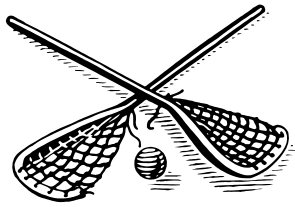
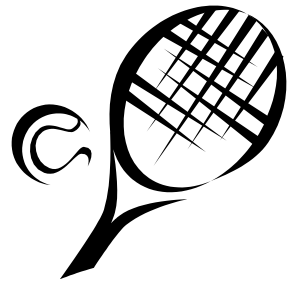




# NJCAA

National Junior College Athletic Association



## REGION 21

MAINE

NEW HAMPSHIRE

VERMONT

MASSACHUSETTS

CONNECTICUT

RHODE ISLAND



# HANDBOOK

# NATIONAL JUNIOR COLLEGE

## ATHLETIC ASSOCIATION

### REGION XXI

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## CONSTITUTION OF REGION XXI

### Article I – Name

The name of this non-profit organization shall be Region XXI of the National Junior College Athletic Association.

### Article II – Purpose

The purpose of this organization shall be to promote and foster two-year college athletics on a regional level so that results will be consistent with the total educational program of its members.

### Article III – Membership

#### Eligibility for Membership

Members eligible to join Region XXI shall consist of two-year colleges and institutions accredited by the appropriate state and/or regional accrediting agency. As members, they shall be entitled to all the privileges and obligations of the Constitution, By-Laws and executive regulations of Region XXI and the NJCAA.

#### Condition of Membership

The members of Region XXI agree to:

- a. Administer their athletic programs in accordance with the Constitution, By-Laws, executive regulations, and other legislative acts of this organization and the NJCAA.
- b. Establish and maintain a high standard of ethics and fair play.
- c. Pay the annual Region XXI and NJCAA dues before the deadline set by the membership.

### Article IV – Officers

- Section 1. The elective officers of this organization shall be:  
Regional Director – Men  
Regional Director – Women  
Assistant Regional Director – Men  
Assistant Regional Director – Women.  
The officers shall be selected from the membership of area XXI.
- Section 2. The elective officers shall comprise the membership of the Executive Committee.
- Section 3. Vacancies among the elective officers of Region XXI shall be filled by appointment of the Executive Committee for the remainder of the term.
- Section 4. The elective officers of this organization shall be elected bi-annually at the annual spring meeting on the odd numbered years. Officers will serve in accordance with procedures set forth in the By-Laws.
- Section 5. The appointive and salaried officers of Region XXI shall consist of such officers and employees as deemed necessary and approved by the membership.

## **Article V – Meetings**

- Section 1. This organization shall hold three regular meetings each academic year: the Fall meeting, date and site as determined at the Spring meeting; the Winter meeting, site and date as determined at the Fall meeting; the Spring meeting, date and site, as determined at the Winter meeting.
- Section 2. Special meetings may be called by the Regional Director (s) and/or the Executive Committee at any time in order to consider emergency situations which may arise.

## **Article VI – Voting**

- Section 1. Each member College in good standing shall be entitled to one vote at all Regional meetings.
- Section 2. Voting by mail, fax, or telephone shall be permissible on any issue deemed necessary during the interim of regular meetings.
- Section 3. A quorum shall consist of 50% of those member colleges that are in good standing and present at a meeting.
- Section 4. A majority vote of a quorum is necessary to affect any policies and/or procedures, changes, deletions, or additions to the By-Laws of Region XXI.

## **Article VII – Executive Committee**

- Section 1. The Executive Committee shall be composed of the Regional Directors, Men and Women; Assistant Regional Directors, Men and Women.
- Section 2. The Executive Committee shall exercise the powers of the membership between meetings except amending the Constitution and By-Laws. It shall also perform such other duties as may be assigned to it in the By-Laws or by the membership.

## **Article VIII – Standing Committees**

- Section 1. Standing Committees shall be comprised of athletic administrators and coaches and will consist of three to five individuals, where needed. The exact composition and method of appointment/election will be in accordance with the By-Laws. Standing Committees will perform such duties as may be assigned to them in the By-Laws, by the Executive Committee, or by the membership.
- Section 2. The term of office for coaches will be three years.

## **Article IX - Finances**

- Section 1. All funds and property of Region XXI shall be obtained, held and administered in accordance with the procedures as stated in the By-Laws.
- Section 2. The Treasurer shall render a financial report at each meeting of Region XXI.
- Section 3. The Treasurer shall render a duly audited statement of all funds collected and expended and shall submit same, in the format provided, to the NJCAA.

**Article X – Amendments**

- Section 1. This Constitution may be amended at any regular meeting of Region XXI by two-thirds affirmative vote of the membership present and voting, provided that the proposed amendment shall have been submitted in writing to the Secretary-Treasurer at least two weeks prior to a meeting, and furthermore, provided a copy of the proposed amendment shall have been duly sent to each member College.
- Section 2. All NJCAA amendments that affect national tournaments, will become effective for all Region XXI contests, beginning August 1<sup>st</sup> of the year of passage.  
(To be voted on at the Region XXI Fall meeting)

**Article XI – Organization**

- Section 1. Region XXI shall be entitled to two votes, one for the Regional Director – Men and one for the Regional Director – Women, at all meetings of the Board of Directors of the NJCAA. The official delegates to the Board of Directors of the NJCAA shall be the Regional Director – Men and the Regional Director – Women, or their representative officially appointed in writing by the Regional Director concerned.
- Section 2. Elective Officers
- a. Elective officers of Region XXI shall be full-time members of the professional staff of a college, which is a member in good standing of Region XXI and the NJCAA.
  - b. Elective officers of Region XXI shall have had experience in athletics, either as a coach or administrator.
- Section 3. This organization, at any regular meeting, may adopt policies and regulations for the organization if said policies and regulations are not in conflict with this Constitution, By-Laws, or the NJCAA.

## **BY-LAWS OF REGION XXI**

### **Article I – Membership Dues**

- Section 1. Dues
- a. The amount of annual dues for membership in the NJCAA shall be in accordance with the By-Laws of the NJCAA.
  - b. The amount of annual dues for membership in Region XXI shall be as approved by the membership annually.
  - c. The annual dues for membership in this organization are:
    - (1) Colleges competing in both men’s and women’s divisions: \$600.00.
    - (2) Colleges competing in men’s or women’s divisions only: \$300.00.
    - (3) For each sport, there will be a fee of \$10.00 per sport
  - d. The annual dues for each member college of Region XXI shall be payable on or before October 1 of each calendar year in order to participate in the activities sponsored by this organization and the NJCAA. Under extenuating circumstances, a college may become a member at any time with the approval of the Executive Committee of Region XXI, and the Executive Director – NJCAA.
- Section 2. Member colleges with indebtedness to Region XXI will not be permitted renewed membership or participation in events sponsored by this organization or the NJCAA until such indebtedness be remedied.
- Section 3. Any member college of Region XXI that is reinstated after being expelled from this organization must serve a probationary period of one academic year before again becoming eligible for participation in Regional Championships, unless such restriction, due to extenuating circumstances, is lifted by the membership.

### **Article II – Meetings**

- Section 1. Athletic Directors, or their representative, present at Regional meetings shall constitute a quorum for the transaction of business. A quorum shall be defined as 50% of the membership.
- Section 2. All meetings, other than executive session, are open to official representatives from any two-year college.
- Section 3. There will be at least three meetings each academic year.
- Section 4. Member colleges are expected to be in attendance at all regularly scheduled meetings. Schools that fail to comply may be subject to disciplinary action.
- Section 5. Each member college in good standing and present at a meeting is entitled to one vote.

### Article III – Administrative

#### Section 1. Officers and their Duties

- a. The Regional Directors shall act in accordance with Article III, Section 1.d. of the By-Laws of the NJCAA.
- b. Assistant Regional Director – Men, shall:
  - (1) Act in the absence of the Men’s Regional Director.
  - (2) Attend all regularly scheduled meetings or send a representative.
  - (3) Record, distribute and keep a record of all minutes of Region XXI meetings.
  - (4) Perform additional duties as assigned by the Men’s Regional Director.
  - (5) Attend the national meeting.
- c. Assistant Regional Director – Women, shall:
  - (1) Act in the absence of the Women’s Regional Director.
  - (2) Attend all regularly scheduled meetings or send a representative.
  - (3) Be responsible for the Region XXI Handbook to include the making of appropriate changes and timely distribution thereof.
  - (4) Record and keep on file all official Region XXI correspondence.
  - (5) With the Assistant Men’s Regional Director, keep a record of membership in Region XXI and have it documented in the Handbook.
  - (6) Attend the national meeting.
- d. The Treasurer shall:
  - (1) Keep a complete record of all finances of Region XXI.
  - (2) Be authorized as a sole signatory of all checks drawn on the treasury of Region XXI.
  - (3) Compile a financial report for at each Regional meeting.
  - (4) Deposit or cause to be deposited any and all monies received in the name of Region XXI.
  - (5) Pay or cause to be paid all authorized expenses.
  - (6) Distribute invoices to the membership for payment of annual Region XXI dues.
  - (7) Perform other duties as assigned by the Regional Director.
  - (8) Render a duly audited statement of all funds collected and expended and shall submit same, in the format provided, to the NJCAA.
- e. The Service Bureau Director shall:
  - (1) Create a reporting form for each sport and provide these reports to all Region XXI members.

- (a) Have the ability to collect the incoming statistical information electronically—fax, e-mail, etc.
- (b) Have the ability to distribute the weekly Service Bureau Reports electronically to the media.
- (2) Collect, compile, and publish a weekly Service Bureau Report for each season containing current statistical information for each sport.
- (3) Distribute a weekly Service Bureau Report to all member colleges, all Regional Directors of NJCAA, NJCAA Headquarters, and other interested parties upon request.
- (4) Collect, compile and publish results of Region XXI selection and seeding results, All-Region and Coach-of-the-Year selections, and All-District and All-American nominations, as well as distribute this information to those agencies listed in #3 above.
- (5) Collect, compile, and publish results of Region XXI meets and tournaments, as well as distribute these results to those agencies listed in #3 above.

Section 2. Expenses

a. The following officers of Region XXI are to be remunerated in the amounts indicated below, approved by the membership. Said reimbursement to be used to defray expenses incurred in the execution of duties and responsibilities related to the office held, or at the discretion of the officer.

(1)	Regional Director – Men	\$500.00 annually
(2)	Regional Director – Women	\$500.00 annually
(3)	Asst. Reg. Dir. – Men	\$800 - \$1,000 annually *
(4)	Asst. Reg. Dir. – Women	\$800 - \$1,000 annually *
(5)	Service Bureau Director	\$1,800.00 annually
(6)	Treasurer	\$200.00

\*To be used for expenses to the NJCAA National meeting only. The actual cost would depend on air fare and hotel accommodations in various cities in accordance with the National Office guidelines used that year.

**Article IV – Election of Region XXI Officers and Term of Office**

Section 1. Region XXI Officers shall be elected biannually on the odd-numbered years.

Section 2. The Executive Committee shall, on each odd-numbered year, at the winter meeting appoint a nominating committee for the purpose of presenting a slate of officers for vote by the membership at the Spring meeting each odd-numbered year.

Section 3. The term of office of each Region XXI Officer shall be for a period of two years beginning August 1 and ending July 31.

Section 4. Vacancies among the elective officers of Region XXI shall be filled by appointment of the Executive Committee for the remainder of the term.

Section 5. The Men's and Women's Regional Directors shall alternate as Chairperson of Region XXI meetings.

#### **Article V – Eligibility**

All NJCAA Rules of Eligibility will become effective as of August 1 each year. These rules will be retroactive to include all students who were in college prior to August 1 of the given year, as well as new entering students. Eligibility Rule changes cannot adversely affect students currently enrolled in institutions.

(Refer to Appendix for current eligibility Rules.)

#### **Article VI – NJCAA Policy Statements**

Refer to Article VI – NJCAA By-Laws.

#### **Article VII – Procedure of Appeal**

Refer to Article VII – NJCAA By-Laws. Article VII of the NJCAA By-Laws applies likewise to challenges or questions of interpretation to the By-Laws of Region XXI and shall be made in the first instance to the Region XXI Executive Committee on written complaint.

#### **Article VIII– Grants-in-Aid, Recruitment, and Booster Clubs**

Refer to Article VIII – NJCAA By-Laws.

#### **Article IX – Executive Regulations**

Section 1. Order of Business

The regular order of business at all meetings of Region XXI shall be:

- a. Reading of the minutes of the previous meeting.
- b. Correspondence.
- c. Reports of officers and committees.
- d. Old Business.
- e. New Business.
- f. Election of Officers (bi-annually at Spring meeting.)
- g. Adjournment.

#### **Article X – Policies Governing the Awarding of NJCAA Championship or Invitational Championship Tournaments/Meets, and Games**

Refer to Article X – NJCAA By-Laws.

## Article XI – Policies and Procedures Governing all Region XXI Regular Season Games, Championship Tournaments, and Meets

- Section 1. All events sponsored by Region XXI in which member schools participate must be conducted under the policies, rules, and regulations of the NJCAA and Region XXI.
- a. Scheduling
- (1) In men’s and women’s basketball only, the region will be divided into two districts for scheduling purposes. Each team must schedule each other twice within each geographical district [see table below] and once with teams in the other geographical district. It is recommended that teams schedule all non-divisional teams within the region once. If a college elects to play a college from the other geographical district twice, the game that is played in the second semester will be counted as their district record. The other game will only be counted in their division, region and overall record.
  - (2) Volleyball will schedule teams three times within their own division and twice versus region non-divisional teams.
  - (3) Division I baseball will schedule divisional teams four times, while Division III baseball will schedule divisional teams twice.
  - (4) Teams just entering the region, or who drop from varsity status in that sport the previous year, will be on probation for one year. Probation means that divisional teams will only be required to schedule these teams once in their probation year. Teams on “scheduling probation” are still eligible for post-season play.
  - (5) In the sports of soccer, basketball, baseball, softball and golf a master schedule will be created by the executive committee to be utilized for all regional games. Once created those dates must be used unless changes are agreed upon by both colleges. These schedules will be created for two-year periods.
  - (6) A contract is required to be sent by the team hosting each region contest.
- b. The conducting of a Regional Championship Tournament.  
Declaration of a Regional Champion will be determined by the number of “Teams” participating in the sport.
- (1) “Teams” are schools, which file eligibility with the intention of competing as a varsity team and complete the season as a varsity team. Teams on NJCAA probation, which file eligibility, are to be considered as varsity teams, for seeding and championship procedures.
  - (2) Guidelines for Tournament Format.
    - (a) Two (2) Teams: Region XXI champion is based on Region XXI Divisional record or if no divisions, Region XXI record. In case of a tie, a championship game/series will be played.
    - (b) Three (3) – Five (5) Teams: Region XXI championship game/series is held between the top two teams based on Region XXI divisional record or if no divisions, Region XXI record. Individual sport committees will determine format, site and tie-breaking procedures, if necessary.
    - (c) Six (6) or more Teams: Region XXI championship tournament is held with each sport committee determining the number of teams, format, dates and sites.

- (3) On the first day of semi-finals, the top-seeded team will play in the first game of the day.
- (4) Policy and Procedure for Format exceptions:
  - Exceptions to section b. may be made on a sport by sport basis, voted on at the Fall meeting of the Region XXI membership.
  - All exceptions to tournament format are in effect for one academic year.

Section 2. Tournament Selection Sites

- a. The selection of sites and sponsors for events conducted by Region XXI shall be approved by the membership in accordance with the guidelines established in the By-Laws of Region XXI for each activity.
- b. The Host College/Sponsor shall be responsible for those aspects of Region XXI Tournaments/Meets/Games in accordance with those guidelines established in the Region XXI By-Laws which govern each activity.
- c. Region XXI Tournament/Meets/Games may be sponsored by member colleges or other organizations approved by the membership.

Section 3. Contracts

- a. If a written contract is used, it must be agreed upon and signed by all sponsors of Region XXI Championship Tournaments/Meet, or Games, and the Executive Committee before the awarding of same shall be considered official and binding on either party or parties. Once a contract between two region teams is signed any team who does not appear on the agreed date will be given a forfeit for the sake of tournament selection and seeding only. The forfeit may not appear in any published team record.
- b. The terms of all contracts with sponsors and Region XXI for staging Region XXI Championship Tournament/Meets, or Games must include all policies adopted by the membership pertaining to such event.
- c. The sponsoring organizations must guarantee the payment of all expenses incurred in promoting, conducting, and administering the Tournament/Meet, or Game.
- d. The NJCAA and/or Region XXI has the proprietary rights and interest in their name, logo, trademark, and service marks, both registered and unregistered, including seals and marks and any deviate or similar mark likely to be confused therefore.
- e. Any merchandise or material to be distributed or sold at an event Sponsored by Region XXI and bearing any insignia, mark, or name of Region XXI, must have prior approval and authorization of the Region XXI Executive Committee.
- f. The sale from marketing Region XXI items sold at the site of a championship shall be included in the gross receipts of the championship.

- Section 4. The host Athletic Director or appointed designee shall be the Director of the Tournament/Meet, or Game. The responsibilities of this Director are as found in the Region XXI By-Laws.
- Section 5. The specific standing committee, acting through its chairperson, shall assist and advise the Director of the Tournament/Meet, or Game.
- Section 6. The NJCAA, Region XXI, and the sponsoring organization(s) shall not be responsible for injury to any individual, or damages of any nature, resulting from travel to and from an event sponsored by the NJCAA and/or Region XXI.
- Section 7. Entry fees for all Region XXI Tournaments are designed to cover the costs for game officials, and/or facility rentals (greens fees, indoor tennis courts,) for the entire tournament. The amount will be recommended by the committee chairs, for adoption by the entire membership, at the Fall meeting. There will be no entry fees for championships that only involve two teams, or play downs at a host site. The home team will be responsible for the game officials for all play down games or championships that involve only two teams.
- Section 8. Financial Report
- a. A complete financial statement of the Tournament/Meet, or Game, including Region XXI's share of the profits, as determined by contract, must be filed with the Region XXI Treasurer within thirty (30) days after completion of the event.
  - b. Entry fees for Region XXI Championship Tournaments/Meets, or Games as received by the Region XXI Treasurer will not be released to the Tournament/Meet, or Game sponsor/host until such time as the complete financial statement is received.
  - c. All Entry Fees for Region XXI Championship Tournaments/Meets, or Games are to be payable to "Region XXI – NJCAA" and submitted to the Sports Committee Chairperson no later than the date established by the Sport Committee. A college voucher shall be considered payment.
- Section 9. The Director of Championship Tournaments/Meets, or Games must submit a complete summary of the results of the day's events to the Regional Director(s), Service Bureau Director and post on the regional web-site by 10 am the next morning.
- Section 10. Member colleges desiring a team to be considered for participation in Region XXI Tournaments/Meets, or Games must submit to the appropriate Committee Chairperson the information and material indicate below no later than the date established for the Selection and Seeding Meeting which will not be later than five days week prior to the Tournament/Meet, or Game.

**IT IS STRONGLY RECOMMENDED THAT ALL INFORMATION AND MATERIAL BE SENT TO THE APPROPRIATE COMMITTEE CHAIRPERSON VIA CERTIFIED MAIL, RETURN RECEIPT REQUESTED, AS FAILURE TO SUBMIT ALL REQUESTED AND/OR REQUIRED INFORMATION AND MATERIAL WILL ELIMINATE THAT MEMBER INSTITUTION'S TEAM FROM CONSIDERATION FOR PARTICIPATION IN THAT REGIONAL TOURNAMENT/MEET, OR GAME.**

Material and Information to be submitted:

- (1) Letter of Intent (see appendix.)
- (2) Entry Fee (if applicable): check payable to Region XXI – NJCAA. Written assurance from the Director of Athletics that the payment process has been initiated is acceptable.
- (3) Team Roster on NJCAA form (on [www.njcaa.org](http://www.njcaa.org))
- (4) A copy of the NJCAA web-site of team results.
- (5) Other material and information requested or pertinent for consideration. A copy of the team photograph, with players identified on the back of the photo, need to be e-mailed (JPEG) to the appropriate regional director prior to the committee meeting.

Section 11. Selection and Seeding of Teams for Region XXI Tournaments/Meets, or Games will be conducted by the appropriate Standing Committee.

- a. The appropriate Regional Director will:
  - (1) Serve as an ex-officio (non-voting) member of selection and seeding committees.
  - (2) Determine the member institutions eligible for consideration.
- b. Voting for selection and seeding will be as follows:
  - (1) Each Committee member shall be entitled to one (1) vote.
- c. The Selection and Seeding Meeting (or conference call) will be held at a site and date to be determined by the Committee Chair. The meeting (or conference call) will be held five days preceding the Tournament, Meet or Game.

The following sports do not require selection and/or seeding:

1. Women's Basketball – Division II
  2. Cross Country
  3. Golf
  4. Lacrosse
  5. Volleyball
  6. Women's Soccer – Division I
- d. All Sport Committees which select and seed teams will use the following criteria, in rank order, until a tie is broken, when selecting and seeding teams.
    - Record against Region XXI Divisional opponents.
    - Head to head competition results.
    - Results versus common Region XXI non-Divisional opponents.

- Results versus common non-Region XXI opponents.
- Strength of Region XXI Divisional schedule, (number of divisional contests against teams being considered for the tournament.)
- Quality Region XXI wins within Division, (wins vs. teams already selected for the tournament.)
- Coin-Flip.

- Section 12. Official Region XXI Trophies and Medals shall be provided by the Region XXI Awards Committee, in accordance with the roster size allowable by the NJCAA National Tournament guidelines.
- Section 13. No contestant shall be permitted to enter a Region XXI Championship Tournament/Meet, or Game unless accompanied by a designated faculty/staff member or coach from a member college. Designation of a supervisory representative from a member college must be in writing and sent by certified mail to the Tournament/Meet, or Game Director. The written designation shall bear the seal of the college and the signature of the Athletic Director of the sending institution. The contestant must remain under the supervision of The designated supervisor throughout the event and until departure from the site.
- Section 14. Procedures when a participant is found to be ineligible during or after Region XXI competition. Refer to Article XI, section 15 of the NJCAA By-Laws pertaining to Region.
- Section 15. The failure of a member college to comply with any and all of the requirements as found In Articles XI and XIII of the Region XXI By-Laws and Articles XII and XIII of the NJCAA By-Laws pertaining to Region XXI and/or NJCAA qualifications may result In that member college's elimination from participation in a Region XXI and/or NJCAA National Championship event. The decision to eliminate a member college from Region XXI competition shall be the decision of the Executive Committee and from an NJCAA National Championship, the sole responsibility of the National Office.

**Article XII – Selection of All Region XXI Teams, Coach-of-the-Year, All American Nominees, and Sportsmanship Award.**

- Section 1. Selection of All- New England Teams. An All-New England Team will be selected For each sport that has at least two teams complete a season as a varsity team. Number not to exceed 40% of number of varsity teams which finish the season, Multiplied by the number of starting positions, (i.e., 4 soccer teams x 11 x .4 = Max of 18 players recognized.) Minimum #is one full team of position players.

List # for each sport at Fall Meeting: 2008-09

Sport	# Teams	Players	Total	X .4	1 <sup>st</sup>	2 <sup>nd</sup>	HM
BSE (II)	3	10	30	12	X (12)		
BSE (III)	8	10	80	32	X (12)	X (12)	8
MBB (II)	3	5	15	6	X (6)		
MBB (III)	12	5	60	24	X (6)	X (6)	12
WBB (II)	2	5	10	4	X (6)		
WBB (III)	12	5	60	24	X (6)	X (6)	12
MSOC (I)	3	11	33	13	X (11)		2
MSOC (III)	9	11	99	9	X (11)	X (11)	11
WSOC (I)	2	11	22	9	X (11)		
WSOC (III)	6	11	66	26	X (11)	X (11)	4

<b>WVB (I)</b>	<b>2</b>	<b>6</b>	<b>12</b>	<b>5</b>	<b>X (6)</b>		
<b>WVB (III)</b>	<b>2</b>	<b>6</b>	<b>12</b>	<b>5</b>	<b>X (6)</b>		

For those sports in which selection is by Committee, the Team will be chosen by the Selection and Seeding Committee at the time that teams are considered for participation in Regional Meet and/or Tournaments.

- (1) Those member colleges wishing to submit student-athletes for All-New England selection must submit all requested information and material to the appropriate Committee Chairperson later than the date and time scheduled for the meeting of the Selection and Seeding Committee.
- (2) Those committees which select All-Region teams, and are not based on placement in tournaments or meets, shall use the All-American form for that particular sport. If pictures are attached, those candidates will be considered for All-American.

(a) **FAILURE TO SUBMIT ALL INFORMATION WILL ELIMINATE THAT STUDENT-ATHLETE FROM CONSIDERATION.**

(b) **All player and team statistics must be placed on the NJCAA coaches web-site for a player to be considered for All-American status.**

#### Section 2. Selection of Coach-of-the-Year

A Coach-of-the-Year will be selected for each sport for which a regional tournament/meet, or game is conducted. Four teams must finish the season as a varsity team for a Coach-of-the-Year to be selected.

- a. Criteria for selection is found in the appropriate Sports Section of Region XXI By-Laws.
  1. For those sports in which selection is by Committee, the selection will be done by the Selection and Seeding Committee at the time that teams are considered for participation in Regional Tournament/Meets, or Games, and selections are made for All-New England Teams.
  2. The award will be determined by the sport committee, using input from the coaches as a guide, and any other information including personal observations, and/or input from other athletic directors.

#### Section 3. Selection of All-American Nominees

- a. All-American nominees must come from first team All-Region selections.
- b. All-American nominees must be submitted on the form provided by the NJCAA National office to the appropriate committee chair.
- c. Submit two photographs that comply with NJCAA standards.
- d. Player and team player and team statistics placed on NJCAA coaches web-site.

#### Section 4. Sportsmanship Award (Team Award Only)

- a. Award will be based on player and coach's behavior during the season of participation that year.

- b. The award will be determined by the sport committee, using input from the coaches as a guide, and any other information, including personal observations and/or input from
- c. Four teams must participate for this award to be given.

**Article XIII – Policies and Procedures for the Organization and Administration of Region XXI Activities**

**Awards**

Specific awards presented for each sport are indicated in the appropriate section of the Handbook.

- (1) The nature and quantity of awards in a specific sport are determined via recommendations of a given Committee and as approved by the membership.
- (2) Two teams must participate as varsity teams for a Regional Championship Plaque to be awarded.
- (3) If four or more Regional teams participate in a Region Tournament, a 2<sup>nd</sup> Place Regional Plaque will be awarded.
- (4) If a team from an adjacent region is participating in a Region XXI tournament, the highest ranking Region XXI tournament finisher is declared the Region XXI champion. For tournaments where this occurs, the Region XXI plaque will read “Region XXI Tournament Champion.”

Section 2. Purchase of Awards

- a. Region XXI will purchase:
  - (1) Team plaques and Individual Medals for Regional Tournaments and Meets.
  - (2) Two All-New England Certificates to be distributed to the student-Athlete’s college.
  - (3) Coach-of-the-Year plaques
- b. Host College will purchase:
  - (1) “All Tournament” awards and other individual and/or team awards which are in addition to those specified in the Handbook.
  - (2) College hosting a section/district tournament must purchase a championship plaque.

Section 3. Procedures

- a. The appropriate committee makes All-New England selections.
- b. Coach-of-the-Year/Sportsmanship selections are made by the appropriate committee.
  - (1) The Committee Chairpersons shall distribute a nomination ballot to each member college. Each coach shall nominate three coaches and schools and rank them 1, 2, and 3. Ballots not containing three nominations will not be

counted.

- (2) All ballots received by the deadline (prior to the start of the Region Tournament) will be tabulated as follows: number 1 choice 3 points, number 2 choice 2 points, and third choice 1 point. These points will be used as a **guideline** in selecting the appropriate awards.
- (3) A plaque, ordered by the college from the Region vendor, and purchased by Region XXI, will be presented to the coach selected.

- c. All-American nominations are sent to the Regional Director(s) from All-New England selections by the appropriate committee.

## Service Bureau

- Section 1. Each member college must submit a weekly service bureau report for each sport in which they participate. Reports not complete with statistics for at least your top two individuals will not be considered as a filed report.
- (a) Schedule of each sport must be posted on the Region XXI web-site prior to the start of that sport.
  - (b) The initial report for each season shall be made on the first **Monday** following the first contest of their season as indicated by their published schedule.
  - (a) The last report for each season to be made no later than the **Monday** following the week in which their last scheduled contest is held as indicated by their published schedule.

**NOTE: The reporting week for all sport seasons runs from Monday to Sunday. Reports should include all contests from Sunday of one week to and including Sunday of the following week.**

- Section 2. Failure to submit a total of two service bureau reports in the same season, prior to the Selection and/or Seeding Committee meeting will result in a member college not being considered for participation in post-season Region XXI meets and/or tournaments for that sport.
- (a) A report must be filed and the Service Bureau Director informed of a cancellation and/or change in the published schedule. Reports not complete with statistics from at least your top two individual will not be considered as a filed report.
  - (b) Further delinquency, failure to submit more than two reports in a given season, or a repeated failure to submit reports throughout the academic year, will result in referral to the Standards and Ethics Committee for recommended action.
  - (c) A member college that does not participate in any scheduled events and does not publish a schedule for these sports before Region XXI or National NJCAA Meet and /or Tournament, may still participate in Region XXI and/or National Meets and/Tournaments subject to compliance with Section 13.e. of the NJCAA Eligibility Rules.
- Section 3. Service Bureau Director shall publish a list of those delinquent member colleges by sport in each Service Bureau Report.
- (a) Appeals for missing Service Bureau Reports must be filed with ten working days of the reports listing the “No Report.” All appeals must be finalized prior to the meeting day of the selection committee.
  - (b) Appeals must be signed by the Athletic Director of the College making the appeal.

- (c) The Executive Committee shall rule on all appeals regarding missing Service Bureau reports.
- Section 4. One person shall serve as Service Bureau Director for both men's and women's sports. A sum of \$1,800 shall be appropriated to the Service Bureau Director to cover secretarial and material costs.
- Section 5. Club Teams. Statistics from either NJCAA or non-NJCAA "declared clubs" can be used on the Reporting Form to the Service Bureau.

## Standards & Ethics

- Section 1. Duties and Responsibilities.
  - a. Investigate and make recommendations on all matters referred to the Committee by the Regional Director(s) and/or the Regional XXI Executive Committee relative to the conduct of member colleges, or individuals associated with member colleges.
  - b. In the case of any matter referred to the Committee for action, the Committee's recommendation(s) *could* include:
    - (1) A letter to the Chief Administrator of a College explaining the alleged problem.
    - (2) Placing the member College on probation for a specified period of time.
    - (3) Elimination from post-season competition for a given sport, or the entire inter-collegiate athletic program for a specific period or time.
    - (4) Admonition.
  - c. Review and recommend action to be taken against any member College which fails to attend 2/3 of scheduled Regional meetings during a given academic year.
  - d. Create and review standards by which all regional members must abide by, in order to remain in good standing in Region XXI
    - (1) Game Management
      - a. All athletic events must be staffed by a professional athletic department personnel member (as detailed below B-D). The responsibilities of said administrator are as follows:
        - 1. Make sure someone is available to greet the visiting team and show them to their locker room.
        - 2. Introduce themselves to officials and visiting coaches as the on-site administrator.
        - 3. Notify officials, visiting coach, security personnel where they can be found during the contest should problems arise.
        - 4. Assure safe passage of officials before, during and after the contest.
        - 5. Maintain crowd control before, during and after the contest.
        - 6. Enforce all Region XXI rules of conduct and sportsmanship.
        - 7. Reporting any problems to the respective athletic director (host or visiting) and the regional director.
        - 8. This individual must know all procedures for contacting emergency personnel or security.
      - b. The host institution must designate a site manager for the following events: football, soccer (m/w), volleyball, basketball (m/w), and lacrosse (m/w).

c. The following events must be staffed by a department staff member or coach: tennis (m/w), golf, cross country (m/w), track and field (m/w).

d. A coach or other department staff member (SID, athletic trainer) must staff baseball and softball games.

e. An institution's athletic schedule may require an administrator to cover multiple events at once. When this occurs the administrator must make sure they can be reached when moving from site to site.

f. Security staff. It is the host institutions responsibility to staff and train ample security staff for its events. If a visiting athletic director has concern about potential staffing for a particular event they must contact the host athletic director in advance and request additional staffing if desired.

g. All NJCAA region XXI contests must be staffed by a certified athletic trainer, provided by the host school in the following sports:

- i. Football
- ii. Soccer
- iii. Basketball
- iv. Baseball
- v. Softball
- vi. Lacrosse
- vii. Wrestling

In the event a certified athletic trainer cannot be secured by the host school, the visiting team may supply their own, to be compensated by the host school. That compensation will be sufficient to cover the cost of the visiting trainer. (minimum \$100). Visiting teams are required to supply their own athletic training supplies (tape). Home teams will supply ice and water.

h. The host institution must not permit organized groups of students from sitting directly behind the visiting team bench to harass, intimidate or otherwise verbally or physically abuse visiting team personnel

i. The following Crowd Control Disclaimer should be read before the start of all athletic contests. The host institution must strictly enforce its contents and warn/remove violators of the policy. The Region XXI spectator standard code should also be posted at the site of play.

“The NJCAA, Region XXI and (host institution) promote good sportsmanship by student athletes, coaches and spectators. We request your cooperation by supporting the participants and officials in a positive manner. Profanity, racial or sexist comments or other intimidating actions directed at officials, student-athletes, coaches or team representatives, as well as the consumption or possession of alcoholic beverages and tobacco products are grounds for removal from the site of competition and other disciplinary actions. Thank you for your support.”

(2) Spectator standards

**It is expected that all spectators attending NJCAA Region XXI events will:**

- ◆ Accept unpopular decisions of game officials without vocal and/or other demonstrations
- ◆ Refrain at all times from inflammatory, obscene or obnoxious calls or gestures toward officials, coaches, players or opposing fans

- ◆ Show **respect** towards opposing players, fans, and officials.
- ◆ Cheer for your home teams but refrain from cheering against opposing teams
- ◆ Encourage surrounding fans to display sportsmanlike conduct
- ◆ Maintain enthusiasm and composure, and serve as role models for others

### **UNACCEPTABLE BEHAVIOR**

- ◆ Yelling or gestures that antagonize opponents
- ◆ Criticizing officials in any way
- ◆ Taunting or trash talk to opposing players or coaches
- ◆ Using profanity or displays of anger that draw attention away from the game

**Any use of unacceptable behavior will not be tolerated, and will result in expulsion from the facility.**

#### Section 2. Procedure

- a. Any member college may present to the Regional Director(s) and/or Region XXI Executive Committee any allegation that is considered necessary by that member college for review by the Standards and Ethics Committee.
- b. The Regional Director(s) and/or Region XXI Executive Committee, upon review of the allegation, will forward such allegation(s) to the Standards & Ethics Committee for investigation and recommendation.
- c. The Standards & Ethics Committee will investigate the allegation and make appropriate recommendations to the membership via the Regional Director(s) and/or Executive Committee.
- e. Recommendations from the Standards & Ethics Committee to the membership via the Regional Director(s) and/or Executive Committee will be presented for consideration as an agenda item at the next Regional meeting.
- f. A majority vote by the membership shall constitute the action/decision to be taken relative to a given allegation.

#### Section 3. Decisions

Decisions on matters brought before the Region XXI Standards & Ethics Committee shall be presented in writing to the affected member college and the Regional Directors. Said decisions shall state the following:

- a. The names and addresses of the parties.
- b. The jurisdictional basis of the complaint.
- c. The alleged ground of non-compliance.
- d. Supporting evidence or documentation forming the basis of the complaint.
- e. The decision.

Any member college has the privilege of appeal on said decision if the college deems the decision unfair or unjust. No oral request shall be reviewed.

#### Section 4. Procedure of Appeal

Any member college challenging the decision of the Standards & Ethics Committee must do so To the Region XXI Executive Committee. The appeal must be in writing and made within fifteen (15) business days from the date of the original decision by the Region XXI Standards & Ethics Committee and sent to the Region XXI Executive Committee via the Regional Directors by Certified mail, return receipt requested.

- a. Requested appeals to the Executive Committee shall be *de novo* hearings on all issues.
- b. Appeals may be heard before the Executive Committee on written or oral presentations as follows:

- (1) The member college shall notify the Executive Committee at the time of filing the appeal whether they desire oral or written presentation.
- (2) Written presentation shall follow the below-listed guidelines:
  - (a) Explanation by member college or defense to grounds of non-compliance.
  - (b) Any supporting evidence or documentation pertinent to their appeal.
  - (c) List all reasons why the decision should be reversed. The Region XXI Standards & Ethics Committee shall also submit information as provided above in a, b, and c and in rebuttal to the member college's presentation.
  - (d) Member college shall submit written stipulation twenty (20) business days prior to the hearing to the hearing to the Region XXI Executive Committee and the Region XXI Standards & Ethics Committee. The Standards & Ethics Committee shall within ten (10) business days thereafter submit their written presentation of the Region XXI Executive Committee and copy to the member college. All correspondence shall be sent by certified mail with return receipt requested.

(3) Oral Hearings

- (a) The member college shall be prepared to submit any relevant evidence involving the issue, and the Region XXI Standards & Ethics Committee shall likewise be prepared to submit evidence on any relevant issue concerning its decision.
- (b) All proceedings before the Executive Committee shall be transcribed and costs.
- (c) Appealing party shall submit twenty (20) business days in advance of hearing written factual allegation concerning its defense, which copy shall be mailed to the Region XXI Executive Committee, and ten (10) business days thereafter the Region XXI Standards & Ethics Committee shall submit written factual allegations in support of its decision. Each party shall send copies to the other of all material supplied to the Region XXI Executive Committee.

(4) Expenses

All expenses incurred by Region XXI in processing an appeal to the point of the hearing by an arbitrator shall be charged to the party that drops the appeal or, if the Region XXI Standards & Ethics Committee decision is upheld, by the college initiating the appeal.

- a. Decisions of the Region XXI Executive Committee shall be in writing and made within sixty (60) business days from notice of appeal and copies shall be furnished to the member college and the Region XXI Executive Committee by certified mail, return receipt requested.

- b. In case of extreme emergency, member college of the Region XXI Standards & Ethics Committee shall petition the Region XXI Executive Committee for an early hearing date; however, the decision of the Region request shall be final.
- c. Any member college may appeal from any and all decisions, findings, and rulings of the Region XXI Executive Committee to the American Arbitration Association. Said appeal shall be about question of law, fact, or rule violation, as presented and shown by the transcript of the evidence or written presentation and proceedings as presented, had, and introduced before the Region XXI Executive Committee.
- d. If the decision of the Region XXI Executive Committee is challenged by the member college involved, such challenge must be resolved by the submission of the issue or issues in question to binding arbitration according to the rules and procedures of the American Arbitration Association. In any appeal to the American Arbitration Association, the member college shall be the appellant and Region XXI shall be the appellee. The burden of proof shall be on the appellant.

**The arbitration procedure shall be instituted and conducted as follows:**

- (1) The member college must serve written notice upon the Region XXI Executive Committee, through the Regional Directors, demanding arbitration on the issue in question. This notice shall be signed by the president of the college or counsel for the college. Such notice must be served no later than twenty (20) business days from the date of the decision of the Executive Committee and be sent by certified mail, return receipt requested.
- (2) The member college shall file in duplicate copies of said appeal notices, which shall also state the nature of their claim, and a statement of the matter in dispute.
- (3) Upon receipt of the above, the Regional Directors, acting for the Region XXI Executive Committee and appealing college, shall request a panel of five arbitrators from the American Arbitration Association. Upon receipt of the five arbitrators, the proceedings shall be as follows:
  - (a) The Arbitration proceedings shall be conducted by one arbitrator.
  - (b) The method of selection shall be as follows:
    - (1) The member college shall strike one name.
    - (2) The Regional Directors, acting for the Region XXI Executive Committee, shall strike one name.
    - (3) This procedure to be followed until one arbitrator remains.
  - (c) Selection of one arbitrator, as outlined above, shall be completed within ten (10) business days after the Regional Directors have received the panel of names.
- (4) The arbitration proceedings shall commence on the date agreed by all parties and shall be conducted at a location agreed by all parties.
- (5) All proceedings shall be conducted according to the rules of the American Arbitration Association, as defined in Commercial Arbitration Rules, and the member college and Region XXI shall be bound by the decision of the arbitrator.
- (6) Each party to the arbitration shall be responsible for the compensation of its own representatives and witnesses; the service of the arbitrators shall be compensated jointly by the member college

and Region XXI, in equal amount, and equally the cost of a certified court recorder and transcripts.

- (7) The award shall be made primarily by the arbitrator and, unless otherwise agreed by the parties, No later than thirty (30) business days from the date of the close of hearings.
- (8) The decision of the arbitrator shall be made in accordance with the Constitution and By-Laws of Region XXI. The arbitrator shall not amend, modify, or add to the specific provisions of these articles in rendering a decision. The decision of the arbitrator shall be based solely upon the interpretation of the Constitution and By-Laws of Region XXI. The arbitrator shall have no authority to change or modify the penalty or restriction given to the member college by the Region XXI Executive Committee and said decision by the arbitration shall only concern itself as to questions concerning violations of the Constitution and By-Laws of Region XXI.
- (9) The arbitrator's decision will be final and binding upon both parties unless the decision of the arbitrator exceeds the authority granted in this section.
- (10) No member college shall be penalized for any action taken in reliance on the written decision of the Region XXI Executive Committee.

**Should any member college violate or fail to follow the written "Procedures of Appeal" as set forth above, said member college may be subjected to sanctions, penalties, expulsions, fines, probation, or other penalties as may be prescribed by the Region XXI Executive Committee.**

### **Standing Committees**

#### Section 1.

##### a. Membership

- A Standing Committee will be established for each sport.
  - Each committee will have a membership of 3 to 5 members.
- (1) A three-member committee (including chairperson) will consist of two athletic administrators and one active coach of the sport.
  - (2) A five-member committee (including chairperson) will consist of three athletic administrators and two active coaches of the sport.
  - (3) Only one person from the same college can serve on the same Standing Committee.
  - (4) The chairperson can only be an athletic administrator.
  - (5) The number of committee members (3 or 5) will be determined by the executive committee.
  - (6) If an athletic administrator is an active coach in the sport, that individual can be appointed as an athletic administrator to the committee by the chair or can be selected by the coaches of the sport to serve as their representative to the committee.

##### b. Committee

- Chairpersons and administrators will be appointed annually by the executive committee by August 1 of each year.
- (1) Committee chairpersons will to the best of their ability insure that representation exists from the following "interest groups": Independents; Massachusetts Community Colleges; and Connecticut Community Colleges.

- (2) The Committee Chair will ensure that their committee is constituted by the annual Fall Meeting.
- (3) The Chairperson will poll the coaches of the sport so as to ensure the coaches select their own representative(s) to the committee on a timely basis.
- (4) Coaches will serve a three-year term.
- (5) If a committee has two coaches, their terms will be staggered.
- (6) The appropriate Regional Director will be an ex-officio member of each committee.

Section 2. Duties and Responsibilities

- a. Select and seed teams for all Region XXI Tournaments.
- b. Select an All-Region XXI team.
- c. Select from All-Region XXI team nominations for All-American.
- d. Select a Coach-of-the-Year.
- e. Recommend site(s) for Region XXI tournaments.
- f. Recommend formats for Region XXI tournaments.
- g. Determine entry fees for upcoming year.
- h. Plan, promote, and coordinate an all-star game as established by the body.
- i. Conduct regular meetings and submit reports and recommendations to the membership at regional meetings.
  - (1) Recommendations and/or proposals for consideration by the membership shall be distributed to the regional membership at least two weeks prior to a regional meeting.
  - (2) Prepare and submit Handbook changes to the Handbook Committee as they occur.
- j. Organize and supervise regional tournament/meets, games in conjunction with the appropriate Regional Director and Tournament Director.
  - (1) Distribute to the regional membership information relative to regional tournaments/meets, or games this information to include all requirements and deadlines for submission of material to the appropriate committee chairperson to insure that all regional member institutions are aware of the procedures to be followed for consideration to post-season meets and/or tournaments.
  - (a) Information and material to include:
    - (1) Date and site of meet or tournament.
    - (2) Deadline for submission of material.
    - (3) Letter of Intent form.
    - (4) Amount of entry fee.
    - (5) Meet or tournament roster forms.
    - (6) Meet or tournament information.

- (7) Reference to appropriate sections of Region XXI and NJCAA Handbooks.
  - (8) Date and site of Selection and Seeding meeting.
- (b) Information and material to be distributed to regional membership according to the following schedule:
- (1) Fall Sports – no later than September 30:  
Cross Country; Soccer; Field Hockey; Volleyball.
  - (2) Winter Sports – no later than January 31:  
Basketball – Men and Women.
  - (3) Spring Sports – no later than March 31:  
Baseball; Golf; Tennis; Softball.

Section 3. Special Standing Committees

- a. Special Standing Committees will be maintained as follows:
- (1) Awards
  - (2) Handbook
  - (3) Standards & Ethics
  - (4) Web-site
- b. Membership on these committees will conform to the membership requirements as outlined in Section 1. Sub-section b. The exception is the Handbook Committee which will be chaired by the Men's Assistant Regional Director. The Men's and Women's Regional Directors will assist him.
- c. Additional Special Standing Committees may be established by the body at any regular meeting.

**Baseball**

Section 1. Rules

- a. All games shall be conducted in accordance with current NCAA rules, except doubleheader games shall be 7 innings long. Seven inning single games may be played upon pre-game agreement of both teams.
- b. Protests. In the event of a protest, the team filing the protest must submit a written report within 2 days after the contest in question. It is the responsibility of the protesting team to have the umpires also submit a written report. These written reports are to be submitted to the Chairperson of the appropriate Baseball Committee; the Baseball Committee involved shall act on all protests and make appropriate recommendations.
- c. The NJCAA 10 run, 8 run speed up rules (10 runs after 5, 8 runs after 7, must be mutually agreed upon by both parties, or they are not in effect.
- d. Unless notified in advance, the home team batting practice takes place 1-1/2 hours prior to game time, visiting practice 1 hour prior to game time. A minimum

of 30 minutes should be permitted for visiting team provided they begin their practice 1 hour prior to game time. A minimum of 10 minutes infield will be granted visiting team.

e. Policies and Procedures

- (1) Home team must provide a pitching screen for visiting team batting practice.
- (2) Conditions remain the same or superior for visiting teams' batting practice. (Example: home team cannot take BP on game field while visiting team must hit elsewhere, but vice versa is acceptable.)
- (3) In February, each Committee chair should distribute Region XXI baseball policies and a review of new rules.
- (4) All regional teams are to use baseballs from the NCAA approved list.
- (5) Member colleges must use the central baseball assigner  
(August 1, 2007 – June 31, 2011; CBUAO - Nick Zibelli)

Section 2. Regional Tournament

a. Site and Date

- (1) Site and date will be determined at the annual Fall meeting.
  - (a) Three or four consecutive dates will be scheduled for the Tournament.
  - (b) In a four-team format, the host college must provide 2 playing fields in order that 2 games may be conducted concurrently.

b. Selection of Teams

- (a) The Baseball Committee Chairperson will ensure that Letters of Intent are distributed to those member Colleges participating in Baseball.
- (b) For a team to be eligible for selection it must schedule 2/3 of its games versus Divisional Region XXI opponents.
- (c) College wishing to be considered must be willing to pay their own expenses to the Tournament if selected and be willing to advance to the districts and NJCAA National Tournament.
- (d) The Baseball Committee shall select and seed the teams who qualify for the tournament.
- (e) The Tournament shall start no earlier than 4:00 PM (unless mutually agreed by all four teams,) on Friday and continue through Monday, with Tuesday as a rain day.

c. Tournament Format

(1) 4-team double elimination tournament – The Tournament shall follow the format stated below. All games will be 9 innings:

Game 1 – 1 vs 4

Game 2 – 2 vs 3

Game 3 – Loser Game 1 vs Loser Game 2

Game 4 – Winner Game 1 vs Winner Game 2

Game 5 – Loser Game 4 vs Winner Game 3

Game 6 – Winner 4 vs Winner 5

Game 7 – if necessary

All games must complete the entire nine innings, and if suspended at any time, will begin from the point of suspension. The speed up rule regarding runs will not be in effect in games 6 or 7.

- Games 1 and 2 shall all be played on the first day on 1 or 2 field.
- Games 3 through 5 shall be played on the second day on 1 or 2 fields.
- Game 6 will be played on the following day and game 7 if necessary.

(2) Three Team Format (Double Elimination)

Game 1 – 2 vs 3 seed

Game 2 – seed 1 vs winner game 1

Game 3 – loser game 2 vs loser game 1

Game 4 – winner game 3 vs winner game 2

Game 5 – if necessary

- Games 1, 2 and 3 will be played on Saturday
- Games 4 and 5 on Sunday

(3) 2 Team Format (Best of Three)

- Game 1 will be played on Saturday
- Game 2 will be played on Saturday
- Game 3 will be played on Sunday

d. The tournament must be completed by the Tuesday prior to the district tournament. If not, the highest seeded team will be declared the region champion.

e. The Baseball Committee Chairperson will immediately inform the Regional

Director, Service Bureau Director, Tournament Director, and all teams considered of the selection and seeding results.

- f. Entry Fee. The Entry Fee shall be established at the Fall meeting, payable with the submission of the Letter of Intent. The Entry Fee will be refunded to those teams not selected. Checks should be made payable to: Region XXI and sent to the Baseball Committee Chairperson.
  
- g. Inclement Weather. In the event the Tournament, or a portion of the Tournament cancelled due to inclement weather, the highest seeded team remaining will be declared Region XXI Champion.
  
- h. Home Team. The higher seeded team in each contest will be designated Home Team in Games 1-3 (4-team), Games 1-2 (3-team), Game 1 (2-team) and have the choice of benches. Thereafter, a coin flip will determine Home Team. Higher seeded team will always have the choice of benches.
  
- i. Umpires.
  - (1) Two umpires will be assigned for all games, except the final game and “if” game.
  - (2) Three umpires will be assigned to the championship game.
  
- j. Responsibilities of the Tournament Director.
  - (1) Secure, assign, and reimburse all Tournament officials.
  - (2) Arrange for sites and time schedule for all Tournament games and inform all parties.
  - (3) Provide and prepare field for/of play and determine if field is playable.
  - (4) Provide a minimum of 12-NCAA approved baseballs for each game.
  - (5) Provide bases that are adequately secured to the ground for each game.
  - (6) Arrange for the provision and presentation of all awards.
  - (7) Provide a Tournament Program.
  - (8) Provide for emergency medical treatment to include transportation.
  - (9) At the end of each day of competition, inform the Regional Director, Service Bureau Director and Baseball Committee Chairperson as to the results of the Tournament. The director will also post the results on the Region XXI web-site.
  - (10) Within 30 days, prepare and submit a Tournament Financial Report to the Regional Director.
  - (11) Provide a mechanism for protests to be settled on site during the tournament.

Section 3. District Tournaments

- a. Regional Champions will follow the NJCAA approved procedure for advancement to the National Tournament.

Section 4. Awards

- a. Regular Season Awards

- (1) All-New England Team & All-Defensive Team. The Baseball Committee shall select an All-New England Baseball Team and an All-Defensive Team. All-New England Baseball Team: Each team will consist of 11 players (1 catcher, 4 infielders, 3 outfielders, 2 pitchers, and 1 designated hitter-utility.) An All-New England Certificate will be presented to each student-athlete selected. The certificate will indicate to which team the student-athlete was selected. All Defensive Team: Each team must nominate a minimum of three players; the top defensive player will be designated as the region defensive player year.
  - (a) The Baseball Committee Chairpersons will distribute nomination ballots to each Member College participating in Baseball.
  - (b) Ballots must be complete and returned to the appropriate Baseball Committee Chairperson prior to the annual Baseball Committee Meeting, date to be announced by the Baseball Committee Chairpersons or at the appropriate Baseball Committee meeting.
- (2) All- District Teams. Divisions which name an All-District Team will follow the procedures outlined by the Executive Director and District Chairperson.
  - (a) Players selected to the 1<sup>st</sup> Team All-New England will be ranked 1-10 by the appropriate Baseball Committee for consideration for the All-District Team if there is one.
- (3) All-American. All-District selections will be submitted to the appropriate NJCAA committee by the District Chairperson for All-American consideration.

**NOTE: TWO 3" x 5" HEAD AND SHOULDER PHOTOS ARE NECESSARY FOR ALL 1<sup>st</sup> TEAM ALL-NEW ENGLAND NOMINATIONS.**

- (4) Coach-of-the-Year. The Baseball Committee shall select a Baseball Coach-of-the-Year.
  - (a) The Region XXI Divisional Coach-of-the-Year will be Region XXI's nomination for District Coach-of-the-Year.

Section 5. All-Star Game.

- a. An All-Star Game may be conducted under the direction of the Baseball Committees. Post-season or All-Star play costs will be borne by the participating colleges. The Treasurer will do the billing.

## Basketball – Men and Women

### Section 1. Rules

- a. All games shall be conducted in accordance with current NCAA Men's and Women's Basketball Rules.
- b. To be considered for selection to the Regional Tournament, each member college must:
  - (1) Schedule two games against all divisional opponents.
  - (2) Failure to do so may result in disqualification from regional tournament qualification or placement of seeding in tournament play. (This decision would be made by the Executive Committee).
  - (3) If a team accumulates 8 or more technical fouls in the regular season, that team will become ineligible for post-season play. If a player receives three technical fouls for unsportsmanlike behavior the offending player will be suspended for the next scheduled contest. For a fourth technical foul for unsportsmanlike behavior the player will be assessed a two-game suspension. A player receiving a fifth technical foul for unsportsmanlike behavior will be suspended for the remainder of the season.

### Section 2. Regional Tournament

#### a. Site and Date

- (1) The date will be set at the Region XXI spring meeting, reflecting the dates of the national tournament, set at the annual meeting in April. The site will be determined no later than the date of the Fall meeting.
- (2) Any member college(s) may submit a proposal to host the Div. II and/or the Div. III Men's Tournament, or a joint tournament for both men and women or some combination of the three.
- (3) A financial guarantee is not required but may be included in the proposal at the discretion of the member college submitting the proposal.
- (4) Host College(s) will be recommended to the membership by the Basketball Committee and determined by a majority vote of the membership.

#### b. Finances

- (1) Entry Fee: Entry fees will be established at the Fall meeting of the membership.
- (2) Tournament Expenses: The Host College(s) is/are responsible for all Tournament expenses above and beyond that amount provided for by the Entry Fees with the exception of those team and individual awards provided by Region XXI.
- (3) Sponsors: Any donations contributed to the Tournament by sponsors must be included as income in the Tournament financial report.

#### c. Selection and Seeding of Teams

- (1) The Basketball Committee Chairpersons will ensure that all member

colleges participating are invited to submit a Letter of Intent for consideration of selection to the Regional Tournaments.

- (2) Those member colleges desiring to be considered for selection to the Division II or III Tournament must submit to the appropriate Basketball Committee Chairperson the following:
  - a) Letter of Intent
  - b) Entry Fee (if applicable)
  - c) One team photo with players' numbers visible, and players identified. E-mailed to regional directors.
  - d) NJCAA Team Roster Form – typed.
  - e) Schedule, record, and game results. (NJCAA website results are acceptable)
  - f) Any additional information that the Basketball Committee may request.
- (3) All information must be received by the date established by the committee chair.

***NOTE: FAILURE TO SUBMIT ANY OF THE MATERIAL/INFORMATION INDICATED ABOVE WILL RESULT IN THOSE MEMBER COLLEGES NOT BEING CONSIDERED FOR SELECTION TO THE TOURNAMENT.***

- (4) The Basketball Committee will select and seed the teams in each division, if applicable. When playdowns are involved, the higher seeded team will be the host. When four teams are remaining, the top seeded team plays in the first game of the semi-finals.
  - (5) The Basketball Committee Chairperson will immediately inform the Regional Director(s), Service Bureau Director, Tournament Director(s), and all teams considered, of the selection and seeding results.
- d. Responsibilities of Tournament Director(s)
- (1) Secure all Tournament officials including timers, scorers, and statisticians.
    - (a) Officials will be drawn from all states, with teams in the tournament.
  - (2) Arranges for the reimbursement of all tournament officials
  - (3) Provide two NJCAA approved basketballs for each game and notify participating colleges as to which type of basketball will be used.
  - (4) Provide a Tournament Program.
  - (5) Provide a method for the selection of the Outstanding Tournament
  - (6) Arrange for provision and presentation of awards.
  - (7) Provide for emergency medical transportation.

- (8) At the end of each day of competition, inform the Regional Director, Service Bureau Director and Basketball Committee Chairperson as to the results of the Tournament. The director will also post the results on the Region XXI web-site.
- (9) Provide a method to resolve any protests in accordance with Region XXI Policy.

Section 3. NJCAA National Tournament

- a. Any member college desirous of participating in the Regional Tournaments(s) should be willing to advance to the NJCAA National Tournaments(s).
- b. Advancement to the NJCAA National Tournament(s) will be in accordance with the current NJCAA National Tournament format as published in the current NJCAA Handbook and Casebook.

Section 4. Awards

a. Regular Season Awards

- (1) All-New England Teams. The Basketball Committee shall select an All-New England Basketball Team for men. The committee must select the required members, depending on the number of teams in a division. All-New England certificates will be presented to each student/athlete selected. The certificate will indicate to which team the student/athlete was selected.
  - (a) The basketball chairperson will distribute a ballot to each regional coach. The ballot must be returned prior to the start of the Basketball Committee selection and seeding meeting. Each coach will be required to vote for two six-man teams. Each team will consist of three guards and three center-forwards. Coaches are not allowed to vote for their own players. The committee, in their tabulations, will assign two points to a first team and one point to a second team vote.
  - (b) The basketball chairperson will distribute a nomination form. Each coach must submit a nomination form for each of his players he wishes to be considered for All-Regional honors no later than the start of the Basketball Committee selection and seeding meeting. In order for an individual player to be considered for the All-Regional Team, that player must be nominated by his coach and his coach must return the completed ballot. The committee then will select the All-Regional Team using the coaches' votes and the coaches' nominations as guidelines.
- (2) All-American. The Basketball Committees will select Region XXI All-American nominations from the first-team All-New England selections and submit the Regional nominations to the appropriate NJCAA Committee via the appropriate Regional Director. All-American nominations **MUST INCLUDE A 3" X 5" HEAD AND SHOULDER PICTURE**. Nominations submitted without a picture will not be considered.
- (3) Coach-of-the-Year. Each coach must submit a ballot for Coach-of-the-Year prior to the tournament. The vote will consist of a first choice, a second choice, and a third choice. These votes will be tabulated by assigning three points for first choice, two points for second choice, and one point for third choice.

Coaches are not allowed to vote for themselves. The committee will use this tabulation as a guideline for its selection for Coach-of-the-Year.

- b. Tournament Awards
  - (1) Region XXI will provide the following awards:
    - (a) Team: A plaque for the Champion and Runner-up.
    - (b) Individual: Individual awards for all members of the Championship Team.
  - (2) Others: Suitable awards will be presented to those student/athletes selected to the All-Tournament Team and the “Outstanding Player”, Men and Women. These awards are the responsibility of the Host College.
- c. Within 24 hours of the Selection Committee Meeting, the Basketball Committee Chairpersons will inform the Regional Director(s) and the Service Bureau Director Of All-New England, Coach-of-the-Year, All-Tournament Selections, and All-American nominations. **This information should not be made public until the completion of the regional tournament.**

Section 5. Officials

- a. Member colleges must use the central assigner (ECAC)

*It is recommended that no official be assigned more than two home contests at a given college per season.*

- b. At the start of regional tournament play, including play downs, three officials will be used.

Section 6. NJCAA National Basketball Tournament

See appropriate section of the current NJCAA Handbook and Case Book.

**Cross Country – Men and Women**

Section 1. Rules

- a. All meets shall be conducted in accordance with current NCAA Cross Country rules. All courses shall range from a minimum of five miles to a maximum of six miles.

Section 2. Regional Meet

- a. Site and Date
  - (1) Site and date will be determined at the Fall meeting of the membership.
  - (2) Host College must provide a course that conforms to the following criteria:
    - (a) Distance: Minimum – 5.0 miles. Maximum – 6.0 miles.
    - (b) Course: Should be planned with due consideration for the safety and welfare of the participants. It should not be one containing tricky turns or extreme conditions, but should be, as near as possible, one that a team not familiar with, can

traverse without difficulty and with minimum orientation. Extreme hills are to be avoided.

- (c) Host College shall be responsible for all Meet expenses.

b. Selection of Teams

- (1) The Cross Country Committee Chairperson will ensure that Letters of Intent are distributed to those member Colleges participating in Cross Country.
  - (a) Those Colleges wishing to participate in the Regional Meet must submit a Letter of Intent and the Entry Fee to the Cross Country Committee Chairperson no later than the date designated. Failure to submit the Letter of Intent and/or the Entry Fee will result in that College not being allowed to participate.
  - (b) Entries must be submitted for both team and/or individuals. Team entries must be a minimum of 5 and a maximum of 7 runners. (Subject to the approval of the Cross Country Committee and the Regional Director. A College may enter more than 7 runners; however, only 7 will count in the team scoring.) Individual entries are encouraged.
  - (c) There shall be a championship Cross Country Meet only if there are 20 eligible runners registered 10 days prior to the proposed tournament date.

c. Entry Fee

- (1) The Entry Fee shall be a minimum of \$5.00 per 7 man team and \$1.00 per individual runner for less than 5 or more than 7 entrants.
- (2) The Entry Fee must be submitted to the Cross Country Committee Chairperson with the Letter of Intent. Make checks payable to the Tournament Director.

d. Responsibilities of Meet Director:

- (1) Secure, assign, and reimburse all Meet officials.
- (2) Provide all necessary administrative material; i.e., numbers, Course maps, etc.
- (3) Provide and prepare course.
- (4) Arrange for the provision and presentation of awards.
- (5) Provide a Meet Program.
- (6) Provide for emergency medical treatment to include transportation.
- (7) Inform the Regional Director, Service Bureau Director, and Cross Country Committee Chairperson as to the results of the Meet.
- (8) Prepare and submit a Meet Financial Report to the Regional Director.

Section 3. Awards

a. Regular Season Awards:

- (1) All-New England. The first seven finishers in the Region XXI Meet shall be named to the All-Region Team. An All-New England certificate will be presented to each student/athlete selected. This may be extended to 15 at the discretion of the Award Committee.
- (2) Coach-of-the-Year. *If applicable*, the Cross Country Chair shall solicit *votes* for the Cross Country Coach-of-the-Year from those member Colleges participating in Cross Country.
  - (a) A plaque, provided by Region XXI, will be presented to the coach selected.

b. Meet Awards

- (3) Region XXI will provide the following awards:
  - (a) Team: A plaque for the Champion and runner-up (if 4 teams Participate.)
  - (b) Individual.
- (4) Championship Team. Individual awards for all members of the championship Team.
- (5) Top five finishers will be awarded individual medals as follows: 1<sup>st</sup> place, Gold; 2<sup>nd</sup> place, Silver; 3<sup>rd</sup>-4<sup>th</sup>-5<sup>th</sup> places, Bronze.
- (6) In order to award a team champion, **3 teams** must be entered 10 days prior to the proposed tournament date.

**Golf**

Section 1. Rules

- a. All matches shall be conducted in accordance with current USGA rules. Matches shall be 18 holes of stroke play. If necessary, and/or pre-match agreement of both coaches, less than 18 holes may constitute a match.
  - (1) A team shall consist of not less than 4 and more than 5 players.
  - (2) The team with the lowest total strokes of any 4 of its players shall be the winner.
  - (3) Caddies and/or golf carts shall not be allowed.

Section 2. Regional Tournament

a. Site and Host

- (1) Site and date shall be determined at the Fall meeting.
- (2) Host college must provide an 18 hole course.
- (3) Host College will be rotated among participating schools, who are able to field full teams for two consecutive years.

- (4) Starting in the spring of 2006, the team rotation will be Dean, CCRI, Holyoke, STCC.
- b. Selection of Teams. The Regional Tournament is an Invitational Match and any member College in good standing may participate.
- (1) The Golf Committee Chairperson will ensure that Letters of Intent are distributed to those member Colleges participating in Golf.
    - (a) Those Colleges wishing to participate must submit a Letter of Intent, entry fee, and team roster of those golfers participating to the Golf Committee chairperson no later than the date established.
    - (b) Colleges must be willing to pay their own expenses for the tournament.
- c. Entry Fee
- (1) Entry Fee shall cover the costs of the greens fees for the two-day tournament.
  - (2) Colleges not submitting Entry Fees prior to the Tournament will not be allowed to participate.
  - (3) Host Colleges shall be responsible for all Tournament expenses and shall receive the Entry Fees to defray expenses.
- d. Tournament Procedures
- (1) The Regional Tournament shall consist of 36 holes of stroke/medal play. Eighteen holes are played each day.
  - (2) Pairings and Starting:
    - (a) First 18 holes: An attempt will be made to pair equal caliber golfers together into threesomes, or foursomes, based on the number of entries.
    - (b) Second 18 holes: Threesomes will be made based on scores from the first day's play. Play will begin with the lower scores from the 1<sup>st</sup> tee and higher scores from the 10<sup>th</sup> tee.
  - (3) Entries
    - (b) Team: A team will consist of not less than 4 and not more than 5 players. The five participating players must be declared prior to the beginning of the first day of the tournament.
    - (c) Individuals: Individual entries are encouraged.
  - (4) Scoring
    - (a) Team: The 4 low individual scores for each team will be tabulated each day; the team with the lowest total strokes for all 36 holes will be the Tournament Champion.
    - (b) Individual: The individual with the lowest 36 hole score will be called the Region XXI Champion.
    - (c) Team Ties: In the event of a team tie for the championship, a sudden death playoff shall be conducted with the lowest four scores for each

hole counting in a cumulative team score. The playoff continues until one team has a lower cumulative team score on one hole.

(d) Individual Ties: In the event of a tie first place, a sudden death play-off shall be conducted.

e. Responsibilities of Tournament Director

- (1) Secure and reimburse all Tournament officials.
- (2) Organize and supervise administrative details of Tournament.
- (3) Arrange for provision and presentation of awards.
- (4) Determine if course is playable and make alternate arrangements for continuation of play in the event the course is not playable.
- (5) Provide a Tournament Program.
- (6) At the end of each day of competition, inform the Regional Director, Service Bureau Director and Golf Committee Chairperson as to the results of the Tournament. The director will also post the results on the Region XXI web-site.
- (7) Within 30 days, prepare and submit a Tournament Financial Report to the Regional Director.

Section 3. Awards

a. Regular Season Awards

- (1) All-New England. The first 5 finishers in the Regional Tournament shall be named All-New England. (Not to exceed 25% of the field entries.) An All-New England certificate will be presented to each student-athlete selected, subject to the number of the entries.
- (2) Coach-of-the-Year. A plaque provided by the Region but purchased by the Coach's College will be presented to the coach of the Region XXI champions.

b. Tournament Awards

- (1) Team: Plaques for the Champion and Runner-up, subject to the number of entries.
- (2) Individual: Individual awards for all members of the Championship team and to the 6 low scorers in the Tournament.

c. Within 24 hours of the completion of the tournament, the Golf Committee Chairperson will inform the Regional Director and the Service Bureau Director of All-New England and Coach-of-the-Year selections.

**Lacrosse**

- a. Men's Lacrosse - Dean College participates in a region tournament with Region III.
- b. Women's Lacrosse – STCC and Dean will play a home and home contest for the Region XXI championship. The region champion will participate in the Region III tournament.

## Soccer – Men and Women

### Section 1. Rules

- a. All games will be played in accordance with current NCAA Soccer Rules, except the following NJCAA rules adopted by the membership:
  - (1) Unlimited substitution.
  - (2) The clock continues to run during substitution.
  - (3) The clock does not stop in the last five minutes of the match.
  - (4) Players receiving a yellow card during a match must be taken out of the match. They may re-enter the match at the next substitution opportunity. This includes the goalkeeper.
- b. Coaches shall notify the Service Bureau of cards received by players on their team. The player's name shall be published in the weekly report along with the cumulative total of cards received by each player.
- c. It is recommended that all Division I Region XXI contests are to be officiated using three officials.
- d. All Division I schools must schedule home and away matches with each Region XXI Division I school.
- e. The minimum number of officials to start a match is one and the waiting period for any additional official(s) should be only 15 minutes from the time the contest is scheduled to start. When no official is present at the scheduled game time, teams will wait 30 minutes before abandoning the match. The game should be rescheduled and the host college is responsible for all travel expenses.

### Section 2. Regional Tournament

- a. Site and Date
  - (1) Men – Division I:  
  
Odd years: 4-team tournament, rotated between the member schools.  
2007 - CCRI  
2009 - Massasoit  
2011 - Dean  
  
Even years: 2-team playoff between top 2 teams.
  - (2) Men – Division III: Highest Seed.
  - (3) Women: Higher Seed
- b. Tournament Policies
  - (1) All Region XXI Tournament contests must be played on a maximum-size pitch whenever possible.
  - (2) The Host College shall be responsible for all Tournament expenses. Net proceeds may be retained by the Host.

c. Selection of Teams

- (1) The Soccer Committee Chairperson will insure that Letters of Intent are distributed to the member colleges participating in Soccer
  - (a) Those member colleges desiring to be considered for selection must submit a Letter of Intent and the Entry Fee to the appropriate Soccer Committee Chairperson no later than the Friday preceding the Tournament.

**NOTE: MEMBER COLLEGES NOT SUBMITTING A LETTER OF INTENT AND/OR ENTRY FEE WILL NOT BE CONSIDERED FOR SELECTION.**

- (b) The teams that do qualify for the NJCAA National Tournament must be willing to pay their own expenses.
- (2) The Soccer Committees will select and seed teams no later than the Sunday preceding the Tournament.
- (3) Seeding: The Soccer Committee will use the Region XXI seeding criteria.
- (4) The Soccer Committees will immediately inform the Regional Director, Service Bureau Director, Tournament Director and all teams considered of the Selection and seeding results.
- (5) If a team accumulates 20 or more yellow/red cards in the regular season, that team will become ineligible for post-season play.

d. Entry Fee

- (1) The entry fee will be determined at the Fall Meeting of the membership.

e. Semi-Finals (if applicable)

- (1) The Semi-Final games will begin at 10:30 AM and 1:30 PM as scheduled by the Tournament Director. Pairings 1 vs 4 and 2 vs 3.
- (2) All tied games will follow the provisions for tournament games with a game the next day, as outlined in the NCAA rules.

f. Penalty Kicks

Procedure for penalty kicks will follow NCAA rules.

g. Championship Game

- (1) The final game will be played the second day of the Tournament at 12 noon. There will be no Consolation Game.
- (2) All tied games will follow the provisions for tournament games with a game the next day, as outlined in the NCAA rules.

h. Responsibilities of Tournament Director

- (1) Secure all Tournament Officials, including timers, scorers, and linesmen.
- (2) Reimburse Tournament Officials for Semi-Finals and Championship games.

- (3) Provide and prepare the pitch for Semi-Finals and Championship games.
- (4) Provide NJCAA approved soccer balls for the Semi-Finals and Championship games.
- (5) Provide a method for the selection of the “Outstanding Attacker” and “Outstanding Defender” for the Tournament, as well as provide a suitable award for these selections.
- (6) Provide a Tournament Program.
- (7) Provide for emergency medical treatment to include transportation.
- (8) Arrange for provision and presentation of awards.
- (9) With 24 hours, inform the Regional Director, Service Bureau Director, and appropriate Soccer Committee Chairperson as to the results of the Tournament.
- (10) Within 30 days, prepare and submit a Tournament Financial Report to the Regional Director.
- (11) Establish a Protest Committee according to Region XXI policy.

Section 3. Awards

a. All-Region XXI

- (1) The Soccer Committee shall select an All-Region XXI Soccer Team. It will be left to the discretion of the committees to determine whether the number of teams warrant a second team. An All-Region XXI certificate will indicate to which team the student-athlete was selected.
  - (a) The Soccer Committee Chairpersons will distribute to all coaches via the Athletic Directors at member colleges all material needed to nominate players for All-Region. Each committee will determine the necessary procedure for selection. The All-American form shall be used as the All-Region nomination form.
  - (b) Selection of the All-Region teams will be completed prior to the Region tournament.

b. All-American

- (1) Region XXI may nominate All-Region soccer players for All-American (the number is determined in the NJCAA handbook.) Coaches nominating players for All-American must submit a 3” x 5” head and shoulder photograph along with their nomination form.

**NOTE:** Nominations without a completed ballot and photo will not be Considered for All-American selection.

- (2) Selection of the Region’s All-American nominations will be completed prior to the Regional Tournament.

- c. Coach-of-the-Year
  - (1) The Soccer Committee Chairpersons shall distribute a nomination ballot to each member College participating in Soccer. Each coach shall nominate three coaches and rank them 1,2,and 3. Ballots not containing three nominations will not be counted.
  - (2) All ballots received by the deadline (prior to the start of the Region Tournament,) will be tabulated as follows: number 1 choice, 3 points; number 2 choice, 2 points; and number 3 choice, 1 point. The individual with the most points shall be named Coach-of-the-Year. In case of a tie, the Soccer Committee will determine who is to be named.
  - (3) A plaque, purchased by Region XXI, will be presented to the coach selected.
- d. Within 24 hours of the selection meeting, the Soccer Committee Chairpersons will inform the Regional Director and Service Bureau Director of the All-New England Coach-of-the Year selections, and the All-American nominations.

## **Softball – Women’s**

### Section 1. Rules

- a. All Women’s Fast Pitch Softball games will be conducted in accordance with current NCAA rules.
- b. Ten Run Rule: In all regular season contests (except Tournaments), the team ahead by 10 runs at the end of five innings or more shall be declared the winner.
- c. Protests: In the event of a protest, the team filing the protest must submit a written report within two days of the contest in question. It is the responsibility of the protesting team to have the officials also submit a written report. These written reports are to be submitted to the Softball Committee Chairperson. The Softball Committee shall act on all these protests and make appropriate recommendations.

### Section 2. Regional Tournament

#### a. Site and Date

- (1) Site and date of the Division II and Division III Tournament will be determined no later than the Winter meeting.
- (2) The Host College shall be responsible for all Tournament expenses above and beyond those provided by the Entry Fee. Net profits may be retained by the Host College.
  - (a) If only two teams are selected, two games will be played on Saturday, with the “if” game played on Sunday.
  - (b) The Host College will provide a playing field with appropriate fence distances, if possible.

#### b. Selection and Seeding of Teams

- (1) Region XXI champions will be determined as follows: (based on the number of teams filing eligibility forms with the NJCAA to compete as a varsity team.)
  - (a) Five teams or less, a best of three championship series between the first

and second place team in Region XXI.

- (b) Six or more teams, a four-team double elimination tournament.
- (2) The Softball Committee Chairperson will insure that Letters of Intent are distributed to those member Colleges participating in Women's Softball. Those member Colleges desiring to be considered for selection must submit a Letter of Intent and Entry Fee to the Softball Committee Chairperson no later than the scheduled start of the meeting.
- (3) The Softball Committee will select and seed the tournament teams utilizing the Region XXI criteria.
  - (a) Teams are recommended to schedule two games with each team in their division.
  - (b) All information needed by the Softball Committee must be in the hands of the Committee Chairperson at the scheduled start of the meeting in order for a team to be considered.

c. Tournament Format

- (1) Two-team playoff
  - Higher seed home team in Game 1, opponent in game 2, coin flip in game 3.
    - Saturday – Games 1 and 2
    - Sunday – Game 3 (if necessary)
- (2) Best of Three Tournament (Round Robin Double Elimination)
  - Higher seed is home team in game 1-2, coin flip after.
    - (1) Saturday
      - Game One (seed 1 vs seed 2) 10:00 AM
      - Game Two (seed 2 vs seed 3) 12:00 PM
      - Game Three (seed 1 vs seed 3) 2:00 PM
    - (2) Sunday
      - If all team 1-1, draw lots for bye in first game.
      - Game Four - one team eliminated; winner advances to championship.
      - Game Five – (championship). If one team eliminated on Saturday, team that is 1-1 must win 2 games for title.
- (3) Double Elimination Four-Team Format
  - Higher seed is home team in game 1-2, coin flip after.

Game 1 – 1 vs 4 (10:00 AM)

Game 2 - 2 vs 3 (12:00 PM)

Game 3 – Loser Game 1 vs Loser Game 2 (2:00 PM)

Game 4 – Winner Game 1 vs Winner Game 2 (4:00 PM)

Game 5 – Loser Game 4 vs Winner Game 3 (10:00 AM)

Game 6 – Winner Game 4 vs Winner Game 5 (12:00 PM)

Game 7 – if necessary (2:00 PM)

d. Tournament Rules

- The NCAA “mercy” rule will be in effect in all Region XXI Tournament games.
- The Tournament Director has the right to change game times due to weather, darkness or similar extenuating circumstances.

e. The Softball Committee Chairperson will immediately inform the Regional Director, Service Bureau Director, Tournament Director, and all teams considered, of the selection and Seeding results.

f. Entry Fee

- (1) The entry fee will be determined at the Fall meeting of the membership.
- (2) The entry fee will be refunded to those Colleges not selected for the Tournament.

g. Inclement Weather. In the event the tournament, or a portion of the Tournament, is cancelled due to inclement weather, the team with the best Tournament record will be declared the Region XXI Champion. If two teams are tied, the highest seeded team will be declared the Region XXI Champion.

h. Home Team. The higher seeded team will be designated Home Team, where noted above in tournament format. The higher seeded team will always have the third base dugout or bench.

i. Umpires

- (1) 4-Team Format - two umpires will be assigned for all Tournament games. Exception: three umpires will be assigned to the championship game.
- (2) 2-Team Format – three umpires will be assigned to the championship game.

j. Responsibilities of the Tournament Director

- (1) Secure, assign, and reimburse all Tournament officials.
- (2) Arrange for site and time schedules for all Tournament games and inform all parties.
- (3) Provide and prepare fields for/or play and determine if fields are playable.
- (4) Provide a minimum of 5 NJCAA-approved softballs for each game.

- (5) Provide bases that are adequately secured to the ground for each game.
- (6) Arrange for the provision and presentation of all awards.
- (7) Provide a Tournament program.
- (8) Provide for emergency medical treatment to include transportation.
- (9) At the end of each day of competition, inform the Regional Director, Service Bureau Director and Softball Committee Chairperson as to the results of the Tournament. The director will also post the results on the Region XXI web-site.
- (10) Prepare and submit a Tournament Financial Report to the Regional Director.

Section 3. Awards

a. Regular Season Awards

- (1) All-New England Team. The Softball Committee shall select an All-Region Softball Team for each division. The Team will consist of 11 players (1 catcher, 4 infielders, 1 utility, 2 pitchers, and 3 outfielders.) An All-New England certificate will be presented to each student-athlete selected; the certificate will indicate to which team the student-athlete was selected.
  - (a) The Softball Committee Chairperson will distribute All-American forms, which will be used as nomination ballots to each member College participating in Women's Softball. Nominations are to be made by position; there are no limitations on the number of nominations from an individual College.
  - (b) Ballots must be complete and returned to the Softball Committee Chairperson no later than the scheduled start of the Softball Committee meeting.
  - (c) In order to be considered for All-New England honors, a player must have a minimum of 35 plate appearances for the regular season. The Committee, at its discretion, may waive the 35 plate appearance requirement due to a team's reduced schedule due to poor weather conditions.
- (2) All-American. The Softball Committee will select the All-American candidates for each division from the All-Region teams and submit Regional nominations to the appropriate NJCAA Committee via the Regional Director. All-American nominations **must** include 2 – 3" x 5" head and shoulder pictures. **Nominations submitted without a picture will not be forwarded.**
- (3) Coach-of-the-Year. The Committee Chairperson will distribute ballots for Coach-of-the-Year for each division to all coaches of NJCAA Varsity Teams. The coach must select three coaches to vote for with the first place receiving 3 points, second place 2 points, and third place 1 point. Coaches may not vote for themselves. All ballots must be in the hands of the Committee Chairperson at the scheduled start of the meeting. If a coach's ballot is not received, he/she will not be eligible for the award. A plaque, ordered from the Region vendor, but purchased by the coach's College, will be presented to the coach selected.

- b. Tournament Awards
  - (1) Region XXI will provide the following awards:
    - (a) Team: A plaque for the Champion and Runner-Up.
    - (b) Individual: Individual awards for all members of the Championship Team.
  - (2) Other Awards. The Host College may provide other awards at their expense and discretion.
  - (3) Within 24 hours, the Softball Committee Chairperson will inform the Regional Director and the Service Bureau Director of the following selections:
    - (1) Selection and seeding of teams for the New England Tournament.
    - (2) All-New England Selections.
    - (3) All-American Nominations.
    - (4) Coach-of-the-Year.

## Tennis

- Section 1. Rules
  - a. All dual and regional tournament matches shall be conducted in accordance with current USTA rules, unless otherwise noted in the following sections or specified and agreed upon by the coaches prior to the start of the match or tournament.
  - b. All dual and regional tournament play shall be conducted in accordance with the current NJCAA policies.
- Section 2. Dual Matches
  - a. Number of Matches
    - (1) Dual match play shall consist of 6 singles and 3 double matches. Any number of matches less than 6 and 3 shall result in a forfeiture being awarded for each uncontested match.
    - (2) Lineups – All lineups are to be exchanged prior to the match. Changes may occur only:
      - (a) If a match has been decided;
      - (b) Injury;
      - (c) Agreement of both coaches;
      - (d) Less than a full roster. Players must move up, unless agreed upon by both coaches.
    - (3) Friend of court: ITA rules; e.g., place players by ability.

**NOTE: In an effort to avoid unnecessary travel and/or waiting by players, it is recommended that the coach with less than a full team (6 singles and 3 doubles) contact the opposing coach at least 24 hours prior to the scheduled match informing him/her of the number of both singles and doubles matches that will be played.**

- b. Scoring – Unless mutually agreed upon by both coaches, dual match scoring will consist of the best 2 out of 3 sets.
- c. Warm-up – Warm-up period for each match shall not exceed 10 minutes from the time the players are called to the court to the time of the first serve. (Note: it is recommended that single sticks be used when possible.)
- d. Continuous Play – Play shall be continuous from the first service until the match is concluded, in accordance with current USTA rules.
- e. Coaching – Coaching, i.e., “any advice or instruction” given a player by any person associated with that player’s team, is permitted **ONLY** between sets and may not exceed 1 minute 30 seconds in duration at end of every odd game.
- f. Player Conduct – Behavior of the player(s) during match play shall reflect the spirit of sportsmanship at all times. Any verbal or physical act (i.e., cursing, shouting, throwing racquet, etc.) that is contrary to this behavior shall be dealt with in the following manner:
  - (1) First offense – warning by the player’s coach.
  - (2) Second offense – loss of a point.
  - (3) Third offense – loss of a game.
  - (4) Fourth offense – disqualification from that match.
- g. Suspension of play – Any match suspended due to darkness or inclement weather will be declared a **no match** unless one team has secured sufficient points to win the match. If a no match occurs, individual matches that have been completed will be used for seeding individuals at the regional tournament.

Section 3. Regional Tournament

- a. Site and Date
  - (1) Site and date will be determined in advance at the appropriate Region XXI Athletic Directors meeting. The selection of site and date will be made by those in attendance at the previous Spring Region XXI Athletic Directors’ meeting. Colleges interested in hosting the tournament will be considered for selection at this time.
  - (2) Host college must provide minimum of 6 all-weather outdoor courts and a minimum of 6 indoor courts whenever possible.
- b. Selection of Participants
  - (1) The tennis committee chairperson will ensure that all Region XXI NJCAA member colleges receive tournament information at least one month prior to the tournament date.
  - (2) A member college may send either a full team (6 singles and 3 doubles teams) or any combination of singles/doubles less than a full team. Only schools entering a full-team will be eligible for team awards.
  - (3) Colleges do **not** have to participate in regular season match play to have participants eligible for the regional tournament. All player eligibility must, however, be approved by the NJCAA **at least** 10 days prior to the tournament.

c. Fees/Tennis Balls

- (1) Entry fees shall be \$9 per single entry and \$12 per double team. A full team entry fee shall be \$84; \$48 for 6 single players @ \$9 each; \$36 for 3 doubles teams @ \$12 per team. Entry fees shall be submitted in cash, check, or purchase order prior to the seeding meetings. No refunds will be issued for players failing to participate once seeding has occurred.
- (2) In the event of inclement weather, rental fees for indoor facilities will be pro-rated among the participating colleges. The Tournament Director will request payment for the indoor facilities from the Region XXI Treasurer; the Treasurer will bill the participating colleges for their share of the rental cost.
- (3) Each participating college shall provide one can of USTA approved high-pressure optic yellow tennis balls per singles player and one can per doubles team; (i.e., 9 cans of balls for a full team of 6 singles and 3 doubles teams.)

d. Pairings and Seedings

- (1) Pairings and seedings of all players shall be done at a meeting to be held the evening prior to the beginning of the tournament.
- (2) Tennis coaches or a designated representative of the colleges involved shall, under the direction of the tournament referee and/or director, pair and seed the entrants.
- (3) The number of seeded singles players and doubles teams will be determined by the coaches present at the seeding meeting with each flight determined separately.
- (4) The tournament shall be conducted in flights, i.e., #1 vs #1; #2 vs #2, etc.
- (5) For a player to be placed in a “flight”, he must have played at least 51% of his regular season matches at that position. Each player in a doubles team will be considered separately.

*Exceptions to the 51% rule will be dealt with in the following manner at the seeding meeting:*

- The coach of the player(s) involved will explain the rationale for the exception.
- A simple majority vote of the coaches, tournament director and chairperson of the tennis committee (if present) will decide the flight in which the player (s) will be placed.

**NOTE: Reasons for possible exceptions include:**

- Coach’s evaluation of his/her player at time of tournament.
- Player who fails to play 51% of his season matches at the position being considered.
- Players entered into tournament without having played any regular season matches.

Substitutions shall not be permitted after the opening of the pairing/seeding procedure.

- e. Conduct of Tournament
  - (1) First round play will begin promptly at 9:00 AM (unless indoor facilities are used), with singles play receiving priority. All warm-ups are to be done prior to 9:00 AM.
  - (2) In the event of inclement weather, the referee will make the decision to play outdoors or to move indoors. This decision will be made as soon as possible.
  - (3) The second day of the tournament shall be devoted to the semi-finals, if needed, and the finals of both singles and doubles play, unless otherwise agreed upon.
  
- f. Scoring
  - (1) Regulation match scoring will be used, i.e., the first player/team winning 2-out-of-3 sets shall be declared the winner.
    - (a) A set is decided when a player/team wins 6 games with a margin of 2 games.
    - (b) In the event that the score reaches 6 games all in any set the 12-point tie-break system will be implemented.
  
- g. Tournament Team Scoring
  - (1) Team scoring shall be by points. (Only full teams: 6 singles, 3 doubles, are eligible for team scoring and awards).
    - (a) Advancement – 1 point for each win in every round of both singles and doubles.
    - (b) Bye – 1 point for player (team) receiving a bye only if he (they) win the next round.
    - (c) Forfeit – 1 point immediately awarded as advancement.
  
- h. Awards
  - (1) All Region – Participate in singles reaching the finals and in doubles, the teams winning the finals.
  - (2) Team Award – 1<sup>st</sup> place team as determined by the team scoring explained in Section 3.4 of the Handbook. Plaque will be awarded to the college.
  - (3) Individual Medals – Individual members of the 1<sup>st</sup> place team. Medals will be awarded to each player.
  - (4) Flight Champion – Individual winner of each of the 6 singles flights and team members of each of the 3 doubles flights. Appropriate awards presented.
  - (5) Coach-of-the-Year shall be coach of the winning team. A plaque purchased by the coach's college is recommended and can be ordered through Region XXI.

i. Responsibilities of Tournament Officials

(1) Tournament Director

- (a) Secure and assign all tournament officials (referees and lineman.)
- (b) Arrange for site and time schedules for all tournament matches.
- (c) Arrange for indoor facility use during inclement weather (minimum of 6 indoor courts are recommended).
- (d) Purchase and provide approved tennis balls as needed in addition to those provided by the participants.
- (e) Provide a tournament program.
- (f) Arrange for the proper presentation of all awards.
- (g) Provide for emergency medical treatment/transportation if required.
- (h) Inform the Regional Directors, Service Bureau Director, and Tennis Committee Chairperson of tournament results. The director will also post the results on the Region XXI web-site.
- (i) Prepare and submit all income and expenses to the Region XXI Secretary/Treasurer, along with a complete financial accounting.

(2) Tournament Referees

- (a) Conduct pairing/seeding process.
- (b) Arrange court and time assignments for all matches.
- (c) Make decisions regarding all rules of the USTA and/or those agreed upon by the Region XXI, NJCAA Men's Tennis Committee.
- (d) Be present at all semi-final and final matches and be responsible for match scoring in the event of player dispute.
- (e) Strictly enforce the following specific rules:
  - 1.1 10-minute starting time from announcement of participants to beginning of play.
  - 1.2 A 20-minute maximum rest period will be permitted between all preliminary rounds, as well as between the last preliminary round and the semi-final round.
  - 1.3 A 30-minute maximum rest period will be permitted between the semi-final and final rounds.
  - 1.4 Coaching of player(s), as agreed upon by the coaches at their meeting held the evening prior to the start of the tournament.

1.5 Behavior of the players while on the court according to following procedure:

1<sup>st</sup> time – Warning

2<sup>nd</sup> time – Deduct 1 point

3<sup>rd</sup> time – Deduct 1 game

4<sup>th</sup> time – Disqualification

*These penalties are cumulative throughout the tournament and will apply for either verbal or physical displays of unsportsmanlike conduct.*

Section 4. National Tennis Tournament

- a. Site and Date – Information regarding the national tournament will be sent by the Regional Tournament Chairperson to all member colleges.
- b. Qualifications
- c. The 1<sup>st</sup> and 2<sup>nd</sup> place team, as determined by Regional Tournament point totals, are eligible.
- d. The singles champion from flight #1 and the doubles team from flight #1, regardless of their team's standing are eligible.

*NOTE: Specific conditions and rules governing the Men's National Tennis Tournament are found in the NJCAA Handbook and Casebook.*

**Volleyball - Women**

Section 1. Rules

- (a) All games will be played according to current NCAA rules.
- (b) Officials shall be approved by NAGWS and/or USVBA.

Section 2. Regional Tournament (if applicable)

- a. Site and Date
  - (1) Site and date shall be determined one year in advance at the Winter Regional meeting.
  - (2) Host college shall be responsible for all tournament expenses. Net proceeds may be retained by the host college.
  - (3) The host college must provide adequate facilities to include 2 volleyball courts conforming to USVBA standards.
- b. Number of Tournament Teams
  - (1) The number of tournament teams will be based on the following criteria:
    - (a) If 5 or more teams are participating in the region, a 4-team

tournament will be held.

- (b) If fewer than 5 teams are participating in the region, a 2-team championship will be held.

c. Selection of Teams

- (1) Those schools wishing to participate in the regional tournament must send a Letter of Intent, Entry Fee, and 5” x 7” team picture to the Volleyball Chair no later than one week before the regional tournament.

Colleges wishing to be considered must be willing to pay their own expenses to the tournament and be willing to advance to the national tournament.

- (2) The Volleyball Committee will select and seed the tournament teams no later than the Monday preceding the tournament.
- (3) The Volleyball Committee will immediately inform the regional director of the selections.

d. The entry fee, if applicable, will be determined at the Fall meeting.

e. Conduct of Tournament. A 4-team tournament will use a Round-Robin Format. Round-Robin consists of two (2) – 15 point games per match. The teams with the best two records will play to determine the regional champion.

In the event of a second place tie, a one-game, 15-point play-off will occur.

f. Responsibilities of Tournament Director

- (1) Secure and reimburse all tournament officials. Officials should be drawn with geographical representation.
- (2) To schedule all tournament games and notify all parties involved.
- (3) To provide no less than two approved game balls and inform participating teams which type of ball will be used.
- (4) Arrange for provision and presentation of awards.
- (5) Provide a tournament program.
- (6) Provide a method of selecting any individual awards presented, as well as provide suitable awards for these selections.
- (7) Provide for emergency medical treatment to include transportation.
- (8) Inform the Regional Director, Service Bureau Director, and Volleyball Committee Chairperson as to the results of the tournament.
- (9) Prepare and submit a Tournament Financial Report to the Regional Director.

Section 3. Awards

a. Regular Season Awards

- (1) All-New England team. The Volleyball Committee shall select an All-Region Volleyball team for each division.
  - (a) The Volleyball Committee Chairperson will distribute an All-American form to be used as a nomination form, to each Volleyball coach. This

form must be returned no later than six days prior to the selection meeting.

- (b) All-New England ballots listing nominations must be distributed to each coach. All ballots must be returned to the Volleyball Committee Chairperson by the scheduled start of the selection meeting.
- (2) All-American. The Volleyball Committee will select Region XXI All-American nominations from the All-New England team and submit the regional nominations to the appropriate NJCAA Committee via the Regional Director. All-American nominations **MUST INCLUDE TWO 3" x 5" HEAD AND SHOULDER PICTURES.**
- (3) Coach-of-the-Year. The Volleyball Committee shall select a Volleyball Coach-of-the-Year, if applicable. A plaque ordered from the Region vendor, but purchased by the coach's college, will be presented to the coach selected.
- (a) The Volleyball Committee Chairperson will distribute a ballot to each member college participating in Volleyball.
  - (b) Coaches will vote for 3 coaches, not themselves, and coaches will receive 3 points for 1<sup>st</sup>, 2 points for 2<sup>nd</sup>, and 1 point for third. The coach with the most points will be named Coach-of-the-Year.
- (4) Tournament Awards
- (a) Region XXI will provide the following awards:
    - (1) Team: A plaque for the champion and runner-up.
    - (2) Individuals: Individual awards for all members of the champion team.
  - (b) Others: At the discretion of the Tournament Director, the following awards may or may not be presented: Consolation Winner; Most Valuable Player; and All-Tournament Teams. These awards are the responsibility of the host college.
  - (c) Within 24 hours of the selection meeting, the Volleyball Committee Chairperson will inform the Regional Director and Service Bureau Director of All-New England, Coach-of-the-Year selections and All-American nominations.

**Article XIV Financial Policies**

- Section 1. The fiscal year of Region XXI shall be from August 1 to July 31.
- Section 2. The funds of Region XXI shall be deposited in institutions approved by the membership.
- Section 3. All monies paid out of Region XXI accounts shall be made on checks printed with the name of the organization and signed by the treasurer.
- Section 4. An audit of the financial accounts of Region XXI shall be made at the end of each fiscal year and a report of Region XXI's finances shall be made to the NJCAA.

**Article XV Standing Committees**

- Section 1. Standing Committees shall be appointed in accordance with Article XIII – G. (Pg. N-1) (Standing Committees).
- Section 2. The following shall be the Standing Committees of Region XXI:
  - Awards
  - Handbook
  - Standards and Ethics
  - Web-site
  - Baseball
  - Basketball – Men
  - Basketball – Women
  - Cross Country
  - Golf
  - Lacrosse
  - Soccer – Men
  - Soccer – Women
  - Softball
  - Tennis
  - Volleyball

## **Article XVI - Amending the By-Laws**

- Section 1. The By-Laws of Region XXI may be amended at any Region XXI meeting by a majority affirmative vote of the membership present provided, however, that the substance of the proposed amendment shall have been submitted in writing to the secretary and the member colleges at least two (2) weeks prior to the date of the meeting at which the amendment will be placed on the agenda. All By-Laws changes shall become effective as of the first day of August following the Region XXI meeting at which such amendment was adopted.

## **Article XVII - Rules of Order for Conducting Meetings**

- Section 1. The latest edition of Robert's Rules of Order shall be the manual of procedure for conducting meetings of Region XXI.

### **CODE OF CONDUCT**

**All Region XXI events, contests, and tournaments shall follow all the NJCAA Rules of Conduct as spelled out in Article XX of the NJCAA Handbook.**

**All Region XXI participants must follow the NJCAA Rules of Sportsmanship as outlined in Article XVIII of the NJCAA Handbook including penalties for game ejections.**

