility of all member colleges.
- B. All NJCAA Rules of Eligibility will become effective as of August 1, 2009.
- C. A member college must be in good standing with the NJCAA and its own conference/region to enter a team or an individual in an activity sponsored by the NJCAA.
- D. Student-athletes participating on an intercollegiate level in any one of the certified sports of the NJCAA shall conform to the requirements of the NJCAA Rules of Eligibility, the rules and regulations of the conference/region with which the college is affiliated, and also the rules of the college at which the student-athletes are attending and participating.
- E. Ineligible student-athletes shall not be allowed to dress for any contest.
- F. Student-athletes who falsify any academic and/or athletic participation record shall be ineligible for further competition in an NJCAA member college at any time.
- G. Colleges having an intercollegiate athletic program above the Community College level shall not be allowed to participate in any of the certified sports of the NJCAA.
- H. The word "term" as used within the Eligibility Rules, refers to quarter, semester or trimester, whichever applies as the official unit of class attendance at a college. Summer sessions shall also be considered as a term of college. Institutions using a modified administrative term, i.e. unit credits, quarter term with semester credits, etc. will be evaluated and an interpretation entered in the Casebook.
- I. A student-athlete's grade point average (GPA) will be determined by dividing the earned/passing accumulated quality points by the corresponding earned/passing credit hours at each institution of attendance.

NOTE: Passing and satisfactory grades may be computed as "C" grades.

J. REMEDIAL/DEVELOPMENTAL STUDIES

1. Student-athletes who earn an A, B, or C or an equivalent grade in which the state/institution uses as a passing grade in a remedial/developmental course, cannot repeat that course and have it count toward eligibility. Furthermore, student-athletes cannot take a remedial/developmental course which is lower than a prerequisite to the one they have successfully passed and have it count toward eligibility.
2. Credit hours in remedial/developmental courses will count toward eligibility for a second season of participation if the student-athlete has successfully exited the course. **(Only one course attempt is calculated. Implementation date August 1, 2010)**

Section 2. CERTIFIED SPORTS OF THE NJCAA

Fall Baseball	Football	Fall Lacrosse	Spring Softball	Spring Tennis
Spring Baseball	Fall Golf	Spring Lacrosse	Fall Soccer	Fall Volleyball
Basketball	Spring Golf	Half Marathon	Spring Soccer	Spring Volleyball
Bowling	Ice Hockey	Outdoor Track & Field	Swimming & Diving	Wrestling
Cross Country	Indoor Track & Field	Fall Softball	Fall Tennis	

- A. An NJCAA National Championship Tournament is defined by having both 40 teams and 7 regions participating within the division of the sport.
- B. An NJCAA National Invitational Tournament is defined by having both 20 teams and 5 regions participating within the division of the sport.
- C. A post-season championship may be held by a sport with a minimum of eight participating teams within that sport. The title of the championship must receive the approval of the NJCAA Executive Committee at the prior year's annual meeting.

Team Sports				Combined Sports	Individual Sports		
Baseball	Football	Lacrosse	Softball	Swimming & Diving	Bowling	Golf	Tennis
Basketball	Ice Hockey	Soccer	Volleyball	Wrestling	Cross Country	Half Marathon	Track & Field

The following minimum number of member colleges and regions are needed to support viable divisional play.

<u>Team Sports</u>	<u>Individual Sports</u>
2 Divisions = 150 teams & 10 regions	2 Divisions = 100 teams & 10 regions
3 Divisions = 275 teams & 16 regions	3 Divisions = 200 teams & 16 regions

Combined Sports - Defined as those conducting the championship in the same event.

Section 3. REQUIREMENTS FOR ENTERING STUDENT-ATHLETES

- A. A student-athlete must be a graduate of a high school with an academic diploma or a General Education diploma. The high school must not be a high school affected by the NCAA Initial Eligibility process at the time of the student-athlete's enrollment. See the list on the NCAA website of high schools affected by the Initial Eligibility process.
- B. Non-high school graduates can establish eligibility for athletic participation by completing one term of college work passing 12 credits with a 1.75 GPA or higher. This term must be taken after the student-athlete's high school class has graduated.
- C. Non-high school graduates who have earned sufficient credit for high school graduation status can establish eligibility for athletic participation by completing one term of college work passing 12 credits with a 1.75 GPA or higher. This term can be completed before the student-athlete's high school class has graduated.
- D. Student-athletes classified under Section 3.B. or 3.C. above may be added to the eligibility roster after completion of the requirements in the respective Section. (May not be added until the term is over.)
- E. Student-athletes who are completing high school and are simultaneously enrolled in 12 or more credits at a college are eligible for athletic participation with the completion of the NJCAA High School Waiver Form (Form 3.E). This form must be signed by the student-athlete's high school Principal and the College President. This provision is applicable to only those student-athletes whose high school class has not graduated at the time of college enrollment. **USE FORM 3.E.**

Section 4. REQUIREMENTS FOR ATHLETIC ELIGIBILITY

The following rules shall be used to determine a student-athlete's eligibility for athletic competition in any one of the certified sports of the NJCAA. **THIS ENTIRE SECTION MUST BE READ BEFORE A STUDENT-ATHLETE'S ELIGIBILITY STATUS CAN BE DETERMINED.**

- A. Student-athletes must be making satisfactory progress within an approved college program or course as listed in the college catalog.
- B. Student-athletes must be enrolled in full-time status using any combination of sessions within a term, and in classes that begin before the end of the regular sport season in which the student-athletes choose to participate, within 15 calendar days from the beginning of the term.
 - 1. Student-athletes that do not conform to this rule will be ineligible for the remainder of the term.
- C. Student-athletes must maintain enrollment in 12 or more credit hours of college work as listed in the college catalog during each term of athletic participation. Student-athletes that drop below 12 hours are ineligible until full-time status is regained within that term.

QUARTER ELIGIBILITY

- D. Prior to the 15th calendar day from the beginning date of the term for the second full-time quarter, as published in the college catalog, a student-athlete must have passed 12 quarter hours with a 1.75 GPA or higher.
- E. Prior to the 15th calendar day from the beginning date of the term for the third full-time quarter, and all subsequent quarters thereafter, as published in the college catalog, a student-athlete must satisfy one of the following four requirements to be eligible for the upcoming quarter:
 - 1. Pass a minimum of 12 quarter hours with a 2.00 GPA or higher during the previous quarter of full-time enrollment,
OR
 - 2. Pass an accumulation of quarter hours equal to 12 multiplied by the number of quarters in which the student-athlete was previously enrolled full-time with a GPA of 2.00 or higher,
OR
 - 3. A first season participant must have passed a minimum accumulation of 36 credit hours with a 2.00 GPA or higher for the **initial term** of participation, regardless of previous term or other accumulation requirements (**NOTE:** This only establishes eligibility for the initial term, not subsequent terms),
OR
 - 4. A first *or* second season participant must have passed a minimum accumulation of 54 credit hours for a fall sport, 63 credit hours for a winter sport, 72 credit hours for a spring sport, with a 2.00 GPA or higher, regardless of previous term or other accumulation requirement.
- F. Prior to the second season of participation in an NJCAA certified sport, student-athletes must pass a minimum of 36 quarter hours with a 2.00 GPA or higher. If the student-athlete has been enrolled in two (2) quarter terms or less, the second season requirement becomes 28 quarter hours with a 2.00 GPA or higher. (**This is in addition to satisfying 4.D or 4.E.**)
NOTE: All quarters attempted beyond 15 calendar days will count, whether full-time or not, excluding summer session.

SEMESTER ELIGIBILITY

- D. Prior to the 15th calendar day from the beginning date of the term for the second full-time semester, as published in the college catalog, a student-athlete must have passed 12 semester hours with a 1.75 GPA or higher.
- E. Prior to the 15th calendar day from the beginning date of the term for the third full-time semester, and all subsequent semesters thereafter, as published in the college catalog, a student-athlete must satisfy one of the following four requirements to be eligible for the upcoming term:
 - 1. Pass a minimum of 12 semester hours with a 2.00 GPA or higher during the previous semester of full-time enrollment,
OR
 - 2. Pass an accumulation of semester hours equal to 12 multiplied by the number of semesters in which the student-athlete was previously enrolled full-time with a GPA of 2.00 or higher,
OR
 - 3. A first season participant must have passed a minimum accumulation of 24 credit hours with a 2.00 GPA or higher for the **initial term** of participation, regardless of previous term or other accumulation requirements (**NOTE:** This only establishes eligibility for the initial term, not subsequent terms.),
OR
 - 4. A first *or* second season participant must have passed a minimum accumulation of 36 credit hours for a fall sport, 48 credit hours for a spring sport, with a 2.00 GPA or higher, regardless of previous term or other accumulation requirement.
- F. Prior to a second season of participation in an NJCAA certified sport, student-athletes must pass a minimum accumulation of 24 semester hours with a 2.00 GPA or higher. (**This is in addition to satisfying 4.D or 4.E.**)
- G. Student-athletes must be enrolled full-time (12 or more credits) at the college where they have chosen to participate when the regular season schedule of a sport begins. Student-athletes not enrolled during the term when the season begins remain ineligible throughout the season schedule unless they enroll on the first possible enrollment date following:
 - 1. Their release from Active Armed Services of the United States with a discharge other than dishonorable.
 - 2. Their return from a religious mission.
 - 3. Their graduation from a high school or receipt of an equivalency diploma.
 - 4. Their transfer from an NJCAA member college which has dropped a sport after the school year begins. Student-athletes that satisfy one of the four exceptions become eligible after the previous term has ended upon registration as a full-time student-athlete for the new term. (Student-athletes must be added to the eligibility form before participating.)
 - 5. A student-athlete attending a multi-campus college may, if at the campus of his/her enrollment a sport is not offered, participate in that sport at any campus within the system that offers said sport.
- H. In the following sports, student-athletes are not required to be enrolled during the fall term to be eligible to participate in the sport during the spring season unless the records are carried over into the spring season: Baseball, Bowling, Golf, Lacrosse, Softball, and Tennis. If the fall records are carried over into the spring season, all student-athletes must be enrolled full-time (12 or more credits hours) during the fall term when the schedule begins.

- I. **PART-TIME RULE:** Student-athletes who have never been full-time at any college may become eligible for a season of participation in a sport by meeting the following conditions:
 1. The student-athletes attend the same institution at least one academic year as part-time student prior to the year of his/her participation passing at least 12 credit hours with an overall grade point average of 1.75 or better during that year.
 2. During each term of participation, the student-athletes must carry at least six credit hours in the same institution.
 3. Prior to a second season of participation in any sport, the student-athletes must pass a total of 24 credit hours with a 2.00 GPA or higher.
 4. If in any term the student-athletes enroll full-time, they forfeit the privileges under this provision of the part-time eligibility rule.
 5. Student-athletes who withdraw completely or to less than six credit hours become immediately ineligible.
 6. Institutions who apply for this provision of the rules, must submit a transcript to establish the eligibility of the student-athletes.
- J. **NJCAA POLICY – CERTIFIED DISABLED STUDENT-ATHLETE**
 An NJCAA student-athlete may be granted relief from Article V, Section 4.C, 4.D, and 4.E of the NJCAA bylaws in the instance where the following guidelines are followed. All of the required information listed below must be submitted to the NJCAA National Office prior to any participation in an NJCAA certified sport.
 1. A written copy of the institution's policies and curriculum guidelines applicable to all disabled students.
 2. Completed NJCAA Certified Learning Disabled Student-Athlete request form.
 3. Written documentation from an appropriate institutional academic authority (e.g., registrar) that the institution has defined the student-athlete's full-time enrollment to be less than 12 credit hours to compensate for the student-athlete's disability.
 - a. Current class schedule is required when submitting a certified learning disability for approval from the National Office.
NOTE: A student-athlete who enrolls/registers in 12 or more credit hours is not eligible to use/apply a certified learning disability.
 4. Written documentation that describes the application of the institution's policies to the student-athlete in question and documentation that indicates that institutional support and accommodation, though significant, is insufficient to address the academic needs of disabled student-athletes.
 5. Full and complete documentation of the student-athlete's disability, including:
 - a. Written and signed diagnosis of the disability, including the results of specific measures or tests, which formed the basis of the diagnosis.
 - b. A copy of the student-athlete's individual education plan (IEP), if applicable.
 - c. Name, position and signature of the qualified individual issuing the diagnosis. This individual's professional credentials and relationship to the applicant's institution's athletics department must be provided. (**NOTE:** Normally, an athletic department staff member will not be accepted.)
 - d. A current diagnosis of the disability must be within the last three years. If specific circumstances of the case indicate that this requirement is unnecessary, a prior diagnosis may be acceptable.
 - e. The committee reserves the right to request a second opinion or diagnosis. The cost of this diagnosis shall be borne by the institution.
 6. A summary of support services and other accommodations provided by the applicant institution designed to assist the disabled student-athlete. This summary normally would be expected to include accommodations provided by the institution with respect to the student-athlete's athletics responsibilities, as well as the academic and other support services provided and any institutional accommodations related to adjustments of minimum academic performance requirements.
 7. All waiver requests must be signed by any two of the following: The Director of Athletics, College President (Chief Executive Officer) or Designated Representative.

Section 5. ELIGIBILITY OF STUDENT-ATHLETES WHO WITHDRAW FROM CLASSES

The following withdrawal policy applies to student-athletes that are attending any college.

- A. Student-athletes are allowed 15 calendar days from the beginning date of classes to withdraw completely or to withdraw to less than 12 credits (part-time) and not have that term affect their future eligibility, provided they have not participated in any athletic competition. (Refer to Section 4.G)
- B. Student-athletes that have participated and withdraw within the first 15 calendar days of a particular term are not eligible for athletic participation and must re-establish their eligibility in accordance with the provisions of Section 4.D or 4.E. The term in which the student-athlete participates must be considered the same as a term of full-time attendance.

Section 6. EIGHTEEN CALENDAR MONTHS NON-COLLEGE ATTENDANCE

- A. Student-athletes that have not been enrolled in college in 12 or more credit hours (full-time) for a period of 18 calendar months or longer shall be exempt from previous term and/or accumulation requirements as set forth in Section 4.D and 4.E. (Not Section 4.F.)
- B. Student-athletes who have served 18 calendar months in the Armed Forces of the United States, church mission or with a recognized foreign aid service shall be exempt from Section 4.D, 4.E, and 4.F.
NOTE: This is a one time exemption, available only for the first full-time term after the period of non-attendance.

Section 7. NUMBER OF SEASONS A STUDENT-ATHLETE CAN PARTICIPATE

- A. Student-athletes must not have previously competed during two seasons in a given sport at any intercollegiate level.
- B. Participation in any fraction of any regularly scheduled contest during the academic year shall constitute one (1) season of participation in that sport. Participation includes entry into an athletic contest and does not include dressing for such an event.

Section 8. **HARDSHIPS**

The hardship provision of the NJCAA is available to student-athletes, who are unable to complete a season of competition or did not satisfy one of the other eligibility rules as a result of an injury, illness or some type of an emergency beyond their control.

A. Hardship #1 involves an injury or illness which results in the student-athlete's inability to complete a season. Prior to the injury or illness, a student-athlete must not have:

1. Participated in more than 20 percent of the college's regular season schedule
OR
Have participated in no more than two of the institution's completed events in that sport, whichever number is greater.
2. The injury or illness must also have occurred in the first half of the schedule resulting in the student-athlete being incapacitated for the remainder of the season. (A student-athlete can not participate in the second half of the regular season schedule)
3. The injury or illness must be season ending in nature.

USE HARDSHIP FORM # 1.

NOTE: In applying the 20 percent limitation, any competition which results in a fractional portion of an event shall be rounded to the next highest whole number, e.g., 20 percent of a 27-game basketball schedule (5.4 games) shall be considered six games.

B. Hardship #2 involves cases other than those affecting a student-athlete's season of competition as specified in Section 8.A. These cases must show that there are circumstances beyond the student-athlete's control which directly result in their inability to satisfy the Rules of Eligibility. The 20 percent limitation still applies to participation. All requests must receive approval from the NJCAA Office of Eligibility. **USE HARDSHIP FORM # 2.**

NOTE: The NJCAA cannot rule on those situations that did not occur at an NJCAA member college.

Section 9. **PHYSICAL EXAMINATION**

All student-athletes participating in any one of the NJCAA certified sports must have passed a physical examination administered by a qualified health care professional licensed to administer physical examinations, prior to the first practice for each calendar year in which they compete.

Section 10. **TRANSFER RULE**

A. **General Provisions Which Apply to Any Transfer Student-Athlete.**

1. Transfer students/student-athletes are those who have attended any college beyond the first 15 calendar days of a term or have participated in an athletic contest and at a later date enroll and attend classes at another college.
2. Student-athletes may not participate in the same sport during the same academic year at two different colleges. Fall participation in the sports of Baseball, Bowling, Golf, Lacrosse, Softball, and Tennis shall not prevent student-athletes from competing in the same sports during the spring season of the same academic year after having transferred from another college and satisfied all the transfer provisions of the eligibility rules. An exception to this rule is: Student-athletes who transfer from a college which has dropped a sport. (Documentation of the program being dropped must be provided when submitting the eligibility.)
3. Student-athletes who have participated in a sport before a term begins, between terms, or within the first 15 calendar days of a term and subsequently transfer before or within the first 15 calendar days of the term, must serve probation before they are eligible to participate in athletics.
4. Student-athletes serving probation shall not be allowed to dress for any athletic contests.
5. Whenever student-athletes are required to serve probation due to academic ineligibility, they must be enrolled full-time (12 or more credits) at the institution where they will be participating.
6. To be eligible in a sport that spans over two terms, transfer student-athletes must be enrolled in 12 or more credit hours (full-time) during the term when the season of that sport begins. The student-athlete must also be enrolled at the college where they have chosen to participate. There are five exceptions to this rule as found in Section 4.G.

B. **Transfers from an NJCAA Member College.**

Students/student-athletes transferring from an NJCAA member college are either immediately eligible upon transfer or must serve a probationary period. The following rules determine the student-athlete's eligibility status.

1. **Immediate Eligibility** – To be immediately eligible upon transfer, a student-athlete must comply with both of the following two requirements:
 - a. Satisfy the provisions of Section 4.D. or 4.E. (Use the rule which is applicable to the transfer student-athlete.)
and
 - b. Satisfy one of the following provisions numbered 1 through 5.
 - i. The college from which the student-athletes are transferring does not have a particular sport(s). (The student-athletes are immediately eligible only in the sport which is not offered.)
 - ii. An NJCAA Transfer Waiver Form is signed by the Athletic Director and Chief Executive Administrator of the community college from which the student-athletes are transferring.
 - iii. Student-athletes who have not participated in any sport, transfer from their first community college to any community college within their home district, county, or service area.
 - iv. Student-athletes enroll at the first possible opportunity in a newly established college or a college that initiates an intercollegiate athletic program within the student-athlete's home district, county, or service area.
 - v. The college from which the student-athlete is transferring has been placed on probation in the sport in which the student-athlete is participating. This provision does not apply to any student-athlete that is causatively involved in the problem resulting in the penalty.

2. **Probation Period.** A student-athlete who has attended an NJCAA member college as a full-time student and/or participated who transfers from that college to another NJCAA member college may not participate for one season. The probation season is interpreted as the season immediately following his/her last term of full-time enrollment.

NOTE: The season of probation must be served during the official sport season.

1. The student-athlete may be immediately eligible upon transfer if he/she has a NJCAA Transfer Waiver from the last college(s) of full-time enrollment that offers the sport.

2. All academic provisions listed in Article V, Section 10.B.1.(a) must still be met.

NOTE: A 16-week probationary period applies to all ineligible transfers from member NJCAA colleges with the exception of those student-athletes not satisfying one of the provisions listed in Article V, Section 10.B.1.b. (The probationary period is defined as the completion of one academic term of 16 calendar weeks, passing 12 credit hours with a 2.00 GPA or higher.)

NOTE: Rule does not affect transfer students from four year college or from non-NJCAA member colleges and that 16 calendar weeks probationary period would still apply.

NOTE: Before a student-athlete can participate in a second season of an NJCAA certified sport, the provisions of Section 4.F must be satisfied.

C. **Transfers from a Four-Year College or from a Non-NJCAA Member College.**

Student-athletes transferring from a four-year college or a non-NJCAA member college are either immediately eligible upon transfer or must serve a probationary period of 16 calendar weeks. The following rules determine the student-athlete's eligibility status.

1. **Immediate Eligibility** – To be immediately eligible, with no probation required, student-athletes must satisfy the provisions of Section 4.D or 4.E. (Use the rule which is applicable to the transfer student-athlete). **NOTE:** Before a student-athlete can participate in a second season of an NJCAA certified sport, the provisions of Section 4.F must be satisfied.
2. **Probation of Sixteen Calendar Weeks** – A probationary period of 16 calendar weeks and the completion of one academic term with twelve passing credits and a 2.00 GPA or higher is required of student-athletes who did not satisfy the academic provisions of Section 4. Student-athletes serving this 16-week probation period may be added to the eligibility roster at any time after satisfying the provision of the probation period. **NOTE:** Before a student-athlete can participate in a second season of a NJCAA certified sport, the provisions of Section 4.F must be satisfied.

Section 11. RULES GOVERNING THE AMATEUR STATUS OF STUDENT-ATHLETES

Amateur athletes are those who engage in sports for the physical, mental or social benefits they derive in participation and to whom athletics is an avocation and not a source for personal financial remuneration. Whenever the amateur status of a student-athlete is questionable and before competition begins in an activity sponsored by the NJCAA, it is the responsibility of an administrative officer of the college where the student-athlete is enrolled to clear the status of the student-athlete in question. In determining amateur status of student-athletes, the following guidelines have been established.

A. **Student-Athletes are Permitted To:**

1. Accept scholarships and educational grants-in-aid from their institution in accordance with the provisions of Article VIII of the bylaws of the NJCAA.
2. Officiate sport contests, providing the compensation received does not exceed the going rate for such employment.
3. Serve as coaches or instructors for compensation in a physical education class outside of their institution provided the employment is not arranged by the student-athlete's institution or a representative of its athletics interests.
4. Serve as paid supervisors of children's sports programs, such as counselors in a summer camp, or in a recreation department program. Their duties may include teaching techniques or skills in their sport, provided that any instruction is a part of the overall terms of employment (teaching and coaching shall not exceed more than half of their employed time) and not on a fee-for-lesson basis.
5. Participate in professional baseball for no more than ninety (90) days at a level no higher than Class A. If this can be confirmed by the National Association of Professional Baseball Leagues, the student-athlete shall be eligible to compete in baseball at an NJCAA member college. Any participation beyond the first ninety (90) days shall cause a student-athlete to be ineligible in the sport of baseball.
6. Participate in women's softball if the women were involved in the Professional Softball Association and have been reinstated by the appropriate amateur governing body.
7. Have their names or pictures appear in books, other publications, or films without jeopardizing their amateur status, but only under the following conditions:
 - a. Appearance in such publications or films is for the purpose of demonstrating athletic skill, analysis of a sports event, or instruction in sports.
 - b. There is no indication that the student-athlete expressly or implicitly endorses a commercial product or services.
 - c. The student-athlete is not paid.
 - d. The student-athlete has signed a release statement detailing the conditions under which his or her name or image may be used and has filed a copy of that statement with the institution he/she attends.

B. Student-Athletes Shall Not:

1. Receive money or other forms of remuneration beyond actual expenses for participating in any athletic contest or programs with the exception of bowling, tennis and golf. (Refer to the bowling, tennis and golf sections of the NJCAA Handbook.)
2. Give lessons on a fee-for-lesson basis.
3. Be employed to teach any class or in any coaching capacity for their college during the academic year in which he/she is a participant.
4. Be employed or receive compensation for teaching or coaching sports skills or techniques, if the employment is arranged by the student-athlete's institution or a representative of its athletics interests.
5. Take any financial assistance, or enter into an agreement of any kind, to compete in professional athletics, with the exception of the student-athlete who participates in professional baseball for not more than ninety (90) days as provided in Section 11.A.5. Student-athletes who violate this provision shall be ineligible for participation in the sport. This includes declaring for professional draft.
6. Try out with a professional sports organization while enrolled full-time during any part of the academic year unless they have exhausted their eligibility in that sport. (This includes any time from the beginning of the fall term through the completion of the spring term, including any intervening period.) Part-time student-athletes who are not participating under the provisions of Section 4.I. may try out provided they do not receive any form of compensation other than actual expenses from the professional organization.
7. Contract in writing to be represented by an agent in the marketing of athletic ability or reputation in a sport.
8. Participate in the Major Junior A Hockey League sponsored by the Canadian Amateur Hockey Association (CAHA).
9. Participate in the A League of Professional Soccer.
10. Participate in the Superliga of the Brazilian Confederation of Volleyball (CBV).
11. Student-athletes shall not compete professionally or contract to compete professionally in a sport regardless of its format.
12. Student-athletes shall not have competed on the men's ATP Professional Tennis Tour or the women's WTA Professional Tennis Tour. The ITA expense form is to be used for those amateur student-athletes that have competed in tournaments that provide expense money, not prize money based upon winning, however,
 1. Any student-athlete having played in 10 or more professional events after reaching his/her eighteenth (18) birthday, shall have one year of eligibility remaining if the ITA expense form is properly executed and approved.
 2. Any student-athlete having played in 10 or more professional events after reaching his/her nineteenth (19) birthday, shall have no eligibility remaining.
 3. Any student-athlete, regardless of age, having played in fifteen (15) or more professional events shall have no eligibility remaining.

NOTE 1: "Professional events" are those events that provide prize money based on winning, whether or not they are sponsored by the ATP/WTA.

NOTE 2: An "event" is a singles or a doubles entry in a professional tournament. Entry in a singles and doubles draw in a single professional tournament would count as two (2) events.

Section 12. ADDING AND DELETING PARTICIPANTS ON ELIGIBILITY FORMS

The eligibility status of student-athletes is determined at the beginning of each season. The following rules determine when student-athletes can be supplemented or must be deleted according to their academic performance.

- A. Student-athletes that are not serving probation and are academically eligible can be supplemented on an NJCAA Eligibility Form up until the deadline dates listed below. **Such student-athletes become eligible on the date of electronic submission of the eligibility form for that student-athlete(s).** Additions submitted after the deadline date established for each sport can not be submitted online and will not be accepted. Student-athletes submitted after the initial eligibility filing are not eligible until their submission date.

Cross Country.....	October 16, 2009	Wrestling	February 12, 2010	Lacrosse.....	April 16, 2010
Soccer.....	October 16, 2009	Ice Hockey	February 12, 2010	Outdoor Track & Field	April 16, 2010
Volleyball.....	October 16, 2009	Swimming & Diving.....	February 12, 2010	Tennis	April 16, 2010
Football	November 6, 2009	Indoor Track & Field	February 12, 2010	Baseball	April 23, 2010
Half Marathon	November 13, 2009	Bowling	February 12, 2010	Softball	April 23, 2010
		Basketball	February 12, 2010	Golf	April 30, 2010

NOTE: Spring sports which have qualifying tournaments in the Fall, must have their Fall eligibility form cleared 10 days prior to their Fall Qualifying Tournament.

- B. For those sports whose regular season schedule begins between terms, all student-athletes must be academically eligible from the previous term.
- C. If the regular season schedule of a sport ends before the last day of the term, all student-athletes remain eligible for post-season competition (Regional and National competition), provided full-time enrollment is maintained throughout the term. No additions can be made to a team's roster after the term has ended.
- D. **RECERTIFICATION:** If the regular season schedule of a sport extends past the last day of the term, the eligibility of student-athletes is determined by the following rules:
1. Student-athletes that do not satisfy the academic provisions of Section 4 at the completion of the term must be dropped from competition on or before the 20th calendar day after the end of the given term with one exception as follows:
 - a. **TRIMESTER COLLEGES:** Colleges which operate on the trimester calendar and whose winter session ends approximately April 20, may elect to allow their student-athletes that do not satisfy the provisions of Section 4 at the completion of the term, to finish the season. Conversely, those colleges may not add student-athletes who have become eligible during the winter session. Colleges who choose this exception must designate on an NJCAA form by October 31 of that particular academic year if they are following this option.
 2. Transfer student-athletes who have served probation or non-transfer student-athletes who have re-established their eligibility during a term of college attendance, can be supplemented to a team's roster any time after the end of the term provided all student-athletes that do not satisfy the provisions of Sections 4.D or 4.E are dropped as of the same date. This exchange

must occur on or before the 20th calendar day after the term ends and a complete eligibility form for the subsequent term must be submitted showing all eligible student-athletes. If student-athletes are supplemented any time following the 20th calendar day after the end of the term, only the new entries must be submitted on an eligibility form and the next term's eligibility form will be due in accordance with Section 13.D.3. The new entries may begin participating on the electronic submission date. Transfer student-athletes cannot be added before the full sixteen calendar weeks have expired.

E. NJCAA Non-Participation Form.

1. A form used by colleges to submit names for those student-athletes submitted on an eligibility form but never participated during that season.
2. This is a mandatory process that must be completed by July 1 of each academic year.
3. **Penalties:** Refer to late filing penalties in Article V, Section 13.E.1.

Section 13. CERTIFYING THE ELIGIBILITY FORM

A. Each NJCAA member college shall be required to submit eligibility electronically to the NJCAA for each of the NJCAA certified sports that the college sponsors as a varsity sport. The Eligibility Chair, Registrar or Dean, Athletic Director and student-athlete must sign the form. The student-athlete's signature on the hard copy gives the college permission to release transcripts to the NJCAA (Buckley Amendment – Public Law 93-380), and it also verifies that all information on the eligibility form pertaining to the student-athlete is correct and complete.

B. Eligibility certification forms, filing process instructions, and online program instructions can be accessed through the NJCAA web site (www.njcaa.org).

C. ELIGIBILITY AUDITS

1. The NJCAA National Office will annually audit a minimum of five percent of the programs in each certified sport.
2. If a college is selected for audit, the athletic director will be notified by telephone and fax/email and the college president (Chief Executive Officer) will be contacted by email.
3. The member college shall have 72 hours from the time of initial verbal contact to have the complete hard copy eligibility file received by the National Office.
4. Documents must be sent via overnight, certified mail or comparable tracking means.
5. The hard copy eligibility file must include:
 - a. The Submitted Copy (not the Preview Copy) of the eligibility form complete with college seal, student-athlete signatures, athletic director signature and eligibility chairman, registrar or dean signatures.
 - b. All college transcripts (past and present), transfer waivers where applicable, and current student-athlete class schedules for all student-athletes.
 - c. Proof of GED.
 - d. Signed copy of the Letter of Intent for each student-athlete where applicable.
 - e. Delay and Break of Enrollment statements where applicable.
 - f. Copy of sport schedule.
 - g. Copy of team roster.
 - h. Documentation of academic or medical hardship, part-time attendance rule, certified learning disabilities hardship, non-high school graduate and/or 18 calendar month non-college attendance rule.
 - i. I-20 forms for all non-United States citizen student-athletes for all Divisions (I, II, and III).
 - j. Letter of admission for all non-United States student-athletes for Division I and II programs.
 - k. List of those student-athletes who are Permanent Residents (or Green Card Holders) and appropriate documentation proving such.
 - l. Copy of the Official Intercollegiate Tennis Association (ITA) Amateur Reimbursement Form for all student-athletes that show earnings on the ITA website (www.itatennis.com);
 - m. And any other documents certifying the student-athlete's eligibility.

6. PENALTY FOR LATE SUBMISSION OF AUDIT INFORMATION

- a. First offense – (within one academic year)
 1. Mandatory audit of all sports within the academic year.
 2. Letter of Reprimand to Athletic Director and College President.
- b. Second Offense – (within same academic year)
 1. Mandatory audit of all sports within the academic year.
 2. Letter of Reprimand to Athletic Director and College President
 3. Automatic audit requirements for all sports to the next academic year.
 4. Possibility of further sanctions, as per Article V, Section 17.

D. DEADLINES FOR ELECTRONIC SUBMISSION OF ELIGIBILITY FORMS:

1. The forms must be electronically submitted either on or before the first regularly scheduled contest or 15 calendar days from the beginning of the term in which the sport begins.
2. If the first scheduled contest of a sport begins between terms, the eligibility form must be electronically submitted 15 calendar days from the date of the first contest.
3. **Recertification:** If the regular season schedule of a sport extends beyond the last day of the term and continues beyond the 20th day after the term ends, a second eligibility form for that sport is due within 15 calendar days from the beginning of the next term. Refer to Section 12.D.2.
4. A college that does not conduct any scheduled events before a regional or national tournament, must electronically submit completed electronic eligibility forms in advance of the deadline dates established in Section 12.A.
5. Any college failing to submit an electronic eligibility form for the entire season shall be subject to disciplinary action by the NJCAA National Office.

E. Penalties for Late Filing of the Electronic Eligibility Forms

1. First Offense
 - a. Mandatory eligibility audit will be conducted in that sport(s).

- b. Letter of reprimand to Athletic Director and College President.
- 2. Second Offense
 - a. Mandatory eligibility audit will be conducted in that sport(s).
 - b. Automatic Athletic Probation (Refer to Section 17) for that sport if the second violation occurs within the same academic year.
- 3. Any college failing to submit an electronic eligibility form for the entire season shall be subject to disciplinary action by the NJCAA National Office.
- F. **Exceptions – TRIMESTER COLLEGES:** Those institutions not governed under the semester or quarter academic systems must continue to manually file eligibility in accordance with Sections 12 and 13 of the NJCAA bylaws. **NOTE:** All information in Article V, Section 13.C.5.

Section 14. SCRIMMAGE DEFINITION

- A. A scrimmage is a contest which is conducted to prepare a team for regular season competition. An eligibility form is not required if the scrimmage rules listed below are followed:
 - 1. All scrimmages must be included and designated as such on the official schedule as published by the intercollegiate department. This must include all written and website schedules.
 - 2. No awards of any kind may be given to the participants.
 - 3. No championship play of any kind may be carried on.
 - 4. Participants must be enrolled/registered at the college he/she is representing and have a valid physical on file in order to participate in a scrimmage.

Section 15. CLUB TEAM

- A. Any one of the NJCAA certified sports may be declared by the college administration as a club sport. Such declaration shall be made on an NJCAA Club Form *prior* to the beginning of a season schedule. Included on the form shall be a roster of the participants on the team. One copy of the form shall be sent to the Regional Director and another copy to the NJCAA Office. **USE NJCAA CLUB DECLARATION FORM**
- B. Individuals who are participating on a designated club team in the sports of bowling, cross country, golf, indoor track and field, outdoor track and field, swimming and diving, tennis, or wrestling may participate in Regional qualifying events or a National Championship/Invitational event provided the student-athletes satisfy NJCAA rules and regulations during the entire club schedule. Only individual performances shall be recognized (including relays) and shall not be figured into the overall team standings. An eligibility form shall be submitted to the National Office and the Regional Director in advance of the deadline dates established in Section 12.A.
- C. A college can not sponsor a club team and a varsity team in the same sport during the same academic year in an NJCAA certified sport, i.e., a team can not be a club team during the fall season and a varsity team in the spring season.
- D. Participation on a designated collegiate club team in an NJCAA certified sport shall constitute one season of participation; only student-athletes that have not exhausted two seasons of collegiate eligibility in that particular sport may participate.

Section 16. STUDENT-ATHLETE PARTICIPATION IN ALL-STAR AND OPEN COMPETITION

- A. For every all-star game or international contest which a member college sponsors, an NJCAA Athletic Event Questionnaire shall be on file with the NJCAA National Office.
- B. No member college shall permit any employee to participate directly or indirectly, in the management, coaching, officiating, supervision, promotion, or player selection of an all-star team or team engaged in international competition unless the NJCAA Athletic Event Questionnaire is on file with the NJCAA National Office. Facilities of a member college can be made available only if the contest is filed with the NJCAA on an NJCAA Athletic Event Questionnaire.
- C. While the season of any sport is in progress, as determined by the published schedule of the college, student-athletes shall not participate in that same sport for any other team except in the following sports: bowling, golf and tennis. (Season of any sport shall include the regional and national tournaments in which the college may be participating.)
- D. Any open competition in any one of the NJCAA certified sports which student-athletes enter as representatives of a member college shall be listed on the published schedule of the college and the student-athletes must satisfy the NJCAA Rules of Eligibility and be submitted on an eligibility form.
- E. Student-athletes not representing a NJCAA member college may participate unattached in “open” or “exhibition” competition without an NJCAA Athletic Event Questionnaire on file. A college shall not furnish any assistance (equipment, transportation, lodging or meals) for student-athletes to participate in such events.
- F. In order for student-athletes to participate in athletic events such as all-star games, an NJCAA Athletic Event Questionnaire must be on file with the NJCAA National Office.
- G. Violation of this section may subject student-athletes to disciplinary action. The penalty shall be imposed by the Office of Eligibility and may include termination of future eligibility in activities sponsored by the NJCAA.
- H. Violation of this section may result in the offending college being placed on probation for a period of one year. The member college may not participate in any competition sponsored by the NJCAA during the probationary period.
- I. A student-athlete may participate in official tryouts/trials involving national teams sponsored by the appropriate national governing body of the US Olympic Committee. During such tryouts/trials, the student-athlete may not represent an NJCAA member college. The NJCAA member college shall not furnish any assistance (equipment, transportation, lodging or meals) for student-athletes to participate in such events.

Section 17. PENALTY FOR VIOLATION OF ELIGIBILITY RULES

- A. An NJCAA member college which uses an ineligible student-athlete, whether knowingly or not, shall forfeit all contests in which such ineligible student-athlete participated.
- B. If an NJCAA member college uses an ineligible student-athlete or violates any other section of the NJCAA bylaws, they shall in addition to the forfeiture of their athletic contests, be subject to further penalty as the National Office deems advisable under the circumstances.

C. **ATHLETIC PROBATION:**

1. The maximum penalty which the Office of Eligibility may impose will be forfeiture by the member college of the right to participate in Regional and/or NJCAA sponsored tournaments, meets and games, in one or more sports, for a period of one academic year, commencing on the date of the last scheduled contest of the sport in which the violation occurred or at the discretion of the NJCAA Office of Eligibility.
2. During the time the penalty is in effect, the member college shall be deemed to be on athletic probation in the sport or sports covered by the penalty.
3. At the end of the probationary period, the member college shall request that it be taken off probation. Such request shall be made in writing to the Office of Eligibility and the Executive Committee, which by majority vote, shall grant the request or continue the member college on probation for a period not to exceed one additional year. At the end of such time, the additional probationary period shall be automatically terminated.
4. During the probationary period, neither the causative individual(s) nor the team(s) shall be eligible for regional and/or NJCAA honors.
5. While on athletic probation, eligibility audits will be conducted for each sport in that college's athletic program. These audits will be due according to the deadlines set by the NJCAA National Office.

NOTE: Eligibility Audits are due to the National Office no later than the fifteenth (15th) calendar day after the date of the first regular season game.

- D. If an investigation of eligibility is initiated by a member college of the NJCAA, the costs so involved will be borne by the college which initiates the investigation if the student-athlete(s) so involved are found eligible, and if found ineligible, by the college in which the student-athletes are enrolled.

Section 18. ELIGIBILITY RULE CHANGES

Additions, deletions, and corrections to the Rules of Eligibility shall be voted upon every year at the NJCAA Annual Meeting.

Section 19. SPORT PROCEDURES

Sport procedures guidelines regulate each NJCAA certified sport.

An Academic year is defined as August 1 through July 31.

- A. An NJCAA student-athlete on institutional athletic aid shall be a counter relative to the number of scholarships allowed in the sport, for each sport in which he/she participates in. **NOTE:** Non-United States citizens participating in a NJCAA member college athletic program are counters relative to the number of scholarship non-United States citizen student-athletes in each sport in which they participate.

NOTE: Cross Country/Half Marathon/Indoor & Outdoor Track & Field Exempt

- B. The sport procedures include established limits.
 1. Starting date for practice.
 2. Starting date for games
 3. Ending date for practice and/or games.
 4. Number of contest allowed per season.
 5. Number of scrimmages allowed per season.
 6. Number of Letters of Intent per academic year.
 7. Number of Scholarships in the sport at any given time.
 8. Signing date for each sport (Letter of Intent).
 9. **Division I and II member colleges:** Requiring athletic aid and the number of allowable scholarships offered to student-athletes who are not United States citizens or permanent resident (defined as the holder of a Green Card) student-athletes, be no more than one-quarter of the total number of scholarships allowed by NJCAA rules in that particular sport.
 10. **Men's and Women's Tennis:** Increase Letter of Intent Scholarship limit in Men's and Women's Tennis to nine (9). Maintain the current non-United States citizen student-athlete scholarship limit (2). Allow a maximum of three (3) full scholarships to include tuition and fees, room and board, course related books, transportation costs one time per academic year to and from the college by direct route, and six (6) partial scholarships limited to tuition, course related books and fees.
 11. **Division II Volleyball:** Not more than two (2) non-United States citizens on athletic aid may compete in NJCAA Division II Volleyball.

Sport Procedures for each season are listed on the following pages:

2009-2010 NJCAA Sports Procedures

Sport	Start Date	Game Date	Game Date (Defined)	End Date	** # Of Contests	# Of Scrimmages	*** # of Letter of Intent Signees/ Scholarships	Signing Date	• # Of Scholarships For Non U.S. Citizen Athletes
Baseball (Fall) Men	Aug 10	Aug 28	4th Fri in August	Nov 15	76 Games/Scrimmages with a maximum of 56 Games/Scrimmages in the Spring		24	None	6 Total Fall and Spring
Baseball (Spring) Men	Jan 10	Jan 29	Last Fri in January	NJCAA Tourney				Jan 15	
Basketball Men/Women	Oct 1	Nov 1	Nov 1	NJCAA Tourney	30 Games	4 Dates	15	Apr 8	3
Bowling Men/Women	Sept 10	Sept 25	Last Fri in September	USBC Tourney	15 Dates	0	8	Apr 8	2
Cross Country Men/Women	Aug 1	Aug 28	4th Fri in August	NJCAA Meet	10 Dates	0	* 10 Combined (Cross Country & Half Marathon)	Dec 1	* 2
Football (Fall) Men	Aug 1	Aug 27	4th Thurs in August	Last Bowl Game	11 Games	2	85	1st Wed in Feb	2 Total Fall and Spring
Football (Spring) Men	Jan 15	None	None	None	20 days of practice	0		None	
Golf (Fall) Men/Women	Aug 10	Aug 28	4th Fri in August	Nov 15	30 Dates Fall and Spring Combined		8	None	2 Total Fall and Spring
Golf (Spring) Men/Women	Jan 10	Jan 29	Last Fri in January	NJCAA Tourney				Jan 15	
Ice Hockey Men	Oct 1	Oct 20	Oct 20	NJCAA Tourney	28 Games and/or Scrimmages		16	Jan 15	4
Half Marathon Men/Women	Aug 1	Aug 28	4th Fri in August	NJCAA Meet	3 USA Track approved road races		** 10 Combined (Cross Country & Half Marathon)	Dec 1	** 0
Lacrosse (Fall) Men/Women	Aug 15	Aug 28	4th Fri in August	Nov 1	22 Dates		20	None	3 Total Fall and Spring
Lacrosse (Spring) Men/Women	Jan 15	Feb 21	Feb 21	NJCAA Tourney				Apr 8	
Soccer (Fall) Men/Women	Aug 1	Aug 28	4th Fri in August	NJCAA Tourney	22 Games and/or Scrimmages Combined w/maximum of 20 Games in the Fall		18	Dec 1	4 Total Fall and Spring
Soccer (Spring) Men/Women	Feb 1	Feb 1	Feb 1	April 30				None	

2009-2010 NJCAA Sports Procedures

Sport	Start Date	Game Date	Game Date (Defined)	End Date	** # Of Contests	# Of Scrimmages	*** # of Letter of Intent Signees/Scholarships	Signing Date	• # Of Scholarships For Non U.S. Citizen Athletes
Softball (Fall) Women	Aug 10	Aug 28	4th Fri in August	Nov 15	40 Playing Dates with a maximum of 30 dates in the Spring		24	None	6 Total Fall and Spring
Softball (Spring) Women	Jan 10	Jan 29	Last Fri in January	NJCAA Tourney				Jan 15	
Swimming Men/Women	Oct 1	Nov 1	Nov 1	NJCAA Meet	22 Dates		15	Apr 8	3
Tennis (Fall) Men/Women	Aug 10	Aug 28	4th Fri in August	Nov 15	35 Dates combined Fall and Spring		###	None	2 Total Fall and Spring
Tennis (Spring) Men/Women	Jan 10	Jan 29	Last Fri in January	NJCAA Tourney				Jan 15	
Track & Field (Indoor) Men/Women	Oct 1	Nov 1	Nov 1	NJCAA Meet	20 Dates combined Indoor / Outdoor		*** 20	Dec 1	*** 5
Track & Field (Outdoor) Men/Women	Oct 1	Jan 29	Last Fri in January	NJCAA Meet					
Volleyball (Fall) Women	Aug 1	Aug 28	4th Fri in August	NJCAA Tourney	32 Dates with a maximum of 28 dates in the Fall		14	Nov 1	^^^ 3 Total Fall and Spring
Volleyball (Spring) Women	Feb 1	Feb 1	Feb 1	Apr 30				None	
Wrestling Men	Sept 1	Oct 30	Last Fri in October	NJCAA Tourney	20 Dates	3 Dates	16	Apr 8	4

* Not more than two (2) non U.S. citizens on athletic aid may compete in the NJCAA Cross Country Championship.

** Not more than one (1) non U.S. citizen on athletic aid may compete in the NJCAA Half Marathon Championship.

*** Not more than seven (7) non U.S. citizens on athletic aid may compete in the NJCAA Indoor/Outdoor Track & Field Championship.

The numbers listed above are the same for each Division (I, II & III).

- > Division I may grant the number of scholarships listed above.
- > Division II may grant the number listed above, but are limited to tuition, fees and books.
- > Division III may not offer athletic scholarships.
- > **NOTE:** See Article VI, Section 9 for NJCAA athletic scholarship guidelines.

** Number of Contests refers to regular season games only, and does not include post-season competition.

*** Numbers in the Letter of Intent Signees/Scholarships column are separate for men and women.

• Division I & II member colleges: Requiring athletic aid and the number of allowable scholarships offered to student-athletes who are not U.S. citizens or permanent resident (defined as the holder of a Green Card) athletes, be no more than one-quarter of the total number of scholarships allowed by NJCAA rules in that particular sport.

An "Athletic Scholarship" is defined as any financial assistance awarded to the student-athlete, from any source, because of his/her athletic capabilities and is considered to be counter under Article V, Section 19. The Letter of Intent/Scholarship Agreement form shall be prescribed by the NJCAA and shall be in effect for one (1) academic year. An "academic year" is defined as August 1st to July 31st of the following year.

Definition of "Administered": The financial assistance awarded to a student-athlete, regardless of source (e.g. college, booster club, foundation, civic groups, private citizen, etc.) must be officially recorded in and disbursed by the college's office of financial aid, and business office.

Division I tennis will be limited to a maximum of nine Letters of Intent/Scholarships. Three of the nine scholarships given may be a maximum of tuition, fees, room, board, course related books and transportation costs to and from the college by direct route one time per academic year. Six of the nine scholarships are limited to tuition, fees and course related books.

^^^ Division II volleyball will be limited to a maximum of two (2) non U.S. citizens receiving athletic aid. **NOTE:** Refer to Section 5 in the Division II volleyball section in Article XIII.

ARTICLE VI – NJCAA POLICY STATEMENTS

Section 1. HIGH SCHOOL TRYOUTS/AUDITIONS

Before allowing a high school student to try out, a NJCAA member college shall determine if tryouts are allowed by the existing State High School Activities Association regulations in the student-athlete's home state.

Section 2. PARTICIPATION OF FALL TOURNAMENT QUALIFIERS IN SPRING NATIONAL CHAMPIONSHIPS

A student-athlete, who qualified through a Fall Tournament for participation in a Spring National Championship, may participate in the Championship provided he/she is enrolled as a full-time student-athlete at the college which he/she qualifies during the semester or quarter that the Spring National Championship is held.

Section 3. SUBSTITUTIONS FOR NATIONAL CHAMPIONSHIP

- A. Where national qualifying is done by a set standard (track, swimming, etc.) there shall be no substitution allowed.
- B. Where national qualifying is done on the basis of team play (basketball, baseball, etc.) anyone listed on the NJCAA eligibility form shall be allowed to be used as a substitute.
- C. If a student-athlete qualifies as an individual winner and is also a member of a winning team (golf medalist and a member of the winning team, top individual qualifier in cross country race and a member of the winning team, etc.) substitution shall be allowed only for team competition. No substitution shall be allowed for the individual competitor.

Section 4. NJCAA COMPETITION IN REGULAR AND POST SEASON

- A. The NJCAA will allow women to participate with men on the same team providing that the female participant or participants are otherwise qualified under NJCAA regulations and further providing that said participating college or institution does not have a women's team in such sport or category.
- B. Males are not allowed to participate on women's teams in any sport.
- C. Those women listed on a men's eligibility form may participate in the men's regional/national tournament unless the National Office is notified prior to the beginning of the regular season that the student-athlete will participate in women's post-season play. This declaration must be signed by the athletic director and by the student-athlete.

Section 5. ALUMNI GAMES

Alumni games are not considered as regular season contests of a college sport. These games shall not be figured into the college's records or statistics.

Section 6. POST SEASON COMPETITION

- A. Once a college team begins post-season competition leading up to a National Championship, the team shall not participate in post-season competition with another organization. If a college chooses to not participate in NJCAA post-season competition, the team may participate in post-season competition with another organization, if advance notice is given to the Regional Director and the National Office. Penalty for violation of this section by an NJCAA member college shall result in the offending college being placed on probation for a period of one year. The member college may not participate in any competition sponsored by the NJCAA during the probationary period.
- B. All regional post-season events will be at the direction of the Regional Director.
 1. Inclusive of all sports, if the playoff (regional or district) involves two or more regions, the hosting college must have a playing surface and equipment which complies with the NCAA rules of that sport. If the host college cannot meet those rules, an alternate site must be found. In addition the date, location, game management and officials assigned to the playoff must be agreed upon and that written agreement signed by each of the regional directors involved.
 2. If the playoff involves teams from only one region, the region must decide whether or not to mandate compliance with the NCAA rules of that sport.
 3. All regional/district championships must be hosted during the same term/season in which the NJCAA national championship is being competed. **(Implementation date August 1, 2010)**
- C. At-large bids in those team sport championships as defined in Article V, Section 2.D are prohibited. Any exception to this rule must be approved by the NJCAA Executive Committee.

Section 7. SAFETY

In any recognized sport where there is a significant risk of oral and/or facial injury, the NJCAA endorses the use of protective oral/facial equipment by the student-athletes.

Section 8. TELEPHONE INQUIRIES TO THE NATIONAL OFFICE.

Each NJCAA member college must designate two representatives from their college that may telephone the NJCAA National Office. Only those representatives listed will be allowed access to an Office Administrator. In addition to the representatives listed, the college president may gain access.

Section 9. ATHLETIC SCHOLARSHIP GUIDELINES FOR DIVISIONAL PLAY

Division I:	A maximum of tuition and fees, room and board, course related books and transportation costs one time per academic year to and from the college by direct route.
Division II:	A maximum of tuition, fees, and course related books. (Division II scholarships can not include room and/or board through a fee or any other system.)
Division III:	No athletic scholarship aid of any kind.
NOTE:	Divisional play is by sport not by college program. The number of allowable scholarships for each sport in each division is listed in the sports procedures section of the NJCAA Handbook.

- A. Member colleges may request in writing to the NJCAA the addition of *Benefits to Students for Academic Support Services* that would include the ability of institutions to make available to student-athletes general academic and support services the institution deems necessary for student-athlete success. This would include use of institutionally owned computers and typewriters on a check-out and retrieval basis; however typing/word processing/editing services or costs may not be provided, even if typed reports or other papers are a requirement of a course in which a student-athlete is enrolled.
NOTE: The *Benefits to Students for Academic Support Services* cannot be used as enhancements for recruiting and must be requested after the student-athlete has signed a Letter of Intent/Scholarship.
- B. Member colleges may allow up to a maximum of two (2) meals per semester/quarter for a team not to exceed the cost per diem of the meal.
- C. General athletic-related medical coverage may be provided to *all* student-athletes by the college, regardless of the division in which the college participates.
- D. Member institutions shall declare divisional status in those sports offering more than one division for NJCAA participation. Such declaration shall take place each even numbered year, and such designation shall be for a two year commitment. Each sport committee shall formulate a two year plan (during the annual meeting in that even numbered year) for each commitment cycle. Once the commitment cycle has been determined by the NJCAA sport committee, no changes shall be allowed within the division structure.
- E. Multi-sport student-athletes will only receive institutional athletic aid based on the maximum allowable scholarship aid of the lowest division in the sports in which the student-athlete participates. **(Implementation date August 1, 2010)**

Section 10. The NJCAA supports the philosophical ideal of the student-athlete by recommending to all member colleges that in-season practices and contests be limited to 20 hours per week.

Section 11. Housing Arrangements

- A. Housing arrangements of any type with any member of the athletic staff are not permitted by the NJCAA.
- B. Athletic staff may provide housing contact information to current and prospective student-athletes.

Section 12. Catastrophic Insurance

The NJCAA highly recommends that each NJCAA member college purchase a lifetime catastrophic insurance policy for their student-athletes.

Article VII – Procedures for Appeal

Section 1. GENERAL

- A. Procedures set forth in this Article VII are the sole methods for challenge of decisions of the National Office and the Executive Committee. No member college or any of its student-athletes or employees can institute any suit at law or in equity or seek any court injunction or restraining order concerning any dispute or controversy involving the NJCAA enforcement or interpretation of any of the bylaws, rules, or regulations of the NJCAA or any sanctions imposed by the NJCAA.
- B. Only member colleges may challenge the interpretation and enforcement of the bylaws, rules, and regulations of the NJCAA and they may do so only pursuant to and in the manner set forth by the provisions of this Article VII. No individual coach, student-athlete, booster club, or other entity affiliated directly or indirectly with the member college shall have any standing to challenge a decision of the NJCAA.
- C. As a condition to membership in the NJCAA, each member college consents to be bound by the provisions of this Article VII. Any member college who institutes any suit at law or in equity or seeks any court injunction or restraining order against the NJCAA in connection with the interpretation or enforcement of the bylaws, rules, and regulations of the NJCAA or sanctions imposed by the NJCAA shall be subject to sanctions, penalties, expulsion, fines, probations, or other penalties as may be prescribed by the Executive Committee of the NJCAA.

Section 2. AUTHORITY OF THE NATIONAL OFFICE

- A. All decisions concerning challenges and/or questions of the interpretation and the enforcement of the bylaws, rules, and regulations of the NJCAA shall be made in the first instance by the NJCAA National Office.
- B. Questions concerning the interpretation or enforcement of the bylaws, rules, and regulations shall be made in writing to the National Office. Such questions shall set forth in detail the facts giving rise to the question, including but not limited to the name and address of the member college presenting the question, the name and address of each college involved in the question, any background facts involved in the question, and the citation of the NJCAA bylaws, rules, and regulations involved in the question. Such request for decision concerning questions must be signed by either the president of the member college posing the question or the athletic director for that college.
- C. Challenges to the interpretation or the enforcement of the NJCAA bylaws, rules, and regulations shall set forth in detail the name and address of the member college presenting the challenge, the factual basis for the challenge, the jurisdictional basis of the challenge, citation of the bylaws, rules, and regulations involved in the challenge, name and address of any other member college that would be affected by the challenge, and any documentation to support the challenge.
- D. The National Office shall provide its written decision concerning any such questions or challenge to the member college presenting the question or challenge and to the Regional Director for the region in which the presenting college is located. The written decision shall set forth:
 - 1. The decision of the National Office.
 - 2. The jurisdictional basis for the decision.
 - 3. The citation of the NJCAA bylaws, rules, and regulations involved in the decision.

4. Any other matter deemed appropriate by the National Office.

In addition, in the event that the decision of the NJCAA affects any other member college, a copy of the written decision of the NJCAA shall be provided to such affected college and the Regional Director for the region in which the affected college is located. In the event that upon receipt of a question or challenge from a college, the National Office determines that further information or documentation is necessary, the National Office may delay its decision until such other information or documentation is received by the National Office.

E. The written decision of the National Office shall be effective, final, and enforced immediately, subject to the following provisions of this Article VII.

Section 3. APPEAL TO THE EXECUTIVE COMMITTEE

- A. Any member college affected by a decision of the National Office shall have a right to appeal that decision to the Executive Committee of the NJCAA.
- B. The request for appeal must be sent to the Executive Director of the NJCAA, with a copy to the Regional Director for the region where the appealing college is located. The request for appeal to the Executive Committee must be in writing and must be received by the Executive Director within fifteen (15) calendar days from the date of the written decision by the National Office. The request for appeal must be signed by the president of the appealing college and set forth in detail the appealing college's basis for challenging the decision of the National Office. The appealing college may attach any documentation it deems appropriate to its request for appeal.
- C. The appealing college may present its appeal in writing to the Executive Committee or may request an oral hearing. Oral hearings before the Executive Committee may only be had at the time of regularly scheduled meetings of the Executive Committee and at the location determined by the Executive Committee for its meeting.
- D. In its request for appeal, the appealing college must notify the Executive Director whether the college desires an oral hearing or a written appeal. In the event the appealing college fails to notify the Executive Director of whether it desires an oral hearing on its appeal, it will be conclusively presumed that the appealing college waives such oral hearing.
- E. The appealing college's request for appeal shall set forth the factual basis for its appeal, including all defenses it deems appropriate. The appealing college shall set forth in detail each bylaw and/or rule and regulation of the NJCAA involved in its appeal and list specific reasons why the decision of the National Office should be reversed. The National Office shall forward the appealing college's written presentation to each of the members of the Executive Committee in a reasonable and timely manner. The National Office may also provide its own written information concerning the matter to the Executive Committee members. A copy of the package of material sent to the Executive Committee members (including the appealing college's written presentation and any additional written information from the National Office) shall be sent to the appealing college by certified mail, return receipt requested, at the same time the package is sent to the Executive Committee members.
- F. In the event that an appealing college has requested an oral hearing, the hearing shall be held for the Executive Committee with the following procedures:
1. The President of the Executive Committee shall act as presiding officer at the hearing. In the absence of the President, a majority of the Executive Committee members present shall select the presiding officer among themselves.
 2. At all oral hearings, the appealing college may be represented only by an employee of the college and the student-athlete at the oral hearing may only be represented by either an employee of the appealing college or by the student-athlete himself/herself. Either the appealing college or the student-athlete or both may have legal counsel present to advise them, but such legal counsel may not make presentation directly to the Executive Committee at the oral hearing.
 3. The appealing college shall present its relevant evidence (witnesses and documentation). The National Office will have the right to cross-examine any witness presented by the appealing college.
 4. After the appealing college has presented its relevant evidence, the National Office shall have the right to present any relevant evidence it deems appropriate. The appealing college shall have the right to cross-examine any witness presented by the National Office.
 5. All proceedings occurring during the oral hearing shall be audio and/or video recorded. The recording will be transcribed and the cost of the transcription shall be shared equally by the appealing college and the National Office. The appealing college shall be responsible for its costs and expenses, including the costs and expenses of any witnesses presented by it, and the National Office shall be responsible for its costs and expenses, including the costs and expenses of any witnesses presented by the National Office.
- G. In the event an appealing college withdraws its appeal after submitting a request for appeal in writing to the Executive Director, the appealing college shall be responsible for all costs incurred by the National Office in connection with the appeal to the date of withdrawal.
- H. In the event of an oral appeal, a decision will be reached by roll call vote of the Executive Committee members present.
- I. Decisions of the Executive Committee concerning the appeal shall be in writing. In cases where there is no oral hearing, the decision of the Executive Committee shall be due within fourteen (14) days from the date the appealing college's written presentation is received by the Executive Director of the NJCAA, as set forth above. In cases where oral hearing is had before the Executive Committee, a decision of the Executive Committee shall be due within seven (7) days after the date the said oral hearing is completed. A copy of such written decision shall be furnished to the appealing college and the Regional Director for the region in which the appealing college is located. A copy of the decision may also be furnished to any other college directly affected by the decision at the discretion of the Executive Director of the NJCAA.
- J. Unless a majority of the total number of the members of the Executive Committee vote to overturn the decision of the National Office, the appeal will be denied. Majority shall mean the majority of all of the members of the Executive Committee, not just a majority of those members who actually vote.

Section 4. **ARBITRATION**

- A. A member college may appeal a decision of the Executive Committee. The sole method for appeal of a decision by the Executive Committee shall be by arbitration administered by the American Arbitration Association (AAA) or such other arbitration service as selected by the National Office. No suit at law or in equity, or for an injunction or a restraining order shall be instituted by a member college to overturn, set aside, or stay a decision by the Executive Committee or the National Office.
- B. Any member college appealing the decision of the Executive Committee must submit a written notice of such appeal upon the Executive Committee, through the Executive Director of the NJCAA, demanding arbitration. Such written notice must be signed by the president of the college and delivered to the Executive Director of the NJCAA no later than 20 days from the date the decision of the Executive Committee which is being appealed was rendered. Such written notice shall set forth the name and address of the appealing college and the factual and legal basis for the appeal.
- C. Upon receipt of the written notice of appeal from the appealing college, the Executive Director of the NJCAA shall select an arbitration service to hear the appeal. The Executive Director shall request that the arbitration service provide a panel of three potential arbitrators qualified to hear the appeal. Upon receipt of the panel of potential arbitrators, the Executive Director shall supply a copy of the same to the appealing college. The arbitrators shall be selected by the following method: The appealing college shall strike one name from the panel, thereafter the Executive Director acting on behalf of the Executive Committee shall strike one name, and this alternating procedure shall be repeated until only one arbitrator remains from the panel. Such arbitrator selected by the foregoing method shall be the arbitrator for the appeal. The selection of the arbitrator using the foregoing method shall be completed within seven days after the Executive Director has received the panel of potential arbitrators from the arbitration service.
- D. After consultation with the parties, the arbitrators shall appoint a time and date for the hearing of the appeal and cause notification of such time and date to be sent to the parties by certified or registered mail, return receipt requested, not less than five days before the hearing. Appearance at the hearing waives such notice. The hearing of the appeal shall be conducted at the NJCAA National Office in Colorado Springs, Colorado. The parties shall share equally the fees and costs of the arbitration service, the arbitrator, and the certified court reporter who will record the arbitration proceedings. Each party shall be responsible for the fees and costs of its own representatives and witnesses, including but not limited to the fees and costs for transportation, food, and lodging for such representatives and witnesses.
- E. The hearing shall be conducted in accordance with the following rules:
 1. The appealing college shall be the appellant and the NJCAA shall be the appellee.
 2. The burden of proof in said proceedings shall be on the appellant.
 3. The taking of testimony, presentation of argument and evidence, and all other procedures at the arbitration hearing shall, as far as the arbitrator deems practical, be governed by the usual rules applied in the courts of the State of Colorado.
 4. At least five days prior to the hearing date, each party shall submit to the arbitrator (with a copy to the other party) a written brief containing, among other things, a statement of facts, a statement of the issues, a statement of the position of the party with respect to such issues, the argument(s) in support of such party's position, a list of potential witnesses who may be called by the party at the hearing, and a list of potential exhibits to be presented by the party at the hearing. The arbitrator for good cause may extend the time for filing the briefs.
 5. The hearing shall be opened by the arbitrator noting the date, time, and place of the hearing and the presence of the arbitrator, the parties, and their representatives. The arbitrator may ask for statements to clarify any issues involved. The appellant shall then present its evidence to support its appeal on why the decision of the Executive Committee should be overturned. Thereafter, the NJCAA shall present its evidence supporting the decision of the Executive Committee. Witnesses for each party shall submit to questions (in both direct examination and cross-examination and examination by the arbitrator). The arbitrator may receive into evidence any exhibits offered by either party.
 6. The hearing shall be recorded by a certified court reporter.
 7. The hearing may proceed in the absence of any party or its representative who, after due notice, fails to be present or fails to obtain a postponement. The arbitrator may hear and determine the appeal upon the evidence produced notwithstanding the failure of a party duly notified to appear.
 8. The arbitrator may adjourn the hearing from time to time as necessary and, on request of a party and for good cause, or upon the arbitrator's own motion, may postpone the hearing.
 9. The decision by the arbitrator shall be in writing and a copy of the same shall be delivered to each of the parties no later than 30 days after the hearing is completed. The decision of the arbitrator shall be made in accordance with the articles of incorporation, constitution, bylaws, and rules and regulations of the NJCAA. The arbitrator shall not have the authority to amend, modify, or add to the specific provisions of the Articles of Incorporation, bylaws, or rules and regulations of the NJCAA. The arbitrator shall not have the authority to amend or change a restriction or sanction imposed by the NJCAA on the appealing college.
 10. The arbitrator's decision shall be final and binding upon the parties unless the decision is procured by corruption or fraud, or the arbitrator exceeded the arbitrator's powers as set forth herein.

ARTICLE VIII – GRANTS-IN-AID, RECRUITMENT AND BOOSTER CLUBS

Section 1. GRANTS-IN-AID

- A. An athletic grant-in-aid may be awarded to any student-athlete in recognition of his/her athletic ability provided the student-athlete is admitted to the institution as a regular student. It shall be limited to a maximum of:
 1. Tuition and Fees
 2. Room and Board
 3. Required course-related books
 4. Transportation costs one time per academic year to and from the college by direct route.
- B. Responsibility for the observance of the rules contained herein shall be upon the institution. This responsibility includes the acts of outside individuals or organizations when performed with the knowledge of any member of the administrative or athletic staff of the institution. Student-athletes receiving a grant-in-aid will be required to certify, as a condition of eligibility for athletic participation, that they have not participated in any violation of these rules.
- C. Grants-in-Aid shall be administered by the institution through the office, department, or division which administers financial funds for enrolled students.
- D. Written notice of the terms of the original Grant-in-Aid for that academic year shall be given to a student-athlete and electronically submitted to the NJCAA National Office no later than 15 calendar days after the beginning of classes in the first term the student-athlete is receiving aid. Special permission from the NJCAA National Office must be obtained for any student-athlete being awarded athletic aid after this 15 day window. The written agreement of the Grant-in-Aid shall be in affect for one full academic year. If the Grant-in-Aid becomes vacant, it may be awarded to a different individual at the start of the next full term. The Grant-in-Aid is subject to the provisions of the contract. Renewal of the Grant-in-Aid must be given in writing as soon as eligibility is determined.
- E. The following practices are prohibited with grants-in-aid:
 1. Permitting a student-athlete to receive assistance, in cash or in kind, which is not administered by the institution, or which does not fall within the permissible limits of a grant-in-aid as set forth in Section 1 above; but the foregoing shall not prohibit assistance from anyone on whom the student-athlete is naturally or legally dependent.
 2. Permitting a member of a student-athlete's family to receive assistance, in cash or in kind.
 3. Cancellation or modification of a grant-in-aid during the period of its effectiveness because of injury or good or bad athletic performance.
 4. Cancellation of a grant-in-aid is permitted:
 - a. If the student-athlete becomes ineligible for participation in athletics because of academic and/or disciplinary reasons; or
 - b. For misconduct (unrelated to athletic ability) found by the person or body in charge of general discipline at the institution, after following the same procedures as in other disciplinary matters, to be serious enough to warrant permanent suspension or dismissal from the athletic program; or
 - c. If the student-athlete voluntarily withdraws from a sport prior to the institution's first competition in that sport; or
 - d. Graduation
- F. Permitting student-athletes to engage in employment for which they receive greater compensation, or in which they are not required to work as hard as others in similar employment or which is otherwise not legitimate employment.
- G. Annual awards for a cumulative reasonable value not exceeding \$500.00.
- H. Permitting NJCAA institutions to institute an "adopt a player program" under the following conditions:
 1. Approval of the college administration.
 2. Utilizing the occasional family meal.
 3. The program is administered by the institution.
 4. No monetary transactions may transpire from the "parent" to the adoptive student-athlete (i.e. loans, co-signing, long distance telephone calls, tickets).
 5. No trips involving excessive mileage and/or expense.
 6. No free tickets paid for by "parent".
 7. Athletic personnel may be involved in the coordination of the adoptive program, but may not be an adoptive parent.
- I. Within the NJCAA, an athletic scholarship recipient shall be defined as an individual who is receiving institutional financial aid that is countable against the total number of allowable NJCAA scholarships by sport established by the NJCAA in Article V, Section 19.

An "Athletic Scholarship" is defined as any financial assistance awarded to the student-athlete, from any source, because of his/her athletic capabilities and is considered to be counter under Article V, Section 19. The Letter of Intent/Scholarship Agreement Form shall be prescribed by the NJCAA and shall be in effect for one (1) academic year. An "academic year" is defined as August 1st to July 31st of the following year.

Definition of "Administered": The financial assistance awarded to a student-athlete, regardless of source (e.g. college, booster club, foundation, civic groups, private citizen, etc.) must be officially recorded in and disbursed by the college's office of financial aid, and business office.

- J. Non-athletic aid may be awarded to any student-athlete reported on an NJCAA Eligibility Form for participation under the following guidelines:
1. May not receive a paid athletic recruiting visit,
 2. Must be available to the entire student population,
 3. Must not be awarded based on athletic capabilities,
 4. Must be officially recorded in and administered by the college's office of financial aid and business,
 5. Must be awarded either as need based verified by the college's office of financial aid or for outstanding academic achievement with a cumulative 3.00 GPA (on a 4.00 scale) as one of the criteria published in the college catalog, office of financial aid, and/or foundation scholarship materials, and
 6. Is not considered counters under Article V, Section 19.

NOTE: Applicable to Divisions I and II Only.

Section 2. RECRUITMENT

- A. Recruiting is any solicitation of a prospect or a prospect's relatives (or legal guardians) by an institutional staff member or by a representative of the institution's athletics interests for the purpose of securing the prospect's enrollment and ultimate participation in the institution's intercollegiate athletics program.
- B. No institution shall permit a prospective student-athlete to be solicited to attend such institutions by the promise of gift or any aid or inducement other than that of a Grant-in-Aid permitted by these rules.
- C. **On Campus Recruiting and Official Visits:**
An institution may pay for one visit to its campus by direct route of a prospective student-athlete for a stay not to exceed two (2) days and two (2) nights. The paid visit must be limited to the campus and local community where the college is located.
1. Transportation:
 - a. An institution may not provide transportation to a prospect other than on the official paid visit.
 - b. An institution may pay the prospect's actual round-trip transportation costs for his/her official visit to its campus, provided a direct route between the prospect's home and institution's campus is used.
 - c. When a prospect travels by automobile on an official paid visit, the institution may pay round-trip expenses at the same mileage rate it allows its own personnel.
 - d. The air fare for commercial transportation for the official visit may not exceed coach class. Private air charters and/or transport may not be utilized.
 - e. During the official visit, any member of an institution's athletics staff may provide transportation for the prospect between the campus and the bus or train station or major airport nearest the campus.
 - f. Any member of an institution's athletics department may provide automobile transportation for the prospect between the prospect's home or educational institution and the member institution.
 2. Meals:
While recruiting a potential student-athlete (prospect), a college representative may purchase meals for the potential student-athlete (prospect). The value of such meals may not exceed the amount provided a college employee while traveling on college business.
 3. Entertainment:
 - a. It is permissible for an institution to pay a prospect's actual costs for reasonable expenses (e.g. meals, lodging) incurred while traveling to and from campus on the official visit.
 - b. An institution may entertain a prospect at a scale comparable to that of normal student life, only on campus or the local community.
 - c. A member institution may not arrange or permit excessive entertainment of a prospect on the campus or elsewhere.
 - d. An institution may only provide the prospect with admission to the institution's games, during the official visit.
 - e. Admission to professional sports contests may not be provided to prospects.
 4. Use of an Automobile by a Prospective Student-Athlete:
The institution or representative of its athletics interests shall not provide an automobile for use by the prospect or the student host.
- D. **Off Campus Recruiting**
1. All funds utilized for recruitment purposes must be authorized by a college official.
 2. A member institution's athletics department staff member may visit a prospect at any location for recruiting purposes. However, on any such visit, the staff member may not expend any funds other than the amount necessary for his/her own personal expenses.
 3. An institution shall not permit any outside organization, agency or group of individuals to utilize, administer or expend funds for recruiting prospects, including the transportation and entertainment of, and the giving of gifts or services to, prospects or their relatives or friends.
- E. **CONTACT NOTIFICATION**
1. An athletics staff member or other representative of the institution's athletics interests shall not make contact, for the purpose of recruiting, with the student-athlete of another NJCAA member institution.
 2. If any athletics staff member or representative of the institution's athletic interests is contacted by a student-athlete, or a representative of the student-athletes athletic interest, from a member institution, the contacted institution must make written or electronic, and verbal contact with the initial member institution within five calendar days of contact.
 3. Contact notification will be considered made by utilizing the "Contact Notification Form" as well as a phone mail message if direct contact cannot be made.
 4. There is a 10-day waiting period beginning from the date of contact notification made with the student-athlete's initial institution before any further contact of any type can occur between the student-athlete and the second institution.

Section 3. BOOSTER CLUBS

- A. The financial records of booster clubs and similar organizations which assist athletic programs must be open and available to college officials.
- B. All transactions of a booster type organization which assist a college athletic program in any way (e.g., equipment purchases, recruitment expenses, grant-in-aid, etc.) must be authorized by the college president or an employee designated by the president.
- C. All booster club funds used for grant-in-aid must be administered in compliance with Article VIII, Section 1.C.

Section 4. ENFORCEMENT

- A. Each member college shall certify at the conclusion of the academic year whether or not the institution has complied with bylaw Article VIII. The certification shall be signed by the athletic director, financial aid director and president. Where a case of non-compliance exists, the college shall fully disclose the facts of the case.
- B. A member college which violates any section of this article shall be subject to such penalty as the National Office deems advisable under the circumstances. The maximum penalty which the National Office may impose shall be to place the offending institution on probation for a period of two years.
- C. Colleges may appeal decisions rendered in accordance with Section 4.B above by using the "Procedures of Appeal" described in Article VII.

Section 5. LETTER OF INTENT

The NJCAA Letter of Intent will be binding upon all NJCAA member colleges.

- A. The policies and procedures of the Letter of Intent/Scholarship Agreement Form and the NJCAA Release Agreement form are as follows:
 - 1. Limits have been placed upon the total number of Letters of Intent and scholarships allowed for each NJCAA sport (Article V, Section 19).
 - 2. A scholarship is defined as any institutional athletic aid given to any student for a maximum of one (1) academic year. All student-athletes receiving athletic aid must have a National Letter of Intent/Scholarship Agreement form and be electronically on file at the NJCAA National Office.
 - 3. An Academic year is defined as August 1 through July 31.
 - 4. Should a college choose to utilize the NJCAA Letter of Intent even though no athletic aid is being provided to the student-athlete, the Athletic Scholarship portion of the NJCAA Letter of Intent must be completed. The box indicating "No Athletic Aid" should be utilized for that situation.
 - 5. Student-athletes who are resigned for a second year to an institutional scholarship agreement and who are academically eligible (Article V), must be awarded at least the same amount of scholarship aid the second year or the student-athlete shall be allowed to void the Transfer Waiver commitment and transfer to any NJCAA member college.
 - 6. The Letter-of-Intent is an institutional letter awarded for a maximum of one (1) year. Any student-athlete who is a United States citizen or holder of a Green Card and who becomes academically ineligible (Article V) at mid-year, may be replaced by another United States citizen or holder of a Green Card student-athlete for the remainder of the year. Non-United States citizen student-athletes may not be replaced by another Non-United States citizen once the college expends any funds on that student-athlete during the academic year defined by the NJCAA Letter of Intent.
 - 7. NJCAA Letters of Intent supersede all current regional and/or conference Letters of Intent. Regions and/or conferences, however, may impose more stringent restrictions than current NJCAA regulations.
 - 8. If a student-athlete decides to enroll in another NJCAA member college, having already signed a valid NJCAA Letter of Intent and prior to fulfilling the terms of the original Letter of Intent, that student-athlete would be **ineligible to compete for any NJCAA college for the academic year**, with the following exceptions:
 - a. If, by the opening day of classes in the fall, the student-athlete has not met the requirements for admission to the original institution or the academic requirements for financial aid to athletes.
 - b. If the student-athlete receives a NJCAA Release Agreement from the original NJCAA member college, signed by that NJCAA member college's President (Chief Executive Officer) and Director of Athletics.
 - c. If the student-athlete should serve on active duty with the Armed Forces of the United States or on an official church mission for at least 18 calendar months.
 - d. If the sport is discontinued by the institution with which the student-athlete signs.
 - 9. The NJCAA Letter of Intent will be ruled invalid for the following reasons:
 - a. The student-athlete and parent/legal guardian fail to sign the Letter of Intent within 14 days after the date of issuance.
 - b. The Director of Athletics does not sign and date the Letter of Intent prior to submission for the student-athlete's signature.
 - c. The Letter of Intent is not electronically filed with the NJCAA National Office within 21 days after the student-athlete's signature.
 - 10. The student-athlete will forfeit all NJCAA eligibility if he/she falsifies or has knowledge of his/her parent/legal guardians falsifying any information contained on the Letter of Intent.
 - 11. The NJCAA Letter of Intent becomes valid when signed by the student-athlete.
 - 12. All NJCAA institutions are obligated to respect a student-athlete's signing and shall cease any further recruitment. The student-athlete shall notify any recruiter who contacts them of his/her signing.
 - 13. Student-athletes may be released from the Letter of Intent by receiving a signed copy of the NJCAA Release Agreement Form signed by the Athletic Director, the President of the Institution and the student-athlete/(and parent when necessary) **as required on the form.**
 - 14. A NJCAA Letter of Intent may be voided if a student signs a Letter of Intent with a NCAA/NAIA institution.
 - 15. A NJCAA Release Agreement form may be electronically submitted with the NJCAA National Office for all student-athletes no longer receiving or intending to receive athletic aid.
 - 16. If more than one valid NJCAA Letter of Intent is signed without first receiving an NJCAA Release Agreement, the student-athlete will immediately become ineligible to compete.

17. A college may not expend any funds on a student-athlete prior to electronic submission of a Letter of Intent with the signing date of the athletic director and student-athlete. It is understood the President's signature and final submission will come within 21 days. **NOTE: This would not include a student-athlete's one official recruiting visit as per Article VIII, Section 2.B.**

Section 6. PRACTICE

- A. Practice is any meeting; activity; or instruction involving sports-related information and having an athletics purpose; held for one or more student-athlete at the direction of, or supervised by; any member or members of an institution's coaching staff.
Participants must be enrolled/registered at the college he/she is representing and have a physical on file.
- B. The practice season for NJCAA certified sports shall be divided into two (2) seasons for the purpose of practice. These two seasons shall be designated "In Season" and "Off Season".
- C. **In Season** practice shall commence with the first day of practice as allowed within the NJCAA Sports Procedures for that particular sport. In Season practice shall conclude with the last day of the national championship for that particular sport, or the last "date" as designated in the Sports Procedures.
- D. **Off Season** shall be that time period beginning on the first day after the conclusion of the NJCAA National Championship (per sport), or the last "date" as designated in the Sports Procedures, and be in effect until the next practice opportunity as defined within the NJCAA Sports Procedures.
- E. **Activities Considered In Season Practice:** Practice shall be considered to have occurred if one or more coaches and one or more student-athletes engage in any of the following activities:
1. Field, floor or on-court activity.
 2. Activities conducted as a physical education class open exclusively to members of an intercollegiate team.
 3. Team building sessions if they are conducted at a site on or off an institutions campus for no more than 48 hours contact time. Team building activities such as rope courses and related time building are allowed within the parameters specified above, once per athletic team per academic year. Expenses may be paid for team building as defined above.
- F. **Activities Considered Off Season:** Practice shall NOT be considered to have occurred in the following activities:
1. Participation by student-athletes in regular physical education classes, with or without credit, that are listed in the institution's current printed class schedule or the class schedule located on the institution's web site and open to all students, except as noted in #2 above.
 2. Participation by student-athletes in a physical-fitness class conducted by a member of the athletics staff (including a member of the institutions coaching staff) under the following conditions:
 - a. Enrollment by any student-athlete is voluntary;
 - b. The classes are open to any student of the institution; and
 - c. Class hours and programs have been publicized in appropriate publication and/or on the proper bulletin boards of the institution.
 3. Meetings or discussions between a student-athlete and a member or members of an institution's coaching staff regarding academic support service, drug education, training room procedures, team discipline, care and maintenance of equipment, general meeting schedules, information about housing and meals, or information about "off-season conditioning activities."
 4. In addition to the spring sport seasons listed in Article V, Section 19, spring football, soccer and volleyball are allowed an additional four hours of individual/team on campus activities in compliance with Article VIII, Section 6.G.7
- G. **Off Season Activity Limitations:**
1. Off Season activities must be limited to on campus and must be voluntary.
 2. All student-athletes participating in off season activities must be enrolled/registered in that term at the host college and have valid physicals on file.
 3. No college funds may be used for any current or prospective student-athlete during the off season.
 4. No college equipment may be used off campus for any current or prospective student-athlete.
 5. No member of the college coaching staff may have off campus athletic contact with any current student-athlete, or one who has signed a valid NJCAA Letter of Intent with the following exceptions:
 - a. May observe the student-athlete participating in an activity, but may not be involved with the activity itself (i.e. coaching, practicing, or participating with the student-athlete in the sport he or she is being recruited to participate in).
 - b. May coach against a student-athlete or anyone who has signed a valid NJCAA Letter of Intent.
 - c. May participate against a student-athlete or anyone who has signed a valid NJCAA Letter of Intent.
 6. A college that is required to use an off campus facility, because they do not have a facility available to them on campus, must request an exemption to practice or play at this facility from the NJCAA. The college must provide a contract and proof of payment for the off campus facility if they want the NJCAA to designate the off campus facility as an on campus facility.
 7. Individual/team on campus activities (practice or conditioning) shall be limited to eight hours per week, in direct contact with college coaching staff (inclusive of weight training and conditioning).